

COURSE TITLE	DAY	TIME	DURATION	DATES
OPEN DAY APPLICATION COURSES				
Introduction to Word 2010	Daytime	9.30am - 5.00pm	1 Day	Monday, 5th March 2012
Intermediate Word 2010	Daytime	9.30am - 5.00pm	1 Day	Tuesday, 6th March 2012
Introduction to Excel 2010	Daytime	9.30am - 5.00pm	1 Day	Wednesday, 7th March 2012
Intermediate Excel 2010	Daytime	9.30am - 5.00pm	1 Day	Thursday, 8th March 2012
Introduction to Access 2010	Daytime	9.30am - 5.00pm	1 Day	Friday, 9th March 2012
Introduction to PowerPoint 2010	Daytime	9.30am - 5.00pm	1 Day	Friday, 9th March 2012

Notes:

Courses are run based on a minimum of 6 delegates