

Astral Centre Course Calendar & Costs January – June 2011

January 2011

Course	Duration	Day	Start/End Date	Cost
NEW! Outlook	1 Day	Tuesday	18.01.11	£85
Introduction to Excel*	1 Day	Friday	28.01.11	£85

February 2011

Course	Duration	Day	Start/End Date	Cost	
Introduction to PowerPoint*	1 Day	Friday	04.02.11	£85	
Introduction to Access*	1 Day	Friday	11.02.11	£85	
Intermediate Excel*	1 Day	Friday	18.02.11	£85	
IOSH**	1 Day/ 4 Weeks	Fridays	18.02.11	11.03.11	£450
NEBOSH	1 Day/ 15 Weeks	Wednesdays	23.02.11	10.06.11	£820

March 2011

Course	Duration	Day	Start/End Date	Cost
Advanced Excel Part 1*	1 Day	Friday	11.03.11	£85
Supervisory Skills	1 Day	Friday	18.03.11	£85
NEW! Refresher Courses (90 min workshops) Basic Functions and Formulas Charts Using SmartArt (2007 Only) Mail Merge Search Engine Optimisation	For more information please contact.	Friday	18.03.11	TBA
TBA Development Class	1 Day	Friday	25.03.11	£85

April 2011

Course	Duration	Day	Start/End Date	Cost	
Introduction to Word*	1 Day	Friday	01.04.11	£85	
Appraisal Skills*	1 Day	Thursday	14.04.11	£85	
Advanced PowerPoint*	1 Day	Thursday	28.04.11	£85	
TBA Development Class	1 Day	Friday	29.04.11	£85	
IOSH	2Days/ 2 Weeks	Wednesday/ Thursday	13.04.11	21.04.11	£450

May 2011

Course	Duration	Day	Start/End Date	Cost
Introduction to Excel*	1 Day	Friday	06.05.11	£85
Intermediate Word*	1 Day	Thursday	12.05.11	£85
Advanced Excel Part 2*	1 Day	Friday	13.05.11	£85
Intermediate Access*	1 Day	Monday	16.05.11	£85
Advanced Word*	1 Day	Tuesday	24.05.11	£85
TBA Development Class	1 Day	Friday	27.05.11	£85

June 2011

Course	Duration	Day	Start/End Date	Cost
Intermediate Excel*	1 Day	Tuesday	07.06.11	£85
NEW! Refresher Courses (90 min Workshops) Creating and Using Styles Tracking Changes IF & Vlookup Functions Pivot Tables	For more information please contact.	Thursday	16.06.11	TBA
TBA Development Class	1 Day	Friday	17.06.11	£85
NEW! Working with Long Documents	1 Day	Tuesday	21.06.11	£85
TBA Development Class	1 Day	Friday	24.06.11	£85

*** IT Courses are available in Microsoft Office 2005 & 2007.**

**** Limited Spaces on IOSH Feb 2011!!**

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 Aimee on 01502 525158 or
Email: a.grand@lowestoft.ac.uk*