

Astral Centre Course Calendar & Costs 2009/2010

March 2010

Course	Duration	Day	Start/End Date	Cost
Appraisal Skills	1 Day	Tuesday	16/03/2010	£85
CIEH Level 2 Award in Health & Safety	1 Day	Wednesday	17/03/2010	£125
NEBOSH General Certificate in Occupational Health & Safety	1 Day/15 Weeks	Wednesday	03/03/2010 11/06/2010	£820

April 2010

Course	Duration	Day	Start/End Date	Cost
Introduction to Microsoft Excel (2003)	1 Day	Wednesday	07/04/2010	£85
Intermediate Microsoft Excel (2003)	1 Day	Thursday	15/04/2010	£85

May 2010

Course	Duration	Day	Start/End Date	Cost
Advanced Microsoft Excel - Part 1 (2003)	1 Day	Friday	21/05/2010	£85
Advanced Microsoft Word (2003)	1 Day	Friday	14/05/2010	£85

June 2010

Course	Duration	Day	Start/End Date	Cost
Introduction to Microsoft Excel (2003)	1 Day	Friday	18/06/2010	£85
Intermediate Microsoft Excel (2003)	1 Day	Friday	25/06/2010	£85
Advanced Microsoft Excel – Part 2 (2003)	1 Day	Thursday	11/06/2010	£85

NEW COURSES

We can now offer the following one day workshops:

- ∅ ***Conflict Handling***
- ∅ ***CIEH Principles of Manual Handling***
- ∅ ***Effective Minute Taking***
- ∅ ***First Aid (HSE Approved Course)***
- ∅ ***Reducing Waste in Business***

If you cannot find what you are looking for, please be aware that we can also run a variety of bespoke training programmes which can be delivered either on site at your company or here at The Astral Centre, Lowestoft College.

For more information, please contact Lini on 01502 525158 or email: l.powell@lowestoft.ac.uk