



Business Training - IT for Business Schedule for September 2009 – October 2009

Course Title	Dates
Microsoft Office 2007	
<p><i>All our courses can be tailored to suit the requirements of the employer and employees. Courses can be delivered at the Client's premises or at one of The Manchester College sites.</i></p> <p><i>We can now offer courses in Microsoft Office 2007; Word, Excel, PowerPoint and Access at all levels.</i></p> <p><i>If you are interested in commissioning a course or would like further information please contact Janet Fetherstone 0161 953 2945 or email janet.featherstone@themanchestercollege.ac.uk</i></p>	
Intermediate MS Word 2007	TBA
Intermediate MS Excel 2007	16/10/2009
Introduction to MS PowerPoint 2007	TBA
Intermediate MS Access 2007	28/10/2009
Microsoft Access 2003	
Introduction to Access	25/09/2009 21/10/2009
Intermediate Access	03/09/2009 09/10/2009
Advanced Features of Microsoft Access	16/09/2009 29/10/2009
Microsoft Publisher 2003	
Introduction to Publisher	10/09/2009
Advanced Features of Microsoft Publisher	15/10/2009
Microsoft PowerPoint 2003	
Introduction to PowerPoint	23/09/2009
Advanced Features of Microsoft PowerPoint	22/10/2009
Microsoft Excel 2003	
Introduction to Excel	04/09/2009 01/10/2009
Intermediate Excel	17/09/2009 14/10/2009 30/10/2009
Advanced Features of Microsoft Excel	11/09/2009 08/10/2009
Specialist Features of Microsoft Excel	30/09/2009
Microsoft Word 2003	
Introduction to Word	02/09/2009
Intermediate Word	18/09/2009
Advanced Features of Microsoft Word	02/10/2009
Specialist Features of Microsoft Word	TBA
Microsoft Project 2003	
Introduction to Microsoft Project 2003	09/09/2009 07/10/2009
Intermediate Microsoft Project 2003	24/09/2009 23/10/2009
Advanced features of Microsoft Project	TBA
Crystal Reports	
<p>Introduction to Crystal Reports (2 days)</p> <p>Please contact Janet Fetherstone (details below) for further information.</p>	
Adobe PageMaker	
Introduction to Desktop Publishing	TBA
Microsoft FrontPage 2003	
Introduction to Microsoft FrontPage	TBA
Advanced Features of Microsoft FrontPage	TBA
Course outlines available on request.	
<p><i>Price per delegate per day = £99.00 unless otherwise stated (fee includes lunch, tea & coffee).</i></p> <p><i>NB: Delegates will be asked to complete a Training Needs Analysis, prior to booking on a course, to determine the appropriate skill level.</i></p>	



Business Training - IT for Business Schedule for November 2009 – January 2010

All our courses can be tailored to suit the requirements of the employer and employees. Courses can be delivered at Client's premises or at one of The Manchester College sites.

We offer courses in Microsoft Office 2007; Word, Excel, PowerPoint and Access at all levels and/or we can tailor a 2007 course for your employees. If you are interested in commissioning a course or would like further information please contact Janet Fetherstone 0161 935 408 or janet.featherstone@themanchestercollege.ac.uk

Course outlines available on request

Course Title	Dates
Microsoft Office 2007	
Introduction to MS Excel 2007	11/11/2009
Intermediate MS Excel 2007	13/01/2010
Introduction to MS PowerPoint 2007	20/11/2009
Introduction to MS Access 2007	26/11/2009
Intermediate MS Access 2007	14/01/2010
Microsoft Access 2003	
Introduction to Access	11/12/2009
Intermediate Access	13/11/2009 21/01/2010
Advanced Features of Microsoft Access	02/12/2009 29/01/2010
Microsoft Publisher 2003	
Introduction to Publisher	18/11/2009
Advanced Features of Microsoft Publisher	07/01/2010
Microsoft PowerPoint 2003	
Introduction to PowerPoint	05/11/2009 28/01/2010
Advanced Features of Microsoft PowerPoint	08/01/2010
Microsoft Excel 2003	
Introduction to Excel	04/11/2009 03/12/2009 20/01/2010
Intermediate Excel	25/11/2009 16/12/2009
Advanced Features of Microsoft Excel	17/12/2009 22/01/2010
Specialist Features of Microsoft Excel	06/01/2009
Microsoft Word 2003	
Introduction to Word	12/11/2009 04/12/2009
Intermediate Word	27/11/2009 27/01/2010
Advanced Features of Microsoft Word	10/12/2009
Specialist Features of Microsoft Word	TBA
Microsoft Project 2003	
Introduction to Microsoft Project 2003	06/11/2009 15/01/2010
Intermediate Microsoft Project 2003	19/11/2009
Advanced features of Microsoft Project	09/12/2009
Crystal Reports	
Introduction to Crystal Reports (2 days) Please contact Janet Fetherstone (details below) for further information.	
Adobe PageMaker	
Introduction to Desktop Publishing	TBA
Microsoft FrontPage 2003	
Introduction to Microsoft FrontPage	TBA
Advanced Features of Microsoft FrontPage	TBA
<p><i>Price per delegate per day = £99.00 unless otherwise stated (fee includes lunch, tea & coffee).</i></p> <p><i>NB: Delegates will be asked to complete a Training Needs Analysis, prior to booking on a course, to determine the appropriate skill level.</i></p>	



Business Training Business and Office Training Schedule for November 2009 – January 2010

Our course outlines have been updated for year 2009/2010 and we have introduced new learning resources to make the courses more interactive and relative to the workplace.

All our courses can be tailored to suit the requirements of the employer and employees. Courses can be delivered at Client's premises or at one of The Manchester College sites.

If you are interested in commissioning a course or would like further information please contact Janet Featherstone 0161 935 4081 or email janet.featherstone@themanchestercollege.ac.uk

Course Title	Dates
Certificate in Conflict Handling (2 x ½ day)	TBA
Developing Assertiveness Skills (½ day)	04/12/2009 29/01/2010
Minutes and Meetings (1 day)	13/11/2009 08/01/2010
Presentation Skills	TBA
Professional Customer Service Skills (1 day)	06/11/2009 11/12/2009
The Effective Administrator (1 day)	20/11/2009 15/01/2010
The Professional Receptionist	27/11/2009 22/01/2010
Time Management (½ day)	TBA
<p>We also offer courses in the following:</p> <ul style="list-style-type: none"> Business Basics Written Communication Telephone Techniques Certificate in Customer Service Certificate in Selling <p style="text-align: center;">Course outlines available on request.</p>	

Price per delegate per day = £105.00 (includes lunch, tea & coffee)

Price per delegate per ½ day = £60.00 (includes tea & coffee)



Business Training Business and Office Training Schedule for September 2009 – October 2009

Our course outlines have been updated for year 2009/2010 and we have introduced new learning resources to make the courses our course more interactive and relative to the workplace.

All our courses can be tailored to suit the requirements of the employer and employees. Courses can be delivered at the Client's premises or at one of The Manchester College sites.

If you are interested in commissioning a course or would like further information please contact Janet Fetherstone 0161 953 2945 or email janet.featherstone@themanchestercollege.ac.uk

Course Title	Dates
Certificate in Conflict Handling (2 x ½ day)	TBA
Developing Assertiveness Skills (½ day)	02/10/2009
Minutes and Meetings (1 day)	11/09/2009 16/10/2009
Presentation Skills	TBA
Professional Customer Service Skills (1 day)	04/09/2009 09/10/2009
The Effective Administrator (1 day)	18/09/2009 23/10/09
The Professional Receptionist	25/09/2009 30/10/2009
Time Management (½ day)	TBA
<p>We also offer courses in the following:</p> <ul style="list-style-type: none"> Business Basics Written Communication Telephone Techniques Certificate in Customer Service Certificate in Selling <p style="text-align: center;">Course outlines available on request.</p>	

Price per delegate per day = £105.00 (includes lunch, tea & coffee)

Price per delegate per ½ day = £60.00 (includes tea & coffee)