

PITMAN TRAINING GUILDFORD

Welcome to the latest edition of our training programme covering Spring and Summer 2010.

This leaflet contains a timetable of IT training courses running in our Guildford training centre from March to September 2010. These are one day courses, starting at 9.30am and finishing at 4.30pm with refreshments included in the price.

All the courses can be customised to run as 'closed' courses for your company when you have three people or more. Any of our courses can be scheduled on request if our dates do not suit you.

We can also discuss other training options with you, such as delivering the courses on your site or customising them to your exact requirements.

We also regularly offer discounted courses where we have unsold places. Just email your name and address to guildford@pitman-training.net to receive our monthly late availability emails.

Courses include:

Microsoft Office:

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Project

Also:

Office 2007 Migration

Course Booking:

All courses cost £195 plus VAT per person including lunch, refreshments and workbook.

To book a course call 01483 572855 or email us with the course name, preferred course date and names of delegates to:

guildford@pitman-training.net

"Excellent course - it will really help me in my job"

Dave. (January 2010)

Training Course Timetable

Training Courses 2010		Mar	April	May	Jun	Jul	Aug	Sep
Access	Beginner	1		4		13		1
	Intermediate		7		8		11	
	Advanced	31			30			28
Excel	Beginner	10	12	12	15	14	9	10
	Intermediate	22	21	19	21	20	18	20
	Advanced	29			28			29
Office 2007 Migration			19		23		25	
Outlook				17			16	
PowerPoint	Beginner	8		6		6		8
	Intermediate	23			16			22
Project	Beginner			5		27		
	Intermediate	17			10			13
Word	Beginner	3	28	11	9	19	4	7
	Intermediate	15		26		28		15
	Advanced	24			24			30

All our courses last one day. To ensure the best possible training you are one of a maximum of 6 students being taught by an experienced instructor.

The training is given at a number of skill levels: Beginner (Level 1), Intermediate (Level 2) and Expert (Level 3). To find the course to suit your own training requirements check the detailed course outlines on our web site at:

www.pitman-guildford.co.uk