

Classic Scheduled IT Courses

Introduction/Intermediate Level

Microsoft Office Courses (all versions)

	Dec	Jan	Feb	Mar
Microsoft Word	06/07	18/19	27/28	12/13
Microsoft Excel	18/19	30/31	22/23	07/08
Microsoft PowerPoint	01	12	21	19
Microsoft Access	14/15	24/25	05/06	20/21
Microsoft Project		08/09	14/15	28/29

Standard pricing for one-day Introduction courses is £150 per person.

Standard pricing for one-day Intermediate courses is £150 per person.

Standard pricing for two-day Introduction/Intermediate courses (when taken on consecutive days) is £250 per person.

Advanced Level

Microsoft Office Courses (all versions)

	Dec	Jan	Feb	Mar
Advanced Microsoft Word	20	29	16	01
Advanced Microsoft Excel	04/05	16/17	12/13	22/23
VBA programming in Excel	12/13	22/23	07/08	26/27
Advanced Microsoft PowerPoint	11	26	09	14
Microsoft Access Developer	21/22	10/11	19/20	15/16
VBA programming in Access		04/05	01/02	05/06
Advanced Microsoft Project	08	15	26	09

Standard pricing for one-day Advanced courses is £250 per person.

Standard pricing for two-day Advanced courses is £470 per person.

Rapid Learn Scheduled IT Courses (2 x 1/2 day)

Introduction/Intermediate Level

Microsoft Office Courses (all versions)

	Dec	Jan	Feb	Mar
Microsoft Word	04 & 11 am	10 & 17 am	07 & 14 am	05 & 12 am
Microsoft Excel	04 & 11 pm	10 & 17 pm	07 & 14 pm	05 & 12 pm
Microsoft Access	08 & 15 am	24 & 31 am	21 & 28 am	19 & 26 am
Microsoft Project	08 & 15 pm	24 & 31 pm	21 & 28 pm	19 & 26 pm

Rapid Learn is a new accelerated learning program for attendees with limited time.

During the two half day sessions, attendees will learn product fundamentals right through to level 2, competent user skills. Rapid Learn is a fast-track to great IT skills.

Standard pricing is £175 per person which includes course materials and refreshments for the two half day sessions. Please ask about volume discounts.

Other courses available on a bespoke basis

- Microsoft Visio
- Microsoft Outlook
- Microsoft InfoPath
- Adobe Acrobat
- Adobe InDesign
- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Illustrator
- Crystal Reports

Please contact us for pricing and course availability

☎ (0191) 519 7299 info@base2.co.uk

Scheduled Personal and Management Development Courses

Full day courses	Dec	Jan	Feb	Mar
Anger Management	21			13
Assertiveness and Self-Confidence			15	
Change Management	14			06
Coaching and Mentoring			08	
Communication Strategies	13			20
Conflict Resolution	12			29
Customer Care		11		
Facilitation Skills	07			27
Interpersonal Skills	05			22
Leadership and Influence			27	
Meeting Management	06			15
Motivating Employees		16		
Negotiation Skills			22	
Personal Productivity		09		
Presentation Skills		25		
Project Management		30		
Public Speaking			20	
Sales Fundamentals		23		
Stress Management	19			08
Supervising Others			06	
Teamwork and Team Building		04		
Time Management			13	
Train-the-Trainer			01	
Workplace Diversity		18		

Our scheduled development courses aim to provide maximum impact on both your employees and on your business.

The courses are highly interactive, thought provoking and challenging. We place a particular emphasis on applying the skills learnt to your specific role requirements.

Standard pricing is £295 per person which includes course materials, refreshments and lunch.

Please ask about volume discounts.

Please contact us for pricing and course availability

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