

excel

word

access

outlook

project

photoshop

illustrator

indesign


acrobat

Access Courses	Duration	Price	June	July	Aug	Sep
Fundamentals	2 days	570	call	18-19	16-17	5-6
Excel Courses	Duration	Price	June	July	Aug	Sep
Introduction	1 day	295	22	4,26	2,15	6,19
Intermediate	1 day	295	7,29	6,27	3,16	1,20
Advanced	2 days	590	20-21	19-20	22-23	12-13
Excel PowerPivot Introduction	1 day	360	14	1	1	5
Visual Basic Application	2 days	795	call	call	call	call
InfoPath	Duration	Price	June	July	Aug	Sep
Introduction	1 day	600	13	1	4	call
Outlook Courses	Duration	Price	June	July	Aug	Sep
Introduction	1 day	295	call	13	4	14
Intermediate	1 day	295	call	15	17	call
Outlook for Time Management	1 day	330	24	21	11	12
PowerPoint Courses	Duration	Price	June	July	Aug	Sep
Introduction	1 day	295	9	5	2	2
Intermediate	1 day	295	30	22	10	13
Project Courses	Duration	Price	June	July	Aug	Sep
Introduction	1 day	320	3	8	9	7
Intermediate	1 day	320	22	27	18	15
Publisher Courses	Duration	Price	June	July	Aug	Sep
Essential Training	1 day	295	Call	15	5	call
Visio Courses	Duration	Price	June	July	Aug	Sep
Essential Training	1 day	320	15	8	5	call
Word Courses	Duration	Price	June	July	Aug	Sep
Introduction	1 day	295	1	4	1	7
Intermediate	1 day	295	call	12	8	21
Advanced	1.5 days	520	27-28	14-15	29-30	28-29
Other Courses	Duration	Price	June	July	Aug	Sep
Basic Computer Skills	2 days	560	Call	11-12	25-26	26-27
Upgrade to MS Office 2010	1 day	295	call	14	11	27
Upgrade to MS Office 2013	1 day	295	call	14	11	27
MS Office Time Savers A to Z	2 hrs	60	13	14	11	call

Specialised Courses						
Course Title	Duration	Price	June	July	Aug	Sep
Acrobat Essential Training	1 day	295	call	7	12	23
Illustrator Essential Training	2 days	790	call	13	12	call
InDesign	Duration	Price	June	July	Aug	Sep
Introduction	2 days	790	16-17	11-12	3-4	8-9
Intermediate	2 days	790	Call	28-29	30-31	call
Photoshop	Duration	Price	June	July	Aug	Sep
Introduction	1 day	395	8	1	15	14
Intermediate	1 day	395	call	22	24	Call
Management	Duration	Price	June	July	Aug	Sep
Outlook for Time Management	1 day	330	24	21	11	12
Time Management	1 day	TBA	call	call	call	call
Presentation Skills	1 day	450	call	call	call	call
Workshops	Duration	Price	June	July	Aug	Sep
Time Management	½ day	TBA	call	call	call	call
Public Speaking Skills	½ day	TBA	call	call	call	call
Microsoft Technical	Duration	Price	June	July	Aug	Sep
Installing, Configuring & Administering Windows Server 2012	5 days	4,200	call	call	call	call
Project Management	Duration	Price	June	July	Aug	Sep
Prince2 Foundation with Practitioner	5 days	3,600	call	call	call	call
ITIL® IT Management	Duration	Price	June	July	Aug	Sep
ITIL® Foundation with Exam	3 days	1,900	call	call	call	call

For other services like room hire, customised training, consultancy and development, and training needs assessment, you may phone us on:

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