

## Classic Scheduled IT Courses

### Introduction/Intermediate Level

#### Microsoft Office Courses (all versions)

	Oct	Nov	Dec	Jan
<b>Microsoft Word</b>	26/27	13/14	06/07	18/19
<b>Microsoft Excel</b>	17/18	08/09	18/19	30/31
<b>Microsoft PowerPoint</b>	04	20	01	12
<b>Microsoft Access</b>	11/12	27/28	14/15	24/25
<b>Microsoft Project</b>	02/03	23/24		08/09

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)

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

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)

	Oct	Nov	Dec	Jan
<b>Microsoft Word</b>	04 & 11 am	08 & 15 am	04 & 11 am	10 & 17 am
<b>Microsoft Excel</b>	04 & 11 pm	08 & 15 pm	04 & 11 pm	10 & 17 pm
<b>Microsoft Access</b>	18 & 25 am	22 & 29 am	08 & 15 am	24 & 31 am
<b>Microsoft Project</b>	18 & 25 pm	22 & 29 pm	08 & 15 pm	24 & 31 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	Oct	Nov	Dec	Jan
Anger Management			21	
Assertiveness and Self-Confidence		14		
Change Management			14	
Coaching and Mentoring		21		
Communication Strategies			13	
Conflict Resolution			12	
Customer Care	24			11
Facilitation Skills			07	
Interpersonal Skills			05	
Leadership and Influence		09		
Meeting Management			06	
Motivating Employees	26			16
Negotiation Skills		07		
Personal Productivity	19			09
Presentation Skills	03			25
Project Management	12			30
Public Speaking		16		
Sales Fundamentals	05			23
Stress Management			19	
Supervising Others		30		
Teamwork and Team Building	17			04
Time Management		23		
Train-the-Trainer		28		
Workplace Diversity	10			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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