

## Classic Scheduled IT Courses

### Introduction/Intermediate Level

#### Microsoft Office Courses (all versions)

	Aug	Sep	Oct	Nov
<b>Microsoft Word</b>	16/17	05/06	26/27	13/14
<b>Microsoft Excel</b>	21/22	14/15	17/18	08/09
<b>Microsoft PowerPoint</b>	18	13	04	20
<b>Microsoft Access</b>	01/02	18/19	11/12	27/28
<b>Microsoft Project</b>	10/11	27/28	02/03	23/24

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)

	Aug	Sep	Oct	Nov
<b>Advanced Microsoft Word</b>	09	29	16	03
<b>Advanced Microsoft Excel</b>	07/08	20/21	09/10	16/17
<b>VBA programming in Excel</b>	03/04	07/08	23/24	01/02
<b>Advanced Microsoft PowerPoint</b>	29	22	13	15
<b>Microsoft Access Developer</b>	23/24	11/12	05/06	06/07
<b>VBA programming in Access</b>	14/15	25/26	19/20	21/22
<b>Advanced Microsoft Project</b>	25	04	25	10

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)

	Aug	Sep	Oct	Nov
<b>Microsoft Word</b>	02 & 09 am	06 & 13 am	04 & 11 am	08 & 15 am
<b>Microsoft Excel</b>	02 & 09 pm	06 & 13 pm	04 & 11 pm	08 & 15 pm
<b>Microsoft Access</b>	16 & 23 am	20 & 27 am	18 & 25 am	22 & 29 am
<b>Microsoft Project</b>	16 & 23 pm	20 & 27 pm	18 & 25 pm	22 & 29 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](mailto:info@base2.co.uk)**

## Scheduled Personal and Management Development Courses

Full day courses	Aug	Sep	Oct	Nov
Anger Management		05		
Assertiveness and Self-Confidence	24			14
Change Management		26		
Coaching and Mentoring	03			21
Communication Strategies		21		
Conflict Resolution		07		
Customer Care			24	
Facilitation Skills		19		
Interpersonal Skills		28		
Leadership and Influence	22			09
Meeting Management		12		
Motivating Employees			26	
Negotiation Skills	17			07
Personal Productivity			19	
Presentation Skills			03	
Project Management			12	
Public Speaking	15			16
Sales Fundamentals			05	
Stress Management		14		
Supervising Others	01			30
Teamwork and Team Building			17	
Time Management	08			23
Train-the-Trainer	10			28
Workplace Diversity			10	

*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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