

Course Title	Cost	Mar 11	April 11	May 11	June11	July 11
Getting Started						
Introduction to PC / IT Fundamentals	£100	4	2		4	
IT Security	£100		2			
Outlook - Introduction	£110	19		7		8
Internet and Email – Introduction	£110		26			
ECDL Test	Essential (Level 1)	31	30	30	30	29
	Extra (Level 2)					
Microsoft Office 2010						
MS Word Level 1 - Introduction	£110	5				2
MS Word Level 2 – Intermediate	£120	12				9
MS Word Level 3 - Advanced	£130		9			16
MS Excel Level 1 - Introduction	£110				11	
MS Excel Level 2 - Intermediate	£120				18	
MS Excel Level 3 – Advanced	£130				25	
MS PowerPoint Level 1 - Introduction	£110		22			
MS PowerPoint Level 2 - Advanced	£120		23			
MS Access Level 1 - Introduction	£130			7		28
MS Access Level 2 - Intermediate	£130			14		29
MS Access Level 3 - Advanced	£160			21		
Microsoft Office 2007						
MS Word Level 1 – Introduction	£100			28		
MS Word Level 2 - Intermediate	£120			30		
MS Word Level 3 – Advanced	£130			31		
MS Excel Level 1 - Introduction	£120	19		28		
MS Excel Level 2 - Intermediate	£120	26		30		
MS Excel Level 3 – Advanced	£130		25	31		
MS PowerPoint Level 1 - Introduction	£120					23
MS PowerPoint Level 2 - Advanced	£120					30
MS Access Level 1 - Introduction	£130				6	
MS Access Level 2 – Intermediate	£130				13	
MS Access Level 3 – Advanced	£160					
Microsoft Project						
MS Project (2 days course)	£300	30-31		26-27		7-8
Desktop Publishing						
MS Publisher Level 1 - Introduction	£120		30		20	
MA Publisher Level 2 – Advanced	£130		30		20	
AutoCAD Applications						
AutoCAD Training (Cost per day)	£300			23-27		
Surveying Training						
Practical Surveying Training (3 days course)	£900		18-20			18-20

Please note that the above proposed training dates are subject to confirmation. Our 'fast-track' ECDL programmes are delivered in small group of 4 candidates per training session. To reserve a place on any of the above courses please contact us. All prices quoted exclude VAT @ 20%. Classes run from 9:00am - 4:00pm. Lunch and light refreshments are provided. We offer a full list of other courses and bespoke training for private company either at our training suites or at your premises. Contact us for further information or if you require a quotation.