



0845 803 7768

IT Courses Schedule Planner 2010-Q1

TWA, 26 Basepoint Business Centre, Aviation Park West, BOURNEMOUTH AIRPORT, Christchurch, BH23 6NX

www.thewayahead.org.uk

We are delighted to offer the following suite of IT workshops, for the next period. All TWA IT workshops are offered either as 'stand-alone' ½-day events – to help address a specific management skill/issue, or as part of a suite of courses. Our workshops may also be used towards achievement of a recognised qualification, e.g. *ITQ 2009 Level 2/3* - Award, Certificate or Diploma. Please call us for further information.

Course Title	Date	Duration (Day)	Course Title	Date	Duration (Day)
Microsoft Excel Intermediate Part 1 (am)	January 28	½			
Microsoft Excel Intermediate Part 2 (pm)	January 28	½			
Microsoft Excel Advanced Part 1 (am)	February 8	½			
Microsoft Excel Advanced Part 2 (pm)	February 8	½			
Microsoft Access Foundation (am)	February 19	½			
Microsoft Access Intermediate (pm)	February 19	½			
Microsoft Project Foundation (am)	February 23	½			
Microsoft Excel Intermediate Part 1 (am)	March 10	½			
Microsoft Excel Intermediate Part 2 (pm)	March 10	½			
Microsoft Project Intermediate (am)	March 23	½			

January	February	March
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	1 2 3 4 5 6	1 2 3 4 5 6
3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13
10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27
24 25 26 27 28 29 30	28	28 29 30 31
31		