

2008 autumn public course timetable

October

Course Title	Date	Venue	Duration	Price per person
Word 2003 Advanced	Weds 1st	Northants	1	£195
Excel 2007 Intro	Thurs 2nd	Bucks	1	£150
Sage Line 50 Foundation	Weds 8th	Chester	1	£150
Crystal Reports Foundation	Mon 13th & Tues 14th	Manchester	2	£350
Negotiation Skills	Weds 15th	London	1	£250
Project 2003 Foundation	Weds 15th	Reading	1	£195
Excel 2003 Intermediate	Thurs 16th	London	1	£250
Access VBA	Mon 20th & Tues 21st	Leeds	2	£350
Project 2007 Intermediate	Mon 20th	Edinburgh	1	£175
PowerPoint 2007 Advanced	Tues 21st	Edinburgh	1	£195
Facilitation Skills	Weds 22nd	Chester	1	£250
VISIO 2007 Advanced	Mon 27th	Northants	1	£195
Project 2007 Advanced	Mon 27th	Reading	1	£195
Adobe Photoshop CS3	Tues 28th	Bucks	1	£250
Excel 2003 Advanced	Tues 28th	London	1	£250
Word 2007 Advanced	Weds 29th	London	1	£250
PowerPoint 2003 Advanced	Weds 29th	Reading	1	£195

November

Course Title	Date	Venue	Duration	Price per person
Access 2007 Foundation	Mon 3rd & Tues 4th	London	2	£425
Project 2003 Foundation	Mon 3rd	Manchester	2	£150
Crystal Reports Advanced	Mon 10th & Tues 11th	Chester	2	£350
Making Meetings Work	Weds 12th	Manchester	1	£250
VISIO 2007 Foundation	Weds 12th	Northants	1	£150
Excel VBA	Mon 17th & Tues 18th	Reading	2	£350
Sage Line 50 Advanced	Mon 17th	Crewe	1	£150
SQL Querying Introduction	Tues 18th	Leeds	1	£250
Powerful Presentation Skills	Mon 24th	Leeds	1	£250
Excel 2007 Intermediate	Mon 24th	Edinburgh	1	£175
Customer Service Introduction	Tues 25th	Birmingham	1	£250
SQL Querying Advanced	Weds 26th	Birmingham	1	£250
Excel 2003 Intermediate	Weds 26th	Northants	1	£175
Excel 2007 Advanced	Thurs 27th	Reading	1	£195
Word 2003 Advanced	Fri 28th	Bucks	1	£195
Project 2007 Advanced	Fri 28th	London	1	£250

Our national public training schedule incorporates a selection of Desktop and Personal Development training. These one and two day intensive courses will enable you or your staff to master the key skills required:

- Full tutor led training
- Limited delegate numbers to allow maximum individual attention
- One PC per delegate (where applicable)

- A CD manual or printed courseware to take away with you
- Lunch and refreshments provided
- Free Parking.

Please note: to maximise the learning experience for delegates, our policy is to train small groups (maximum eight people per class). This makes demand for our public courses very high – book now to secure your place.

For further information visit: www.rareit.com or call **01606 860607**

All courses require a minimum of 4 delegates to run. In the event of insufficient delegates on the course, we may unfortunately need to delay the start date.