



# Training Course Prices

*All are 1 day courses unless otherwise specified.*

| <b>MS Office Training</b>        | <b>Course Costs</b> | <b>Company / On site<br/>Courses up to 3<br/>persons</b> | <b>Company / On<br/>Site<br/>Courses up to<br/>3 persons</b> |
|----------------------------------|---------------------|--|--|
| Word Foundation                  | £185                | £535   | £755   |
| Word Intermediate                | £195                | £535   | £755   |
| Word Graphics                    | £215                | £535   | £755   |
| Excel Foundation                 | £185                | £535   | £755   |
| Excel Intermediate               | £195                | £535   | £755   |
| Excel Advanced                   | £215                | £535   | £755   |
| PowerPoint Foundation            | £185                | £535   | £725   |
| PowerPoint Advanced              | £215                | £535   | £755   |
| Access Foundation (2 day course) | £585                | £1,350   | £2,250   |
| Access Reports Workshop          | £295                | £855   | £1,295   |

| <b>Office Technical Training</b> | <b>Course Costs</b> |      | <b>On-Site Minimum</b> |
|----------------------------------|---------------------|------|------------------------|
| Excel with Vba                   | £275                | £725 | £1,400                 |
| Word with Vba                    | £275                | £725 | £1,400                 |
| Visio Introduction               | £225                | £625 | £1,225                 |

| <b>Project Management Training</b>        | <b>Course Costs</b> |        | <b>On-Site Minimum</b> |
|---|---------------------|--------|------------------------|
| MS Project Introduction<br>(2 day course) | £580                | £1,600 | £1,995                 |
| MS Project Advanced                       | £325                | £950   | £1,500                 |

Project Management workshops and courses are available to cover many of the fundamental principles of Best detail.

John Cowie is PRINCE2 Practitioner Certified and MSP Certified; with over 20 years experience in the field of Management

**on site  
to 6**      **Workshops  
one to One**

£425

£425

£425

£425

£425

£425

£425

£425

£425

£525

**on Booking**

£525

£525

£525

**on Booking**

£625

£625

Practice Project Management in

Programme and Project

The above prices are for up to 3 and 6 attendees respectively, for larger bookings please call us directly.

Contact John Cowie on 0791 787 4739 or 0791 787 4739 to book your course, or [use our enquiry form](#) for the [level of course you require](#).

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