

QUALITY, AUDITING, SUPPLY CHAIN

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COURSE TITLE	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
QUALITY & HEALTHCARE	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Computer Systems Validation (21CFR Part11)	2 Days	595.00	<u>30</u>		<u>12</u>		<u>14</u>	
FDA & GMPs – An Overview	1 Day	295.00		<u>1</u>		<u>3</u>		<u>6</u>
Process Validation	2 Days	595.00		<u>13</u>		<u>16</u>		<u>11</u>
Designing an Effective Quality Management System	1 Day	295.00		<u>8</u>		<u>24</u>		
Quality Systems Documentation	1 Day	295.00	<u>25</u>		<u>28</u>		<u>11</u>	
Problem Solving & Quality Improvement Tools	1 Day	295.00		<u>1</u>		<u>3</u>		<u>6</u>
Fundamentals of Calibration	1 Day	295.00		<u>3</u>		<u>27</u>		<u>29</u>
Laboratory Safety Essentials	1 Day	295.00	CALL FOR DATES					
Good Laboratory Practice	1 Day	295.00						
Laboratory Systems Validation	1 Day	295.00						
Technical Report Writing	1 Day	295.00						
Cleaning Validation (NEW)	2 Days	695.00		<u>16</u>		<u>24</u>		<u>21</u>
Equipment Validation (NEW)	2 Days	695.00		<u>16</u>		<u>24</u>		<u>21</u>
GAMP®5 - Risk Management Approach (NEW)	1 Day	390.00	<u>27</u>		<u>23</u>		<u>28</u>	
First Steps to Medical Device (NEW)	2 Day	695.00	CALL FOR DATES					
IQ/OQ Qualification (NEW)	1 Day	390.00						
Laboratory Auditing to FDA-GLP & EU-GLP Regulations	1 Day	390.00						
AUDITING	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
ISO 9000:2008 (Internal Auditing)	1 Day	295.00	<u>26</u>		<u>29</u>			<u>7</u>
ISO 13485:2003 (Medical Device Standard)	1 Day	295.00		<u>23</u>		<u>20</u>		<u>28</u>
ISO 14971:2007 (Risk Assessment: Med Device)	1 Day	295.00			<u>2</u>			<u>1</u>
ISO 14001: Environmental Management	2 Days	595.00		<u>9</u>			<u>3</u>	
Food Safety & HACCP (FETAC Level 5)	3 Days	695.00			<u>14</u>			<u>27</u>
Internal Quality Auditor	2 Days	595.00	<u>26</u>		<u>29</u>			<u>7</u>
Quality Lead Assessor	5 Days	1195.00	CALL FOR DATES					
ISO/TS 16949:2009 an Overview (NEW)	1 Day	295.00		<u>2</u>		<u>4</u>		
ISO 16949 Internal Auditor (NEW)	2 Days	695.00		<u>2</u>		<u>4</u>		
ISO 13485:2003 Internal Auditor	2 Days	695.00		<u>23</u>		<u>20</u>		<u>28</u>
ISO 13485:2003 Lead Auditor	5 Days	1195.00			<u>5</u>			<u>18</u>
Introduction to ISO 27001:2005 - Information Security	1 Day	295.00	CALL FOR DATES					
ISO 27001 Internal Auditor (NEW)	2 Days	695.00						
Implementing an Effective ISO 27001 Information Security Management System	3 Days	695.00						
ISO 31000 - Risk Management Principles	2 Days	695.00						
ISO 27001 Information Security Risk Management	1 Day	295.00						
ISO/IEC 17025:2005	1 Day	295.00		<u>29</u>			<u>30</u>	
ISO/IEC 17025:2005 Internal Auditor	2 Days	695.00		<u>29</u>			<u>30</u>	
ISO 22716:2007	1 Day	295.00	CALL FOR DATES					
ISO 22716:2007 Internal Auditor	2 Days	695.00						
Quality Lead Auditor	5 Days	1195.00						
SUPPLY CHAIN & LOGISTICS	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Purchasing Principles	1 Day	390.00	CALL FOR DATES					
Supply Chain Management Principles	2 Days	775.00						

*(NEW) - New Courses

PROCESS IMPROVEMENT, PROJECT MGT, ENERGY

5% Online Discount on all courses at www.ProcadTraining.com

LEAN & SIX SIGMA	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Lean Six Sigma (Green Belt)	5 Days	1275.00		<u>20</u>		<u>30</u>		<u>25</u>
Process Mapping, VSA & FMEA	2 Days	595.00		<u>23</u>				<u>28</u>
Introduction to Statistical Process Control	1 Day	295.00		<u>2</u>			<u>11</u>	
Basic Statistics	1 Day	295.00		<u>1</u>			<u>10</u>	
Lean Manufacturing	1 Day	390.00			<u>2</u>			<u>1</u>
Continual Process Improvement	1 Day	295.00	<u>CALL FOR DATES</u>					
5 S Workplace Organisation	1 Day	295.00	<u>25</u>		<u>28</u>		<u>11</u>	
Business Continuity Management (NEW)	2 Days	595.00			<u>12</u>		<u>24</u>	
Overall Equipment Effectiveness (OEE) (NEW)	1 Day	295.00		<u>10</u>		<u>12</u>		<u>8</u>
Six Sigma Champion for Senior Management	1 Day	390.00	<u>CALL FOR DATES</u>					
Lean Concepts for Finance and Administration (NEW)	1 Day	390.00						
Lean for Healthcare (NEW)	1 Day	390.00						
Design of Experiments (NEW)	1 Day	390.00						
Visual Factory & Operational Measurement (NEW)	1 Day	390.00						
Six Sigma Yellow Belt (NEW)	2 Days	595.00						

PROJECT MANAGEMENT & MS PROJECT	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Project Management Fundamentals	2 Day	525.00		<u>6</u>		<u>11</u>		<u>18</u>
Microsoft Project Introduction	1 Day	275.00		<u>7</u>		<u>12</u>		<u>19</u>
Microsoft Project Advanced	1 Day	275.00			<u>8</u>			<u>7</u>
Project Management PMP Certification	4 Days	975.00		<u>13</u>			<u>1</u>	
Project Management PMP Certification	4 Saturdays	975.00	<u>CALL FOR DATES</u>					
Project Management PMP Exam Preparation	1 Day	350.00			<u>20</u>			<u>25</u>
Project Server	5 Days	1275.00	<u>CALL FOR DATES</u>					
CompTIA Project +	10 Evenings	695.00		<u>13</u>				

ENERGY MANAGEMENT (NEW)	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Introduction to Energy Management	2 Days	525.00		<u>9</u>			<u>8</u>	
EN 50001:2011 Energy Mgt System Implementation	3 Days	675.00			<u>14</u>			
Lean Six Sigma Principles for Energy Management	2 Days	525.00	<u>CALL FOR DATES</u>					
Boiler Energy Efficiency	1 Day	275.00			<u>2</u>			
Refrigeration Energy Efficiency	1 Day	275.00		<u>24</u>			<u>30</u>	
Electrical Engineering Fundamentals	1 Day	275.00			<u>5</u>			<u>21</u>
RETScreen - Biomass Heating Energy Analysis	1 Day	275.00				<u>2</u>		
RETScreen - Wind Energy Analysis	1 Day	275.00				<u>10</u>		
RETScreen - CHP Energy Analysis	1 Day	275.00				<u>23</u>		
Energy Map for Small Business	3 Days	675.00			<u>20</u>			
Energy Efficient & Effective Lighting Systems	2 Day	525.00			<u>26</u>			
Introduction to Facilities Management	2 Days	575.00		<u>27</u>			<u>1</u>	

ENERGY MANAGEMENT CONSULTANCY SERVICES	DURATION	COST:2012	Jan	Feb	Mar	Apr	May	Jun
Energy Surveys / Energy Maps	Variable		<u>CALL FOR CUSTOMISED QUOTE & AVAILABILITY</u>					
BMS Control Strategy Assessment	Variable							
Submetering Strategy & Planning	Variable							
Specific Plant Assessment	Variable							
CHP Feasibility Assessment	Variable							
Remote Energy Monitoring	Variable							

*(NEW) - New Courses

AUTOCAD, HEALTH & SAFETY, CONSULTANCY

5% Online Discount on all courses at www.ProcadTraining.com

AUTODESK APPLICATIONS	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
AutoCAD 2012 Fundamentals	2 Days	525.00		<u>20</u>		<u>11</u>		<u>5</u>
AutoCAD 2012 Advanced	1 Day	275.00			<u>5</u>			<u>14</u>
AutoCAD Electrical	2 Days	895.00	CALL FOR DATES					
Inventor Essentials	3 Days	995.00						
Inventor Advanced	1 Day	350.00						
AutoCAD Mechanical	2 Days	895.00						
ECDL CAD (Evening) (Exam Included)	10 Evenings	575.00		<u>8</u>		<u>25</u>		
ECDL CAD 1 Day Exam Prep (Exam Included)	1 Day	375.00			<u>1</u>			

HEALTH & SAFETY	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Fire Warden	1Day	295.00		<u>9</u>		<u>19</u>		<u>7</u>
Health & Safety Representative FETAC Level 5	3 Days	575.00		<u>22</u>		<u>23</u>		<u>18</u>
Health & Safety for Managers	2 Days	475.00		<u>20</u>		<u>2</u>	<u>31</u>	
Health & Safety Risk Assessment	1 Day	295.00		<u>1</u>		<u>4</u>		<u>21</u>
OHSAS 18001:2007	1 Day	390.00		<u>2</u>		<u>4</u>		
OHSAS 18001:2007 Internal Auditor	2 Days	695.00		<u>2</u>		<u>4</u>		
Occupational First Aid FETAC Level 5	3 Days	325.00		<u>6</u>		<u>25</u>		<u>25</u>
Occupational First Aid FETAC certified (Refresher)	1 Day	250.00			<u>5</u>	<u>13</u>		<u>8</u>
Manual Handling Instructor FETAC Level 6	5 Days	1095.00		<u>13</u>		<u>16</u>		<u>11</u>
Office Ergonomics & VDU Instructor/Assessor (NEW)	2 Days	695.00	<u>19</u>		<u>22</u>		<u>28</u>	
Manual Handling	Half Day	150.00		<u>8</u>		<u>27</u>		<u>27</u>
IOSH Managing Safely	4 Days	895.00		<u>27</u>		<u>10</u>		
Patient Handling	1 Day	100.00		<u>3</u>		<u>13</u>		<u>22</u>
Fire Safety Essentials	1 Day	250.00	CALL FOR DATES					
Safety, Health & Welfare Act '05 & Gen. Applications	1 Day	650.00 Group						
Designing an effective Safety Statement	1 Day	475.00						
Health & Safety Fundamentals	1 Day	295.00						
Working with Height 2006 Regulations	1 Day	295.00						
Abrasive Wheels	Half Day	650.00 Group						
Chemical Handling including REACH Regulations	1 Day	295.00						
Noise Assessment Fundamentals	1 Day	1295 Group						
VDU Assessor & Occupational Ergonomics	1 Day	850.00 Group						
Vibration Assessment	1 Day	1295 Group						
Electrical Safety	1 Day	1295 Group						
Confined Space	1 Day	1295 Group						
Basic First Aid	1 Day	850.00 Group						
Cardiac First Responder	1 Day	175.00						
Office Safety	1 Day	850.00 Group						
Forklift Operator for Beginner	5 Days	795.00						
Forklift Operator for Experienced Drivers	2.5 Days	475.00	<u>30</u>		<u>5</u>		<u>14</u>	
Forklift Operator Refresher	1 Day	390.00	<u>30</u>		<u>5</u>		<u>14</u>	
Patient Handling Instructor	8 Days	1695.00		<u>13</u>		<u>16</u>		<u>11</u>

HEALTH & SAFETY CONSULTANCY SERVICES	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Safety Statement - Design & Report	1.5 Days	550.00	CALL FOR DATES					
Office Ergonomic & VDU Assessment	2 Days	800.00						
Noise/Environmental Noise Assessment	2 Days	875.00						

*(NEW) - New Courses

MANAGEMENT & PERSONAL DEVELOPMENT

5% Online Discount on all courses at www.ProcadTraining.com

MANAGEMENT DEVELOPMENT	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
PERSONAL & MANAGEMENT DEVELOPMENT			Jan	Feb	Mar	Apr	May	Jun
Personal Effectiveness	1 Day	295.00	25		14			28
Presentation Skills (Essential Skills)	1 Day	350.00		15		26		
Assertiveness Skills	1 Day	295.00		2		25		13
Negotiation Skills	1 Day	295.00			26		25	
Communication Skills	1 Day	295.00		22			24	
Stress Management & Wellbeing	1 Day	295.00			15			6
Time Management	1 Day	295.00		8		18		14
Supervisory Management Skills	2 Days	595.00		27			22	
FETAC Level 6 - Supervisory Management (NEW)	4 Days	795.00	CALL FOR DATES					
CV Creation & Interview Skills (NEW)	3 Evenings	275.00		27		16		
Career Transition & Development (NEW)	2 Days	500.00		6			14	
Effective Brainstorming Skills (NEW)	1 Day	295.00	18			20		
Well Being /Stress & Sleep Mgt /Relaxation Techniques (NEW)	1/2 Day	650.00 Group	CALL FOR DATES					
SALES & CUSTOMER CARE			Jan	Feb	Mar	Apr	May	Jun
Introduction to Sales	1 Day	295.00		27			8	
Advanced Sales Techniques	1 Day	295.00				11		
Presentation Skills (Essential Skills)	1 Day	295.00		15		26		
Call Handling and Customer Care	1 Day	295.00		10			30	
Customer Care Representative	1 Day	295.00			16			
Customer Care Supervisor	1 Day	295.00	CALL FOR DATES					
Dealing with Aggressive/Abusive Behaviour	1 Day	295.00				23		
Public Procurement-Winning E-Tenders\Contracts (NEW)	1 Day	295.00			26			
Reception & Customer Service Skills (NEW)	1 Day	295.00	24		28			27
HUMAN RESOURCES, TRAINING & DEVELOPMENT			Jan	Feb	Mar	Apr	May	Jun
FETAC Level 6 - Trainer The Trainer (NEW)	4 Days	585.00			6		14	
Recruitment & Interviewing Skills	1 Day	295.00		23			29	
Performance Management & Appraisals	1 Day	295.00	31		27			15
Coaching Effectively	1 Day	295.00			8		17	
Facilitation Techniques	1 Day	295.00		15				5
Bullying in the Workplace	1 Day	295.00			5			
Employment Law (NEW)	1 Day	350.00				10		
LEADERSHIP			Jan	Feb	Mar	Apr	May	Jun
Team Building Techniques	1 Day	295.00			26			
Practical Problem Solving & Decision Making	1 Day	295.00			22		21	
Team Leader Skills	1 Day	295.00				19		
Conflict Management & Resolution	1 Day	295.00		17			18	
FINANCE & STRATEGIC BUSINESS			Jan	Feb	Mar	Apr	May	Jun
Finance For Non Financial Managers	2 Days	595.00			6		28	
Designing an Effective Business & Marketing Plan	2 Days	595.00			29			
Start Your Own Business (NEW - Saturday Course ONLY)	3 Saturdays	695.00		4		24		
ORGANISATIONAL EFFECTIVENESS			Jan	Feb	Mar	Apr	May	Jun
Meeting Management - Conducting Effective Meetings	1 Day	295.00			2		14	
Professional Minute Taking	1 Day	295.00		16				15
Effective Chairmanship-Getting the most out of meetings	1 Day	295.00				23		
Report Writing	1 Day	295.00			27			25

*(NEW) - New Courses

TECHNICAL IT, COMPTIA, .NET PROGRAMMING

5% Online Discount on all courses at www.ProcadTraining.com

IT TECHNICAL (Exams Additional)	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Windows 7 Installation & Deployment	2 Days	895.00						
Virtual Server 2007 Install & Config	3 Days	1095.00						
Ms Exchange 2010	5 Days	1295.00						
Microsoft Windows Server 2008 R2	2 Days	1095.00						
MCSA/MCSE 2008 Accelerated Weekday Bootcamp (Exams Additional)	5 Days	1495.00						
MCSA/MCSE 2008 Accelerated Saturday Bootcamp (Exams Additional)	5 Saturdays	1495.00						
Maintaining a Microsoft SQL Server 2008 R2 Database	3 Days	1195.00						
Prog a SQL Server 2008 Database	4 Days	1195.00						
Querying Microsoft SQL Server 2008 with Transact-SQL	2 Days	1095.00						
SharePoint End-User Training	1 Day	1495 (Group)						
SharePoint Technical Training	1 Day	1495 (Group)						
Google Docs Online Collaboration (NEW)	1 Day	295.00						
Social Marketing - Facebook and Twitter for Business (NEW)	1 Day	295.00						
Online Marketing - Adwords / Facebook / Twitter Blogging and SEO (NEW)	1 Day	295.00						
Getting the Most From your Digital Camera (Intro to Digital Photography) (NEW)	1 Day	295.00						
Getting the Most From your Digital Camera (Interm-Adv - Going off Auto!) (NEW)	1 Day	295.00						
Google PICASA Editing your Digital Images and Creating Online Galleries (NEW)	1 Day	295.00						
Setting up your own Blog with Google Blogger (NEW)	1 Day	295.00						
Keeping your Head in the Cloud's - Intro to Free Cloud Computing Applications (NEW)	1 Day	295.00						
Search Engine Optimisation - Getting up the Google Rankings (NEW)	1 Day	295.00						

[CALL FOR DATES](#)

COMPTIA CERTIFICATION (Exams Additional)	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
CompTIA A + Certification	10 Evenings	595.00		<u>21</u>				
Network + Certification	10 Evenings	595.00					<u>14</u>	
CompTIA Project + Certification	10 Evenings	595.00		<u>13</u>				
CompTIA Security + Certification	10 Evenings	595.00			<u>28</u>			

MICROSOFT.NET	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Developing MS ASP.NET Web Applications Using Visual Studio .NET	5 Days	1495.00						
Programming with C#	5 Days	1495.00						
Introduction to MS Visual Basic .NET Programming	5 Days	1495.00						
Developing Microsoft .NET Applications For Windows (Visual Basic .NET)	2 Days	695.00						

[ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY](#)

PROGRAMMING	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Introduction to Visual Basic .NET	2 Days	575.00						
Advanced Visual Basic	2 Days	575.00						

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*(NEW) - New Courses

ECDL , GRAPHICS, MICROSOFT OFFICE 2003/2007/2010

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ECDL CERTIFICATION (Includes Exams & SkillCards)	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Introduction to Computers / Ms Word Processing & Email/Internet (Evenings)	6 Evenings (12 hrs)	350.00		<u>20</u>			<u>14</u>	
(NEW) European Computer Driving Licence Syllabus V5.0 (Week Intensive Course)	5 Days	595.00	CALL FOR DATES					
(NEW) European Computer Driving Licence Syllabus V5.0 (Evenings)	12 Evenings	495.00	<u>26</u>			<u>26</u>		
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings)	10 Evenings	600.00	CALL FOR DATES					
(ADV ECDL) AM5 Adv Access / AM6 Adv PPT (Evenings)	10 Evenings	600.00						

GRAPHICS & DESKTOP PUBLISHING	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Adobe PageMaker	2 Days	495.00				<u>26</u>		
Adobe Photoshop	2 Days	495.00	<u>30</u>		<u>20</u>			<u>21</u>
Adobe Acrobat Professional	2 Days	495.00		<u>2</u>		<u>4</u>		
Adobe Illustrator	2 Days	495.00		<u>16</u>			<u>8</u>	
Adobe InDesign	2 Days	495.00			<u>12</u>			
Digital Photography Intro/Interm (Moving Beyond Green Mode) (NEW)	2 Days	495.00	CALL FOR DATES					
Digital Photography Advanced (Moving Beyond Green Mode) (NEW)	2 Days	495.00						

MICROSOFT APPLICATIONS - Versions	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
All Office Courses Available - Office 2003 / Office 2007 / Office 2010 - Call to Book Your Place NOW!								
Upgrading to Microsoft Office 2007/2010	1 Day	225.00	CALL FOR DATES					
Introduction to Computers	6 Evenings	350.00		<u>20</u>			<u>14</u>	
Introduction to Computers	2 Days	350.00	<u>23</u>		<u>26</u>			<u>5</u>
Microsoft Word Introduction	1 Day	190.00		<u>8</u>		<u>19</u>		<u>14</u>
Microsoft Word Intermediate	1 Day	190.00	<u>26</u>		<u>14</u>		<u>25</u>	
Microsoft Word Advanced	1 Day	190.00		<u>23</u>		<u>26</u>		<u>28</u>
Microsoft Excel Introduction	1 Day	190.00	<u>25</u>		<u>15</u>		<u>30</u>	
Microsoft Excel Intermediate	1 Day	190.00		<u>15</u>		<u>25</u>		<u>12</u>
Microsoft Excel Advanced	1 Day	190.00	<u>19</u>		<u>28</u>		<u>16</u>	
Microsoft Excel VBA	1 Day	295.00		<u>27</u>		<u>30</u>		
Microsoft Access Introduction	1 Day	190.00	<u>18</u>		<u>22</u>		<u>23</u>	
Microsoft Access Intermediate	1 Day	190.00		<u>9</u>		<u>18</u>		<u>20</u>
Microsoft Access Advanced	1 Day	190.00			<u>9</u>		<u>11</u>	
Microsoft Access VBA	1 Day	295.00		<u>20</u>		<u>6</u>		
Microsoft PowerPoint Introduction-Intermediate	1 Day	190.00		<u>22</u>		<u>24</u>		<u>13</u>
Microsoft PowerPoint Advanced	1 Day	190.00			<u>7</u>		<u>22</u>	
Microsoft Outlook & Internet Features	1 Day	190.00		<u>16</u>		<u>10</u>		
Microsoft FrontPage Introduction-Intermediate	1 Day	225.00			<u>29</u>		<u>15</u>	
Microsoft FrontPage Advanced	1 Day	225.00		<u>24</u>		<u>27</u>		
Microsoft Publisher Introduction-Intermediate	1 Day	225.00	<u>17</u>		<u>6</u>		<u>10</u>	
Microsoft Publisher Advanced	1 Day	225.00		<u>1</u>		<u>20</u>		
Microsoft Visio Introduction-Intermediate	1 Day	250.00		<u>21</u>			<u>31</u>	
Microsoft Visio Advanced	1 Day	250.00			<u>23</u>			<u>19</u>
Keyboarding Fundamentals	1 Day	250.00	Call for Dates - NOTE ADDITIONAL PUBLIC DATES FOR APPLICATION COURSES ARE CONTINUALLY BEING ADDED. PLEASE DO CALL FOR A CURRENT UPDATE IF YOU REQUIRE ANOTHER DATE OPTION OR MICROSOFT CUSTOM COURSE.					
(Private Custom Group Sessions Available on all Application Courses) Call Now to Arrange a Date								

*(NEW) - New Courses

WEB, LANGUAGE, EVENING/SATURDAY, EXAMS

5% Online Discount on all courses at www.ProcadTraining.com

WEB DESIGN & MACROMEDIA	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Web Marketing & Search Engine Optimisation	1 Day	295.00			<u>2</u>			<u>8</u>
CIW Web Foundations Associate	5 Days	595.00	CALL FOR DATES					
CIW Web Design Specialist	10 Eves	595.00	<u>31</u>					
Adobe Fireworks & Dreamweaver - Web Design Level 1 (Beginners) (NEW)	2 Days	595.00			<u>29</u>			
Adobe Fireworks & Dreamweaver - Web Design Level 2 (Advanced) (NEW)	2 Days	595.00					<u>3</u>	
Filemaker Programme - Fundamentals	1 Day	350.00			<u>16</u>			
Web Design Fundamentals (HTML/FrontPage) & Web Marketing & Search Engine Optimisation	2 Days	595.00			<u>1</u>			<u>7</u>
Digital Photography for Website Design (NEW)	1 Day	295.00	CALL FOR DATES					

IT TECHNICAL WRITING SKILLS	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Crystal Reports Level 1	2 Days	795.00	ONSITE TRAINING - CALL FOR AVAILABILITY					
Crystal Reports Level 2	2 Days	795.00	ONSITE TRAINING - CALL FOR AVAILABILITY					

LANGUAGE SKILLS FOR BUSINESS	DURATION	COST:2012	Jan	Feb	Mar	Apr	May	Jun
Basic English for the Service / Retail Sector	12 Evenings	350.00	CALL FOR DATES					
Advanced English for Business	12 Evenings	350.00		<u>15</u>				
Basic English / Intermediate English / Advanced English	12 Evenings	350.00	CALL FOR DATES					
Spanish Language Skills for Business	12 Evenings	350.00						
German Language Skills for Business	12 Evenings	350.00		<u>16</u>				
Polish Language Skills for Business	12 Evenings	350.00	CALL FOR DATES					
Chinese Language Skills for Business	12 Evenings	350.00						
French Language Skills for Business	12 Evenings	350.00		<u>22</u>				

*(NEW) - New Courses

PUBLIC EVENING / SATURDAY PROGRAMMES

5% Online Discount on all courses at www.ProcadTraining.com

COURSE TITLE	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
Introduction to Computers / Ms Word Processing & Email/Internet	6 Evenings (12 hrs)	350.00		<u>20</u>			<u>14</u>	
(ECDL) Syllabus Ver 5.0 (NEW) (European Computer Driving Licence - Certification) Exams & Skillscards Included	12 Evenings (36 hrs)	495.00	<u>26</u>			<u>26</u>		
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel Exams & Skills Cards Included	10 Evenings (30hrs)	600.00	<u>CALL FOR DATES</u>					
(ADV ECDL) AM5 Adv Access / AM6 Adv PowerPoint Exams & Skills Cards Included	10 Evenings (30hrs)	600.00						
ECDL CAD (Evening) (Exam Included)	10 Evenings	575.00		<u>8</u>		<u>25</u>		
CompTIA A+ Certification (Exams Additional)	10 Evenings	595.00		<u>21</u>				
CompTIA Network+ Certification (Exams Additional)	10 Evenings	595.00					<u>14</u>	
CompTIA Security + Certification (Exams Additional)	10 Evenings	595.00			<u>28</u>			
CompTIA Project+ Certification (Exams Additional)	10 Evenings	595.00		<u>13</u>				
CIW Web Foundations Associate	10 Evenings	595.00				<u>25</u>		
CIW Web Design Specialist	10 Evenings	595.00	<u>31</u>					
Occupational First Aid including AED	3 Saturdays	375.00		<u>25</u>			<u>12</u>	
Manual Handling Instructor	5 Saturdays	995.00			<u>24</u>			<u>9</u>
Lean Six Sigma (Green Belt)	5 Saturdays	1675.00		<u>4</u>				
Start Your Own Business (NEW)	3 Saturdays	695.00		<u>4</u>		<u>24</u>		
Advanced English for Business	12 Evenings	350.00		<u>15</u>				
German Language Skills for Business	12 Evenings	350.00		<u>16</u>				
French Language Skills for Business	12 Evenings	350.00		<u>22</u>				

EXAM CENTRE (WALK-IN)	DURATION	COST: 2012	Jan	Feb	Mar	Apr	May	Jun
(NEW) Syllabus V5.0 ECDL Testing Online Exams (7 Module Exams & Skillscard)	45 Mins per Exam	275.00	<u>CALL TO ARRANGE TIME</u>					
Advanced ECDL Module (ATU & Exam) (NEW)	60 Mins per Exam	150.00 per Module	<u>CALL TO ARRANGE TIME</u>					
ECDL CAD (1 Exam Pack - includes ECDL CAD Syllabus)	90 Mins per Exam	150.00	<u>CALL TO ARRANGE TIME</u>					