

\*(NEW) - New Courses



COURSE TITLE	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
QUALITY & HEALTHCARE	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Computer Systems Validation (21CFR Part11)	2 Days	695.00			<u>1</u>			<u>10</u>
FDA & GMPs – An Overview	1 Day	295.00	<u>14</u>		<u>10</u>		<u>19</u>	
Process Validation	2 Days	695.00		<u>22</u>		<u>22</u>		<u>24</u>
Designing an Effective Quality Management System	1 Day	295.00			<u>5</u>			
Quality Systems Documentation	1 Day	295.00				<u>1</u>		
Technical Report Writing	1 Day	295.00				<u>20</u>		
Fundamentals of Calibration	1 Day	295.00		<u>5</u>		<u>12</u>		<u>18</u>
Laboratory Safety Essentials	1 Day	295.00					<u>7</u>	
Good Laboratory Practice	1 Day	295.00				<u>16</u>		
Laboratory Systems Validation	1 Day	295.00		<u>19</u>				<u>22</u>
Problem Solving & Quality Improvement Tools	1 Day	295.00		<u>18</u>				
Cleaning Validation (NEW)	2 Days	695.00			<u>18</u>			
Equipment Validation (NEW)	2 Days	695.00				<u>29</u>		
Design of Experiments (NEW)	2 Days	695.00	<a href="#">CALL FOR DATES</a>					

AUDITING	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
ISO 9000:2008 (Internal Auditing)	1 Day	295.00	<u>15</u>		<u>15</u>		<u>6</u>	
ISO 13485:2003 (Medical Device Standard)	1 Day	295.00			<u>16</u>		<u>21</u>	
ISO 14971:2007 (Risk Assessment: Med Device)	1 Day	295.00		<u>2</u>				<u>1</u>
ISO 14001: Environmental Management	2 Days	695.00					<u>13</u>	
ISO 22000 - International Food Safety Standard	2 Days	695.00	<a href="#">CALL FOR DATES</a>					
Internal Quality Lead Auditor	2 Days	695.00		<u>16</u>			<u>4</u>	
Internal Quality Lead Assessor	5 Days	1195.00	<u>25</u>					

BUSINESS PROCESS IMPROVEMENT	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Six Sigma Champion for Senior Management	1 Day	390.00	<a href="#">ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY</a>					
Lean Six Sigma (Green Belt)	5 Days	1675.00		<u>1</u>			<u>10</u>	
Process Mapping, VSA & FMEA	2 Days	695.00			<u>3</u>			<u>8</u>
Good Manufacturing Practice	1 Day	295.00				<u>19</u>		
5 S Housekeeping	1 Day	295.00				<u>6</u>		
Continual Process Improvement	1 Day	295.00	<u>13</u>					<u>23</u>
Basic Statistics	1 Day	295.00			<u>29</u>			
Statistical Process Control	1 Day	295.00				<u>2</u>		
Business Continuity Management (NEW)	2 Days	695.00	<a href="#">CALL FOR DATES</a>					

SUPPLY CHAIN & LOGISTICS	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Purchasing Principles	1 Day	390.00	<a href="#">CALL FOR DATES</a>					
Supply Chain Management Principles	2 Days	775.00						

PROJECT MANAGEMENT & MS PROJECT	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Microsoft Project Introduction	1 Day	295.00		<u>2</u>		<u>20</u>		<u>15</u>
Microsoft Project Advanced	1 Day	295.00		<u>19</u>			<u>4</u>	
Microsoft Project 2007 Update	1 Day	295.00			<u>1</u>			
Project Management Fundamentals	2 Days	595.00		<u>1</u>		<u>19</u>		<u>14</u>
Goal Directed Project Management	2 Days	595.00			<u>15</u>			
Project Server	5 Days	1995.00	<a href="#">CALL FOR DATES</a>					
CompTIA Project +	10 Evenings	675.00	<a href="#">CALL FOR DATES</a>					

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HEALTH & SAFETY	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Manual Handling Essentials	Half Day	650.00 Group	<a href="#">CALL FOR DATES</a>					
Patient Handling Essentials	Half Day	650.00 Group						
Fire Safety Essentials	Half Day	650.00 Group						
Fire Warden	1 Day	295.00		<u>22</u>			<u>20</u>	
Safety, Health & Welfare Act '05 & Gen. Applications	1 Day	295.00			<u>24</u>			
Designing an Effective Safety Statement	1 Day	295.00				<u>9</u>		
Health & Safety Fundamentals	1 Day	295.00		<u>5</u>				<u>21</u>
Health & Safety Representative	3 Days	575.00		<u>4</u>		<u>13</u>		<u>14</u>
Health & Safety for Managers	2 Days	475.00	<u>20</u>		<u>8</u>		<u>17</u>	
OHSAS 18001:2007	2 Days	475.00			<u>11</u>		<u>24</u>	
Occupational First Aid FETAC certified (NEW)	3 Days	375.00		<u>23</u>		<u>7</u>	<u>31</u>	
Occupational First Aid FETAC certified(Refresher)	1 Day	250.00		<u>25</u>		<u>9</u>		<u>2</u>
Manual Handling Instructor	5 Days	1095.00		<u>8</u>		<u>26</u>		<u>28</u>
Manual Handling Instructor (Refresher)	2 Days	475.00	<u>18</u>		<u>22</u>		<u>27</u>	
Health & Safety Risk Assessment	1 Day	295.00				<u>21</u>		
Working with Height 2006 Regulations	1 Day	295.00		<u>16</u>				
Abrasive Wheels	Half Day	650.00 Group	<a href="#">CALL FOR DATES</a>					
Chemical Handling including REACH Regulations	1 Day	295.00						
Noise Assessment Fundamentals	1 Day	1200.00 Group						
VDU Assessor & Occupational Ergonomics	1 Day	1295.00 Group						
Vibration Assessment	1 Day	1295.00 Group						
Electrical Safety	1 Day	1295.00 Group						
Confined Space	1 Day	1295.00 Group						
Basic First Aid	1 Day	850.00 Group						
Cardiac First Responder	1 Day	175.00						
Office Safety	1 Day	850.00 Group						
RTITB Forklift Operator (Beginner/Experienced Drivers/Refresher)	5/2 Days	1295.00 Group						
Patient Handling Instructor	5 Days	1195.00						
Office Ergonomics & VDU Instructor/Assessor (NEW)	3 Days	695.00						

HEALTH & SAFETY CONSULTANCY SERVICES	DURATION	COST:2010	Jan	Feb	Mar	Apr	May	Jun
Safety Statement - Design & Report	1.5 Days	550.00	<a href="#">CALL FOR DATES</a>					
Office Ergonomic & VDU Assessment	2 Days	800.00						
Noise/Environmental Noise Assessment	2 Days	875.00						

AUTODESK APPLICATIONS	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
AutoCAD 2010 Fundamentals	2 Days	595.00	<u>28</u>		<u>29</u>		<u>31</u>	
AutoCAD 2010 Advanced	1 Day	295.00		<u>15</u>			<u>28</u>	
AutoCAD 2010 Update	1 Day	295.00						
AutoCAD Electrical	2 Days	895.00		<u>22</u>				<u>10</u>
Inventor Essentials	3 Days	995.00		<u>8</u>		<u>13</u>		<u>21</u>
Inventor Advanced	1 Day	395.00	<u>19</u>		<u>31</u>		<u>24</u>	
AutoCAD Mechanical	2 Days	895.00			<u>22</u>		<u>10</u>	
ECDL CAD (Evening) (Exam Included)	10 Evenings	595.00	<u>27</u>			<u>21</u>		
ECDL CAD 1 Day Exam Prep (Exam Included)	1 Day	350.00		<u>12</u>				<u>2</u>

LANGUAGE SKILLS FOR BUSINESS	DURATION	COST:2010	Jan	Feb	Mar	Apr	May	Jun
Basic English for the Service / Retail Sector	12 Evenings	350.00	<a href="#">CALL FOR DATES</a>					
Advanced English for Business	12 Evenings	350.00						
Basic English / Intermediate English / Advanced English	12 Evenings	350.00						
Polish / Chinese Language Skills for Business	12 Evenings	350.00						
French/German Language Skills for Business	12 Evenings	350.00						
			<u>27</u>	<u>4</u>				

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MANAGEMENT DEVELOPMENT	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun	
PERSONAL & MANAGEMENT DEVELOPMENT			Jan	Feb	Mar	Apr	May	Jun	
Personal Effectiveness	1 Day	295.00		<u>11</u>			<u>12</u>		
Presentation Skills	2 Days	595.00			<u>30</u>		<u>25</u>		
Assertiveness Skills	1 Day	295.00		<u>17</u>		<u>21</u>		<u>23</u>	
Negotiation Skills	1 Day	295.00			<u>12</u>		<u>21</u>		
Communication Skills	1 Day	295.00			<u>11</u>			<u>9</u>	
Stress Management	1 Day	295.00	<u>29</u>			<u>22</u>			
Time Management	1 Day	295.00	<u>27</u>		<u>10</u>		<u>27</u>		
Supervisory Management	2 Days	595.00		<u>24</u>		<u>28</u>		<u>16</u>	
CV Creation & Interview Skills (NEW)	2 Days	375.00		<u>3</u>			<u>5</u>		
Redundancy Response & UpSkilling for Re-Employment (NEW)	2 Saturdays	500.00		<u>6</u>		<u>24</u>			
Well Being / Stress & Sleep Mgt / Relaxation Techniques (NEW)	1/2 Day	650.00 Group	<u>CALL FOR DATES</u>						

SALES & CUSTOMER CARE			Jan	Feb	Mar	Apr	May	Jun
Introduction to Sales	1 Day	295.00		<u>19</u>			<u>14</u>	
Advanced Sales Techniques	1 Day	295.00			<u>26</u>			<u>26</u>
Presentation Skills	2 Days	595.00			<u>30</u>		<u>25</u>	
Call Handling and Customer Care	1 Day	295.00		<u>10</u>			<u>13</u>	
Customer Care Representative	1 Day	295.00			<u>25</u>			<u>24</u>
Customer Care Supervisor	1 Day	295.00				<u>16</u>		
Dealing with Aggressive/Abusive Behaviour	1 Day	295.00		<u>18</u>			<u>20</u>	
Web Marketing & Search Engine Optimisation	1 Day	295.00		<u>16</u>			<u>14</u>	
Public Procurement-Winning E-Tenders\Contracts(NEW)	1 Day	295.00		<u>1</u>		<u>6</u>		<u>8</u>

HUMAN RESOURCES, TRAINING & DEVELOPMENT			Jan	Feb	Mar	Apr	May	Jun
Train the Trainer	2 Days	595.00			<u>24</u>			<u>2</u>
Recruitment & Interviewing Skills	1 Day	295.00	<u>21</u>			<u>30</u>		
Performance Appraisals	1 Day	295.00	<u>28</u>		<u>24</u>			<u>30</u>
Coaching Effectively	1 Day	295.00			<u>4</u>			
Facilitation Techniques	1 Day	295.00	<u>CALL FOR DATES</u>					
Bullying in the Workplace	1 Day	295.00		<u>26</u>			<u>7</u>	

LEADERSHIP			Jan	Feb	Mar	Apr	May	Jun
Team Building Techniques	1 Day	295.00			<u>18</u>		<u>18</u>	
Practical Problem Solving & Decision Making	1 Day	295.00		<u>26</u>		<u>23</u>		
Team Leader Skills	2 Days	595.00				<u>7</u>		
Conflict Management & Resolution	1 Day	295.00			<u>26</u>			

FINANCE & STRATEGIC BUSINESS			Jan	Feb	Mar	Apr	May	Jun
Finance For Non Financial Managers	2 Days	595.00		<u>15</u>		<u>26</u>		
Strategic Business Planning (NEW)	2 Days	595.00	<u>CALL FOR DATES</u>					
Designing an Effective Business Plan (NEW)	1 Day	295.00						
Developing an Effective Marketing Plan (NEW)	1 Day	295.00						
Start Your Own Business (NEW - Saturday Course ONLY)	3 Saturdays	995.00						

ORGANISATIONAL EFFECTIVENESS			Jan	Feb	Mar	Apr	May	Jun
Time Management	1 Day	295.00	<u>27</u>		<u>10</u>		<u>27</u>	
Meeting Management - Conducting Effective Meetings	1 Day	295.00				<u>12</u>		
Professional Minute Taking	1 Day	295.00		<u>5</u>		<u>9</u>		
Report Writing	1 Day	295.00		<u>22</u>			<u>31</u>	

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IT TECHNICAL (Exams Additional)	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Windows 7 Installation & Deployment (NEW)	2 Days	895.00		8			10	
Virtual Server 2007 Install & Config	3 Days	1095.00			1			
Exchange 2007	3 Days	1295.00				12		
Windows Terminal Server	3 Days	1095.00					26	
(2273) Windows Server 2003 ( Covers 2274 & 2275 )	5 Days	1195.00	CALL FOR DATES					
(2279) Windows 2003 Active Directory	5 Days	1195.00						
(2400) Microsoft Exchange 2003	5 Days	1295.00						
Windows 2003 MCSA/MCSE Bootcamp	5 Days	1495.00			22			
(2733) Updating Your Database Administration Skills to SQL Server 2005	3 Days	1095.00	CALL FOR DATES					
(2073) Prog a SQL Server 00 Database	4 Days	1195.00						
(2071) Querying Microsoft SQL Server 2000 with Transact-SQL	2 Days	695.00						
(2072) SQL Admin 2000 Database	5 Days	1195.00						
SharePoint End-User Training	1 Day	1495 (Group)						
SharePoint Technical Training	1 Day	1495 (Group)						
Google Docs Online Collaboration (NEW)	1 Day	295.00						
Microsoft Mesh Remote Support and Backup (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						

COMPTIA CERTIFICATION (Exams Additional)	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
CompTIA A + Certification	10 Evenings	795.00						14
Network + Certification	10 Evenings	795.00			1			
Inet + Certification	10 Evenings	795.00	CALL FOR DATES					
CompTIA Project + Certification	10 Evenings	795.00						
CompTIA Security + Certification (NEW)	10 Evenings	795.00				20		

MICROSOFT.NET	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
(2310) Developing MS ASP.NET Web Applications Using Visual Studio .NET	5 Days	1495.00	ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY					
(2124) Programming with C#	5 Days	1495.00						
(2559) Introduction to MS Visual Basic .NET Programming	5 Days	1495.00						
(2562) Developing Microsoft .NET Applications For Windows (Visual Basic .NET)	2 Days	695.00						
(2373) Programming with Microsoft Visual Basic .NET	5 Days	1295.00						

PROGRAMMING	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Introduction to Visual Basic	2 Days	575.00			22			
Advanced Visual Basic	2 Days	575.00					24	

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<b>ECDL CERTIFICATION</b> (Includes Exams & SkillCards)	<b>DURATION</b>	<b>COST: 2010</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>Introduction to Computers / Ms Word Processing &amp; Email/Internet (Evenings)</b>	6 Evenings (12 hrs )	350.00			<u>2</u>			
<b>(NEW) European Computer Driving Licence Syllabus V5.0 (Week Intensive Course)</b>	5 Days	595.00			<u>22</u>			
<b>(NEW) European Computer Driving Licence Syllabus V5.0 (Evenings)</b>	12 Evenings	495.00	<u>28</u>				<u>20</u>	
<b>(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings)</b>	10 Evenings	525.00		<u>23</u>				
<b>(ADV ECDL) AM5 Adv Access / AM6 Adv PPT (Evenings)</b>	10 Evenings	525.00					<u>11</u>	

<b>GRAPHICS &amp; DESKTOP PUBLISHING</b>	<b>DURATION</b>	<b>COST: 2010</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>Adobe PageMaker</b>	2 Days	495.00				<u>1</u>		
<b>Adobe Photoshop</b>	2 Days	495.00		<u>4</u>			<u>17</u>	
<b>Adobe Acrobat Professional</b>	2 Days	495.00			<u>8</u>			<u>17</u>
<b>Adobe Illustrator</b>	2 Days	495.00				<u>15</u>		
<b>Adobe InDesign</b>	2 Days	495.00		<u>22</u>			<u>24</u>	

<b>MICROSOFT APPLICATIONS - Versions Office 2003 and Office 2007</b>	<b>DURATION</b>	<b>COST: 2010</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
<b>All Office Courses Available - Office 2003 &amp; Office 2007 Training available at Procad Training - BOOK NOW!</b>								
<b>Upgrading to Microsoft Office 2007</b>	1 Day	225.00		<u>11</u>		<u>6</u>		
<b>Introduction to Computers</b>	2 Days	350.00	<u>25</u>		<u>18</u>			<u>28</u>
<b>Microsoft Word Introduction</b>	1 Day	200.00	<u>20</u>		<u>16</u>		<u>12</u>	
<b>Microsoft Word Intermediate</b>	1 Day	200.00		<u>25</u>		<u>29</u>		<u>30</u>
<b>Microsoft Word Advanced</b>	1 Day	200.00	<u>14</u>		<u>29</u>		<u>27</u>	
<b>Microsoft Excel Introduction</b>	1 Day	200.00	<u>21</u>		<u>3</u>		<u>6</u>	
<b>Microsoft Excel Intermediate</b>	1 Day	200.00		<u>17</u>		<u>21</u>		<u>24</u>
<b>Microsoft Excel Advanced</b>	1 Day	200.00	<u>27</u>		<u>10</u>		<u>19</u>	
<b>Microsoft Excel VBA</b>	1 Day	295.00		<u>26</u>		<u>30</u>		
<b>Microsoft Access Introduction</b>	1 Day	200.00		<u>3</u>		<u>7</u>		<u>16</u>
<b>Microsoft Access Intermediate</b>	1 Day	200.00			<u>11</u>		<u>26</u>	
<b>Microsoft Access Advanced</b>	1 Day	200.00		<u>18</u>		<u>28</u>		
<b>Microsoft Access VBA</b>	1 Day	295.00			<u>4</u>		<u>7</u>	
<b>Microsoft PowerPoint Introduction-Intermediate</b>	1 Day	200.00	<u>15</u>		<u>2</u>		<u>20</u>	
<b>Microsoft PowerPoint Advanced</b>	1 Day	200.00		<u>24</u>		<u>8</u>		
<b>Microsoft Outlook / Internet Explorer</b>	1 Day	200.00			<u>15</u>			<u>23</u>
<b>Microsoft FrontPage Introduction-Intermediate</b>	1 Day	225.00		<u>10</u>			<u>13</u>	
<b>Microsoft FrontPage Advanced</b>	1 Day	225.00			<u>12</u>			<u>25</u>
<b>Microsoft Publisher Introduction-Intermediate</b>	1 Day	225.00		<u>11</u>			<u>5</u>	
<b>Microsoft Publisher Advanced</b>	1 Day	225.00				<u>23</u>		
<b>Microsoft Visio Introduction-Intermediate</b>	1 Day	250.00			<u>5</u>		<u>21</u>	
<b>Microsoft Visio Advanced</b>	1 Day	250.00				<u>2</u>		<u>3</u>
<b>Keyboarding Fundamentals</b>	1 Day	250.00						
<b>Windows Vista Training</b>	1 Day	225.00						
<b>(Private Custom Group Sessions Available on all Application Courses)</b> Now to Arrange a Date			Call			<b>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.</b>		

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WEB DESIGN & MACROMEDIA	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Web Marketing & Search Engine Optimisation	1 Day	295.00		<u>16</u>			<u>14</u>	
Adobe Fireworks & Dreamweaver - Web Design Level 1 (Beginners) (NEW)	2 Days	475.00			<u>8</u>			
Adobe Fireworks & Dreamweaver - Web Design Level 2 (Advanced) (NEW)	2 Days	475.00					<u>10</u>	
Filemaker Programme - Fundamentals (NEW)	1 Day	350.00				<u>22</u>		
Web Design Fundamentals - Using Ms FrontPage	2 Days	475.00		<u>8</u>				<u>21</u>

IT TECHNICAL WRITING SKILLS	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Crystal Reports Level 1	2 Days	795.00	<u>ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY</u>					
Crystal Reports Level 2	2 Days	795.00	<u>ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY</u>					

PUBLIC EVENING / SATURDAY PROGRAMMES	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
Introduction to Computers / Ms Word Processing & Email/Internet	6 Evenings (12 hrs)	350.00			<u>2</u>		<u>17</u>	
(ECDL) Syllabus Ver 5.0 (NEW) (European Computer Driving Licence - Certification) Exams & Skills Cards Included	12 Evenings (36 hrs)	495.00	<u>28</u>				<u>20</u>	
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings) Exams & Skills Cards Included	10 Evenings (30hrs)	525.00		<u>23</u>				
(ADV ECDL) AM5 Adv Access / AM6 Adv PowerPoint (Evenings) Exams & Skills Cards Included	10 Evenings (30hrs)	525.00					<u>11</u>	
ECDL CAD (Evening) (Exam Included)	10 Evenings	595.00	<u>27</u>			<u>21</u>		
ECDL CAD 1 Day Exam Prep (Exam Included)	2 Evenings	300.00				<u>7</u>		<u>16</u>
CompTIA A+ Certification (Exams Additional)	10 Evenings	795.00						<u>14</u>
CompTIA Network+ Certification (Exams Additional)	10 Evenings	795.00			<u>1</u>			
CompTIA Security + Certification (Exams Additional)	10 Evenings	795.00				<u>20</u>		
CompTIA Project+ Certification (Exams Additional)	10 Evenings	795.00						
MCSA/MCSE 2003 Accelerated Bootcamp (Exams Additional)	5 Saturdays	1495.00						<u>19</u>
Occupational First Aid including AED	3 Saturdays	375.00			<u>20</u>			
Manual Handling Instructor	5 Saturdays	995.00		<u>13</u>			<u>22</u>	
Manual Handling Instructor (Evenings)	12 Evenings	995.00	<u>25</u>					
Start Your Own Business (NEW)	3 Saturdays	995.00	<u>CALL FOR DATES</u>					

EXAM CENTRE (WALK-IN)	DURATION	COST: 2010	Jan	Feb	Mar	Apr	May	Jun
(NEW) Syllabus V5.0 ECDL Testing (7 Module Exams & Skillscard)	45 Mins per Exam	250.00	<u>CALL TO BOOK DATE &amp; TIME</u>					
Advanced ECDL Module (ATU & Exam)	60 Mins per Exam	80.00 per Module	<u>CALL TO BOOK DATE &amp; TIME</u>					
ECDL CAD (1 Exam Pack - includes ECDL CAD Syllabus)	90 Mins per Exam	150.00	<u>CALL TO BOOK DATE &amp; TIME</u>					