

# Price List

1<sup>st</sup> January 2011



| <u>Course Title</u>              | <u>Versions</u> | <u>Approx Duration</u> | <u>Price</u> |  |
|----------------------------------|-----------------|------------------------|--------------|--|
| Office 2007 New Features         | 2007            | 10 hrs                 | £200.00      |  |
| Word for Windows Beginner        | 2003,07         | 10 hrs                 | £200.00      |  |
| Word for Windows Intermediate    | 2003,07         | 10 hrs                 | £200.00      |  |
| Word for Windows Advanced        | 2003,07         | 10 hrs                 | £200.00      |  |
| Excel for Windows Beginner       | 2003,07         | 10 hrs                 | £200.00      |  |
| Excel for Windows Intermediate   | 2003,07         | 10 hrs                 | £200.00      |  |
| Excel for Windows Advanced       | 2003,07         | 10 hrs                 | £200.00      |  |
| Access Beginner                  | 2003,07         | 10 hrs                 | £200.00      |  |
| Access Intermediate              | 2003,07         | 10 hrs                 | £200.00      |  |
| Access Advanced                  | 2003,07         | 10 hrs                 | £200.00      |  |
| PowerPoint Beginner              | 2003,07         | 10 hrs                 | £200.00      |  |
| PowerPoint Intermediate          | 2003,07         | 10 hrs                 | £200.00      |  |
| Publisher Beginner               | 2003,07         | 10 hrs                 | £200.00      |  |
| Publisher Advanced               | 2003,07         | 10 hrs                 | £200.00      |  |
|                                  |                 |                        |              | <b>16 South Bar<br/>BANBURY<br/>OX16 9AA</b> |
|                                  |                 |                        |              | <b>01295 271888</b>                          |
|                                  |                 |                        |              | ECDL Certification                           |
|                                  |                 |                        |              | Start Any Time                               |
| Outlook                          | 2003,07         | 10 hrs                 | £200.00      |  |
| Photoshop Beginner               | CS2             | 10 hrs                 | £200.00      |  |
| Photoshop Advanced               | CS2             | 10 hrs                 | £200.00      |  |
| Photoshop Colour Printing        | CS2             | 10 hrs                 | £200.00      |  |
| Photoshop Web Design             | CS2             | 10 hrs                 | £200.00      |  |
|                                  |                 |                        |              | Full Time to Part Time                       |
|                                  |                 |                        |              | All Skill Levels Catered For                 |
| Dreamweaver Beginner             | 8               | 10 hrs                 | £200.00      |  |
| Dreamweaver Advanced             | 8               | 10 hrs                 | £200.00      |  |
|                                  |                 |                        |              | Comprehensive Reference Manuals              |
| Basic Bookkeeping (Manual)       |                 | 10 hrs                 | £160.00      |  |
| Sage Line 50 Beginner            | (13)2007        | 10 hrs                 | £200.00      |  |
| Sage Line 50 Intermediate        | (13)2007        | 10 hrs                 | £200.00      |  |
| Sage Line 50 Advanced            | (13)2007        | 10 hrs                 | £200.00      |  |
| Sage Instant Accounting Beg/Int  | 12.0            | 16 hrs                 | £300.00      |  |
| Sage Instant Payroll Beg/Int     | 12.0            | 16 hrs                 | £300.00      |  |
|                                  |                 |                        |              | Low Student to Supervisor Ratios             |
| Keyboard Skills                  |                 | 20 hrs                 | £200.00      |  |
| Keyboard Speed Development       |                 | Open                   | £10.00/hr    |  |
| ECDL -7 course modules available | 2003,2007       | Various                | Various      |  |
| ECDL - Testing (per module)      |                 |                        | £25.00       |  |
| ECDL - Registration              |                 |                        | £35.00       |  |