

## Classic Scheduled IT Courses

### Introduction/Intermediate Level

#### Microsoft Office Courses (all versions)

	Jun	Jul	Aug	Sep
<b>Microsoft Word</b>	15/16	24/25	16/17	05/06
<b>Microsoft Excel</b>	06/07	18/19	21/22	14/15
<b>Microsoft PowerPoint</b>	05	26	18	13
<b>Microsoft Access</b>	28/29	13/14	01/02	18/19
<b>Microsoft Project</b>	19/20	05/06	10/11	27/28

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)

	Jun	Jul	Aug	Sep
<b>Advanced Microsoft Word</b>	02	17	09	29
<b>Advanced Microsoft Excel</b>	12/13	27/28	07/08	20/21
<b>VBA programming in Excel</b>	26/27	11/12	03/04	07/08
<b>Advanced Microsoft PowerPoint</b>	23	07	29	22
<b>Microsoft Access Developer</b>	21/22	03/04	23/24	11/12
<b>VBA programming in Access</b>	08/09	20/21	14/15	25/26
<b>Advanced Microsoft Project</b>	14	10	25	04

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)

	Jun	Jul	Aug	Sep
<b>Microsoft Word</b>	07 & 14 am	05 & 12 am	02 & 09 am	06 & 13 am
<b>Microsoft Excel</b>	07 & 14 pm	05 & 12 pm	02 & 09 pm	06 & 13 pm
<b>Microsoft Access</b>	21 & 28 am	19 & 26 am	16 & 23 am	20 & 27 am
<b>Microsoft Project</b>	21 & 28 pm	19 & 26 pm	16 & 23 pm	20 & 27 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	Jun	Jul	Aug	Sep
Anger Management	29			05
Assertiveness and Self-Confidence			24	
Change Management	08			26
Coaching and Mentoring			03	
Communication Strategies	06			21
Conflict Resolution	20			07
Customer Care		13		
Facilitation Skills	15			19
Interpersonal Skills	13			28
Leadership and Influence			22	
Meeting Management	22			12
Motivating Employees		04		
Negotiation Skills			17	
Personal Productivity		11		
Presentation Skills		27		
Project Management		25		
Public Speaking			15	
Sales Fundamentals		18		
Stress Management	27			14
Supervising Others			01	
Teamwork and Team Building		06		
Time Management			08	
Train-the-Trainer			10	
Workplace Diversity		20		

*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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