

QUALITY, AUDITING, BUSINESS PROCESS

COURSE TITLE	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
QUALITY & HEALTHCARE	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Computer Systems Validation (21CFR Part11)	2 Days	695.00		30				
FDA & GMPs – An Overview	1 Day	295.00	20		27		29	
Process Validation	2 Days	695.00			13			2
Designing an Effective Quality Management System	1 Day	295.00	28		24		26	
Quality Systems Documentation	1 Day	295.00		5		13		15
Technical Report Writing	1 Day	295.00	21			19		
Fundamentals of Calibration	1 Day	295.00		23		18		8
Laboratory Safety Essentials	1 Day	295.00		12			25	
Good Laboratory Practice	1 Day	295.00		16			9	
Laboratory Systems Validation	1 Day	295.00			10		17	
Problem Solving & Quality Improvement Tools	1 Day	295.00		4		20		
Cleaning Validation (NEW)	2 Days	695.00		16			4	
Equipment Validation (NEW)	2 Days	695.00	CALL FOR DATES					
GAMP® - Risk Management Approach (NEW)	1 Day	390.00						
Design of Experiments (NEW)	2 Days	695.00						

AUDITING	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
ISO 9000:2008 (Internal Auditing)	1 Day	295.00		18		27		
ISO 13485:2003 (Medical Device Standard)	1 Day	295.00		27		29		7
ISO 14971:2007 (Risk Assessment: Med Device)	1 Day	295.00			6		30	
ISO 14001: Environmental Management	2 Days	695.00	CALL FOR DATES					
ISO 22000 - International Food Safety Standard	2 Days	695.00						
Internal Quality Auditor	2 Days	695.00	29			4		13
Internal Quality Lead Assessor	5 Days	1195.00	CALL FOR DATES					
ISO/TS 16949:2009 Standard Overview (NEW)	1 Day	390.00						
IRCA Certified ISO 16949 Internal Auditor (NEW)	2 Days	695.00						
ISO 13485:2003 Internal Auditor	2 Days	695.00						
Introduction to ISO 27001:2005 -Information Security	1 Day	295.00						
ISO 27001 Internal Auditor (NEW)	2 Days	695.00						
Implementing an Effective ISO 27001 Information Security Management System	3 Days	695.00						
ISO 27001 Information Security Risk Management	1 Day	295.00						

BUSINESS PROCESS IMPROVEMENT	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Six Sigma Champion for Senior Management	1 Day	390.00	ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY					
Lean Six Sigma (Green Belt)	5 Days	1675.00			6			1
Process Mapping, VSA & FMEA	2 Days	695.00		19		21		
Good Manufacturing Practice	1 Day	295.00		6			11	
5 S Housekeeping	1 Day	295.00	15			18		
Continual Process Improvement	1 Day	295.00			23		24	
Basic Statistics	1 Day	295.00		26			16	
Statistical Process Control	1 Day	295.00		24			10	
Business Continuity Management (NEW)	2 Days	696.00	CALL FOR DATES					
Overall Equipment Effectiveness (OEE) (NEW)	1 Day	390.00						
Lean Manufacturing	1 Day	390.00						
Lean Concepts for Finance & Administration (NEW)	1 Day	390.00						

SUPPLY CHAIN, PROJECT, ENERGY, CAD

SUPPLY CHAIN & LOGISTICS	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Purchasing Principles	1 Day	390.00	CALL FOR DATES					
Supply Chain Management Principles	2 Days	775.00						

PROJECT MANAGEMENT & MS PROJECT	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Project Introduction	1 Day	295.00			<u>14</u>		<u>30</u>	
Microsoft Project Advanced	1 Day	295.00	<u>12</u>			<u>19</u>		
Microsoft Project 2007 Update/Advanced	1 Day	295.00				<u>8</u>		
Project Management Fundamentals	2 Days	595.00			<u>13</u>		<u>29</u>	
Project Management Professional (PMP Certification)	4 Days	1095.00			<u>20</u>			<u>1</u>
PMP Certification Exam Preparation Day (NEW)	1 Day	350.00			<u>29</u>			<u>10</u>
Goal Directed Project Management	2 Days	595.00	CALL FOR DATES					
Project Server	5 Days	1995.00	CALL FOR DATES					
CompTIA Project +	10 Evenings	675.00	CALL FOR DATES					

ENERGY MANAGEMENT (NEW)	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Energy Management	2 Days	600.00			<u>13</u>			
EN16001:2009 Energy Management System Overview	1 Day	300.00						
EN16001:2009 Energy Mgt System Implementation	3 Days	750.00				<u>6</u>		
Boiler Energy Efficiency	1 Day	300.00				<u>15</u>		
Refrigeration Energy Efficiency	1 Day	300.00				<u>26</u>		
Electrical Engineering Fundamentals	1 Day	300.00					<u>8</u>	
RETScreen - Biomass Heating Energy Analysis	1 Day	300.00					<u>22</u>	
RETScreen - Wind Energy Analysis	1 Day	300.00			<u>28</u>			
RETScreen - CHP Energy Analysis	1 Day	300.00				<u>29</u>		
Energy Map for Small Business	3 Days	750.00					<u>1</u>	
Introduction to Energy Efficient Lighting Systems	1 Day	300.00					<u>15</u>	

ENERGY MANAGEMENT CONSULTANCY SERVICES	DURATION	COST:2010	Jul	Aug	Sep	Oct	Nov	Dec
Energy Surveys / Energy Maps	Variable	Call for Customised Quote & Availability						
BMS Control Strategy Assessment	Variable							
Submetering Strategy & Planning	Variable							
Specific Plant Assessment	Variable							
CHP Feasibility Assessment	Variable							
Remote Energy Monitoring	Variable							

AUTODESK APPLICATIONS	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
AutoCAD 2010 Fundamentals	2 Days	595.00	<u>19</u>			<u>4</u>		
AutoCAD 2010 Advanced	1 Day	295.00		<u>13</u>			<u>12</u>	
AutoCAD 2010 Update	1 Day	295.00	CALL FOR DATES					
AutoCAD Electrical	2 Days	895.00						
Inventor Essentials	3 Days	995.00			<u>8</u>		<u>15</u>	
Inventor Advanced	1 Day	395.00				<u>28</u>		
AutoCAD Mechanical	2 Days	895.00		<u>30</u>				
ECDL CAD (Evening) (Exam Included)	10 Evenings	595.00			<u>29</u>			
ECDL CAD 1 Day Exam Prep (Exam Included)	1 Day	350.00	CALL FOR DATES					

HEALTH & SAFETY

HEALTH & SAFETY	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Manual Handling Essentials	Half Day	650.00 Group	CALL FOR DATES					
Patient Handling Essentials	Half Day	650.00 Group						
Fire Safety Essentials	Half Day	650.00 Group						
Fire Warden	1 Day	295.00	<u>13</u>		<u>9</u>		<u>9</u>	
Safety, Health & Welfare Act '05 & Gen. Applications	1 Day	295.00	<u>19</u>			<u>11</u>		
Designing an Effective Safety Statement	1 Day	295.00	<u>26</u>			<u>12</u>		
Health & Safety Fundamentals	1 Day	295.00		<u>6</u>			<u>8</u>	
Health & Safety Representative (FETAC Level 5)	3 Days	575.00		<u>9</u>		<u>6</u>		<u>6</u>
Health & Safety for Managers	2 Days	475.00	<u>22</u>		<u>30</u>		<u>18</u>	
OHSAS 18001:2007	2 Days	475.00	<u>12</u>			<u>11</u>		
OHSAS 18001:2007 (Internal Auditor)	2 Days	695.00			<u>16</u>			<u>9</u>
Occupational First Aid (FETAC Level 5) (NEW)	3 Days	375.00	<u>7</u>		<u>15</u>		<u>29</u>	
Occupational First Aid (Refresher)(FETAC Level 5) (NEW)	1 Day	250.00	<u>12</u>		<u>20</u>			<u>9</u>
Manual Handling Instructor	5 Days	1095.00		<u>30</u>			<u>1</u>	
Manual Handling Instructor (Refresher)	2 Days	475.00	<u>5</u>		<u>20</u>		<u>22</u>	
Health & Safety Risk Assessment	1 Day	295.00		<u>13</u>		<u>15</u>		
Working with Height 2006 Regulations	1 Day	295.00	<u>27</u>			<u>14</u>		
Abrasive Wheels	Half Day	650.00 Group	CALL FOR DATES					
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						
Office Safety & VDU Instructor/Assessor (NEW)	3 Days	695.00						
Racking Inspection	1 Day	850.00 Group						
RTITB Forklift Operator (Beginner/Experienced Drivers/Refresher)	5/2 Days	1295.00 Group						
RTITB Forklift Instructor	10 Days	26000.00						
Patient Handling Instructor	5	1195.00						
Safe Pass	1 Day	120.00						
IOSH Managing Safely (NEW)	4 Days	895.00						

HEALTH & SAFETY CONSULTANCY SERVICES	DURATION	COST:2010	Jul	Aug	Sep	Oct	Nov	Dec
Safety Statement - Design & Report	1-2 Days		Call for Customised Quote & Availability					
Office Ergonomic & VDU Assessment	1-2 Days							
Noise/Environmental Noise Assessment	1-2 Days							
Vibration Assessment	1-2 Days							
Occupational Dust Testing	1-2 Days							
Workplace Lighting	1-2 Days							
OHSAS 18001 Consultancy	Variable							

MANAGEMENT DEVELOPMENT

MANAGEMENT DEVELOPMENT	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
PERSONAL & MANAGEMENT DEVELOPMENT			Jul	Aug	Sep	Oct	Nov	Dec
Personal Effectiveness	1 Day	295.00			<u>1</u>		<u>10</u>	
Presentation Skills	2 Days	595.00	<u>27</u>			<u>13</u>		
Assertiveness Skills	1 Day	295.00		<u>25</u>		<u>20</u>		
Negotiation Skills	1 Day	295.00		<u>18</u>		<u>19</u>		
Communication Skills	1 Day	295.00			<u>15</u>			<u>1</u>
Stress Management	1 Day	295.00		<u>19</u>			<u>11</u>	
Supervisory Management	2 Days	595.00			<u>22</u>		<u>24</u>	
Career Profiling & Guidance Workshop (NEW)	2 Days	595.00	<u>1</u>				<u>23</u>	
CV Creation & Interview Skills (NEW)	2 Saturdays	375.00				<u>9</u>		
Redundancy Response & UpSkilling for Re-Employment	2 Saturdays	500.00			<u>11</u>			
Well Being/Stress & Sleep Mgt/Relaxation Techniques	1/2 Day	650.00 Group	<u>CALL FOR DATES</u>					

SALES & CUSTOMER CARE			Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Sales	1 Day	295.00			<u>24</u>			
Advanced Sales Techniques	1 Day	295.00					<u>12</u>	
Presentation Skills	2 Days	595.00	<u>27</u>			<u>13</u>		
Call Handling and Customer Care	1 Day	295.00		<u>20</u>		<u>27</u>		
Customer Care Representative	1 Day	295.00					<u>17</u>	
Customer Care Supervisor	1 Day	295.00		<u>12</u>				
Dealing with Aggressive/Abusive Behaviour	1 Day	295.00					<u>15</u>	
Web Marketing & Search Engine Optimisation	1 Day	295.00			<u>7</u>		<u>12</u>	
Public Procurement-Winning E-Tenders\Contracts(NEW)	1 Day	295.00			<u>10</u>		<u>26</u>	
Reception & Customer Service Skills (NEW)	1 Day	295.00				<u>6</u>		

HUMAN RESOURCES, TRAINING & DEVELOPMENT			Jul	Aug	Sep	Oct	Nov	Dec
Train the Trainer (FETAC Level 6) *skillnet subsidy available	4 Days	1050.00			<u>29</u>			
Recruitment & Interviewing Skills	1 Day	295.00		<u>26</u>		<u>28</u>		
Performance Management & Appraisals	1 Day	295.00			<u>9</u>		<u>16</u>	
Coaching Effectively	1 Day	295.00				<u>21</u>		
Facilitation Techniques	1 Day	295.00	<u>CALL FOR DATES</u>					
Bullying in the Workplace	1 Day	295.00				<u>22</u>		

LEADERSHIP			Jul	Aug	Sep	Oct	Nov	Dec
Team Building Techniques	1 Day	295.00				<u>26</u>		
Practical Problem Solving & Decision Making	1 Day	295.00		<u>24</u>			<u>3</u>	
Team Leader Skills	2 Days	595.00	<u>15</u>			<u>13</u>		
Conflict Management & Resolution	1 Day	295.00					<u>11</u>	

FINANCE & STRATEGIC BUSINESS			Jul	Aug	Sep	Oct	Nov	Dec
Finance For Non Financial Managers	2 Days	595.00			<u>23</u>		<u>18</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			<u>25</u>		<u>20</u>	

ORGANISATIONAL EFFECTIVENESS			Jul	Aug	Sep	Oct	Nov	Dec
Time Management	1 Day	295.00	<u>14</u>		<u>30</u>			<u>9</u>
Meeting Management - Conducting Effective Meetings	1 Day	295.00	<u>CALL FOR DATES</u>					
Professional Minute Taking	1 Day	295.00	<u>19</u>		<u>28</u>			<u>8</u>
Report Writing	1 Day	295.00		<u>5</u>			<u>17</u>	

TECHNICAL IT

IT TECHNICAL (Exams Additional)	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Windows 7 Installation & Deployment (NEW)	2 Days	895.00		<u>19</u>				
Virtual Server 2007 Install & Config	3 Days	1095.00				<u>6</u>		
Exchange 2007	2 Days	895.00					<u>1</u>	
Windows Terminal Server	3 Days	1095.00						<u>13</u>
(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 (Weekday Split Over 2 Weeks)	5 Days	1495.00	<u>5</u>				<u>8</u>	
Windows 2003 MCSA/MCSE Bootcamp (Saturdays)	5 Saturdays	1495.00			<u>11</u>			
(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						
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	Jul	Aug	Sep	Oct	Nov	Dec
CompTIA A + Certification	10 Evenings	795.00					<u>29</u>	
Network + Certification	10 Evenings	795.00			<u>13</u>			
CompTIA Project + Certification	10 Evenings	795.00	CALL FOR DATES					
CompTIA Security + Certification (NEW)	10 Evenings	795.00						

MICROSOFT.NET	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
(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	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Visual Basic .NET	2 Days	575.00	CALL FOR DATES					
Advanced Visual Basic	2 Days	575.00						

ECDL, MICROSOFT OFFICE & WEB

ECDL CERTIFICATION (Includes Exams & SkillCards)	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Computers / Ms Word Processing & Email/Internet (Evenings)	6 Evenings (12 hrs)	350.00	<u>20</u>		<u>20</u>			
(NEW) European Computer Driving Licence Syllabus V5.0 (Week Intensive Course)	5 Days	595.00		<u>23</u>			<u>22</u>	
(NEW) European Computer Driving Licence Syllabus V5.0 (Evenings)	12 Evenings	495.00	<u>8</u>		<u>30</u>			
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings)	10 Evenings	525.00			<u>28</u>			
(ADV ECDL) AM5 Adv Access / AM6 Adv PPT (Evenings)	10 Evenings	525.00	<u>27</u>					<u>7</u>

MICROSOFT APPLICATIONS - Versions Office 2003 and Office 2007	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
All Office Courses Available - Office 2003 & Office 2007 Training available at Procad Training - BOOK NOW!								
Upgrading to Microsoft Office 2007	1 Day	225.00		<u>18</u>		<u>20</u>		
Introduction to Computers	2 Days	350.00			<u>15</u>		<u>15</u>	
Microsoft Word Introduction	1 Day	200.00	<u>14</u>			<u>21</u>		
Microsoft Word Intermediate	1 Day	200.00		<u>18</u>			<u>4</u>	
Microsoft Word Advanced	1 Day	200.00			<u>29</u>			<u>8</u>
Microsoft Excel Introduction	1 Day	200.00	<u>21</u>			<u>27</u>		
Microsoft Excel Intermediate	1 Day	200.00		<u>17</u>	<u>30</u>		<u>2</u>	
Microsoft Excel Advanced	1 Day	200.00	<u>13</u>			<u>6</u>		<u>1</u>
Microsoft Excel VBA	1 Day	295.00			<u>17</u>			<u>3</u>
Microsoft Access Introduction	1 Day	200.00		<u>11</u>		<u>13</u>		
Microsoft Access Intermediate	1 Day	200.00			<u>22</u>		<u>1</u>	
Microsoft Access Advanced	1 Day	200.00				<u>22</u>		
Microsoft Access VBA	1 Day	295.00			<u>3</u>		<u>12</u>	
Microsoft PowerPoint Introduction-Intermediate	1 Day	200.00	<u>22</u>			<u>12</u>		
Microsoft PowerPoint Advanced	1 Day	200.00	<u>23</u>		<u>27</u>			<u>2</u>
Microsoft Outlook / Internet Explorer	1 Day	200.00				<u>1</u>		
Microsoft FrontPage Introduction-Intermediate	1 Day	225.00		<u>16</u>			<u>5</u>	
Microsoft FrontPage Advanced	1 Day	225.00				<u>11</u>		
Microsoft Publisher Introduction-Intermediate	1 Day	225.00			<u>20</u>			<u>6</u>
Microsoft Publisher Advanced	1 Day	225.00					<u>3</u>	
Microsoft Visio Introduction-Intermediate	1 Day	250.00				<u>7</u>		
Microsoft Visio Advanced	1 Day	250.00		<u>12</u>				<u>7</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.					
Windows Vista Training	1 Day	225.00						
(Private Custom Group Sessions Available on all Application Courses) Call Now to Arrange a Date								

WEB DESIGN & MACROMEDIA	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Web Marketing & Search Engine Optimisation	1 Day	295.00			<u>7</u>		<u>12</u>	
Adobe Fireworks & Dreamweaver - Web Design Level 1 (Beginners) (NEW)	8 Evenings	595.00				<u>13</u>		
Adobe Fireworks & Dreamweaver - Web Design Level 2 (Advanced) (NEW)	8 Evenings	595.00						<u>2</u>
Filemaker Programme - Fundamentals (NEW)	1 Day	350.00				<u>28</u>		
Web Design Fundamentals (HTML/FrontPage) & Web Search Engine Optimisation	2 Days	595.00			<u>6</u>		<u>11</u>	

GRAPHICS, LANGUAGES, EVE/SAT, EXAMS

GRAPHICS & DESKTOP PUBLISHING	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Adobe PageMaker	2 Days	495.00		30				
Adobe Photoshop	2 Days	495.00	26			14		
Adobe Acrobat Professional	2 Days	495.00			23			
Adobe Illustrator	2 Days	495.00					22	
Adobe InDesign	2 Days	495.00		9		28		

IT TECHNICAL WRITING SKILLS	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Crystal Reports Level 1	2 Days	795.00	ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY					
Crystal Reports Level 2	2 Days	795.00	ONSITE TRAINING PROVIDED - CALL FOR TRAINER AVAILABILITY					

LANGUAGE SKILLS FOR BUSINESS	DURATION	COST:2010	Jul	Aug	Sep	Oct	Nov	Dec
Basic English for the Service / Retail Sector	12 Evenings	350.00	CALL FOR DATES					
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						

PUBLIC EVENING / SATURDAY PROGRAMMES	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Computers / Ms Word Processing & Email/Internet	6 Evenings (12 hrs)	350.00			20			
(ECDL) Syllabus Ver 5.0 (NEW) (European Computer Driving Licence - Certification) Exams & Skillscards Included	12 Evenings (36 hrs)	495.00	8		30			
(ADV ECDL) AM3 Adv Word / AM4 Adv Excel (Evenings) Exams & Skills Cards Included	10 Evenings (30hrs)	525.00			28			
(ADV ECDL) AM5 Adv Access / AM6 Adv PowerPoint (Evenings) Exams & Skills Cards Included	10 Evenings (30hrs)	525.00	27					7
ECDL CAD (Evening) (Exam Included)	10 Evenings	595.00						
ECDL CAD 1 Day Exam Prep (Exam Included)	2 Evenings	300.00						
CompTIA A+ Certification (Exams Additional)	10 Evenings	795.00					29	
CompTIA Network+ Certification (Exams Additional)	10 Evenings	795.00			13			
CompTIA Security + Certification (Exams Additional)	10 Evenings	795.00	CALL FOR DATES					
MCSA/MCSE 2003 Accelerated Bootcamp (Exams Additional)	5 Saturdays	1495.00			11			
Occupational First Aid including AED	3 Saturdays	375.00		28			13	
Manual Handling Instructor	5 Saturdays	995.00				2		
Manual Handling Instructor (Evenings)	12 Evenings	995.00	5					
Start & Manage Your Own Business (NEW)	3 Saturdays	995.00			25		20	

EXAM CENTRE (WALK-IN)	DURATION	COST: 2010	Jul	Aug	Sep	Oct	Nov	Dec
(NEW) Syllabus V5.0 ECDL Testing (7 Module Exams & Skillscard)	45 Mins per Exam	250.00	CALL TO BOOK DATE & TIME					
Advanced ECDL Module (ATU & Exam)	60 Mins per Exam	80.00 per Module	CALL TO BOOK DATE & TIME					
ECDL CAD (1 Exam Pack - includes ECDL CAD Syllabus)	90 Mins per Exam	150.00	CALL TO BOOK DATE & TIME					