



# ACUITY TRAINING LTD

## Guildford Training Centre Applications Course Schedule February 2012 to May 2012

Price includes a comprehensive manual, refreshments and complementary lunch in our on-site café.

If the dates listed do not suit your business, please call us!

All courses can be customised for 1-2-1 or group training on your site or ours.

Course	Days	Cost	February	March	April	May	
<b>Accounting</b>							
Sage	Starter	1	£ 495	Wed 1	Thu 1	Mon 2	Tue 1
	Introduction / Intermediate	2	£ 695	Thu 2 & Fri 3	Thu 1 & Fri 2	Mon 2 & Tue 3	Tue 1 & Wed 2
	Advanced	2	£ 795	Mon 6 & Tue 7	Tue 6 & Wed 7	Wed 4 & Thu 5	Thu 3 & Fri 4
	All About Stock	2	£ 795	Mon 6 & Tue 7	Tue 6 & Wed 7	Wed 4 & Thu 5	Thu 3 & Fri 4
<b>Graphics / Web Design</b>							
AutoCAD	2D Introduction / Intermediate	2	£ 595	Thu 2 & Fri 3	Thu 1 & Fri 2	Mon 2 & Tue 3	Tue 1 & Wed 2
	2D Advanced	2	£ 695	Tue 7 & Wed 8	Thu 8 & Fri 9	Tue 10 & Wed 11	Tue 8 & Wed 9
	3D Introduction / Intermediate	2	£ 695	Mon 13 & Tue 14	Thu 15 & Fri 16	Thu 12 & Fri 13	Thu 10 & Fri 11
Digital Photography For Business	1	£ 495	Wed 29	Fri 30	Mon 30	Tue 29	
Dreamweaver	Introduction / Intermediate	2	£ 495	Tue 21 & Wed 22	Thu 22 & Fri 23	Mon 23 & Tue 24	Mon 21 & Tue 22
	Advanced	2	£ 595	Mon 27 & Tue 28	Wed 28 & Thu 29	Wed 25 & Thu 26	Thu 24 & Fri 25
Expression Web	Introduction / Intermediate	2	£ 795	Mon 6 & Tue 7	Thu 8 & Fri 9	Tue 10 & Wed 11	Tue 8 & Wed 9
Fireworks	Introduction / Intermediate	2	£ 795	Mon 6 & Tue 7	Thu 8 & Fri 9	Tue 10 & Wed 11	Tue 8 & Wed 9
Flash	Introduction / Intermediate	2	£ 595	Thu 23 & Fri 24	Mon 19 & Tue 20	Mon 16 & Tue 17	Thu 17 & Fri 18
Flash ActionScript	Introduction / Intermediate	2	£ 795	Wed 8 & Thu 9	Thu 8 & Fri 9	Thu 12 & Fri 13	Wed 9 & Thu 10
InDesign	Introduction / Intermediate	2	£ 495	Wed 15 & Thu 16	Mon 5 & Tue 6	Wed 4 & Thu 5	Thu 3 & Fri 4
	Advanced	2	£ 595	Mon 13 & Tue 14	Mon 12 & Tue 13	Wed 11 & Thu 12	Thu 10 & Fri 11
PaintShop Pro	Introduction / Intermediate	2	£ 495	Wed 15 & Thu 16	Thu 15 & Fri 16	Thu 19 & Fri 20	Mon 14 & Tue 15
Photoshop	Introduction / Intermediate	2	£ 495	Wed 15 & Thu 16	Wed 21 & Thu 22	Wed 18 & Thu 19	Tue 15 & Wed 16
	Advanced	2	£ 595	Thu 23 & Fri 24	Mon 26 & Tue 27	Thu 26 & Fri 27	Thu 24 & Fri 25
<b>Microsoft (Version 2003, 2007 and 2010)</b>							
Access	Introduction / Intermediate	2	£ 495	Wed 1 & Thu 2	Thu 1 & Fri 2	Mon 2 & Tue 3	Tue 1 & Wed 2
	Advanced	2	£ 595	Thu 9 & Fri 10	Thu 8 & Fri 9	Tue 10 & Wed 11	Tue 8 & Wed 9
Excel	Combined(Ess - Inter) Save £50	2	£ 450	Tue 7 & Wed 8	Tue 6 & Wed 7	Mon 16 & Tue 17	Tue 15 & Wed 16
	Essentials	1	£ 250	Tue 7	Tue 6	Mon 16	Tue 15
	Intermediate	1	£ 250	Wed 8	Wed 7	Tue 17	Wed 16
	Advanced	2	£ 495	Mon 20 & Tue 21	Tue 13 & Wed 14	Tue 24 & Wed 25	Tue 22 & Wed 23
Office 2010	Upgrade	2	£ 495	Thu 9	Thu 15 & Fri 16	Tue 17 & Wed 18	Thu 17 & Fri 18
Outlook	Introduction / Intermediate	1	£ 250	Tue 21	Tue 20	Tue 24	Fri 25
PowerPoint	Combined(Intr/Inter-ADV)Save £50	2	£ 450	Wed 1 & Thu 2	Thu 1 & Fri 2	Tue 3 & Wed 4	Wed 2 & Thu 3
	Introduction / Intermediate	1	£ 250	Wed 1	Thu 1	Tue 3	Wed 2
	Advanced	1	£ 250	Thu 2	Fri 2	Wed 4	Thu 3
Project	Introduction / Intermediate	2	£ 495	Thu 9 & Fri 10	Thu 8 & Fri 9	Mon 16 & Tue 17	Tue 22 & Wed 23
	Advanced	2	£ 595	Mon 6 & Tue 7	Mon 12 & Tue 13	Thu 19 & Fri 20	Thu 24 & Fri 25
Publisher	Introduction / Intermediate	2	£ 495	Thu 16 & Fri 17	Thu 15 & Fri 16	Wed 18 & Thu 19	Tue 22 & Wed 23
SharePoint	End User	2	£ 695	Thu 23 & Fri 24	Thu 15 & Fri 16	Thu 19 & Fri 20	Mon 21 & Tue 22
SharePoint Designer	Introduction / Intermediate	2	£ 1495	Tue 28 & Wed 29	Thu 29 & Fri 30	Thu 26 & Fri 27	Mon 21 & Tue 22
Visio	Introduction / Intermediate	2	£ 495	Tue 14 & Wed 15	Tue 13 & Wed 14	Thu 12 & Fri 13	Thu 10 & Fri 11
Word	Combined(Ess - Inter) Save £50	2	£ 450	Wed 22 & Thu 23	Wed 21 & Thu 22	Thu 19 & Fri 20	Tue 15 & Wed 16
	Essentials	1	£ 250	Wed 22	Wed 21	Thu 19	Tue 15
	Intermediate	1	£ 250	Thu 23	Thu 22	Fri 20	Wed 16
	Advanced	2	£ 495	Tue 28 & Wed 29	Tue 27 & Wed 28	Thu 26 & Fri 27	Wed 23 & Thu 24
<b>Visual Basic for Applications</b>							
Access	VBA	2	£ 595	Tue 28 & Wed 29	Thu 29 & Fri 30	Thu 26 & Fri 27	Mon 28 & Tue 29
Excel	VBA	2	£ 595	Thu 9 & Fri 10	Mon 12 & Tue 13	Mon 16 & Tue 17	Thu 17 & Fri 18



## Guildford Training Centre Management & Professional Development Course Schedule February 2012 to May 2012

Our Management & Development courses are designed to provide you with the tools and skills necessary to be effective, both individually, and as part of a team in the workplace.

All courses can be customised for 1-2-1 or group training on your site or ours

Please call us for prices, dates or to discuss your individual requirements.

Course	Days	Cost	February	March	April	May
<b>Professional, Management and Sales Skills</b>						
Achieve the Gold Standard in Customer Service	1	£ 695	Wed 1	Thu 1	Mon 2	Tue 1
Assertiveness Influencing and Confidence	1	£ 495	Fri 24	Fri 23	Wed 25	Wed 30
Budget Construction and Control	2	£ 795	Mon 20 & Tue 21	Mon 19 & Tue 20	Mon 16 & Tue 17	Tue 8 & Wed 9
Business Writing That Gets Results	1	£ 695	Thu 9	Wed 7	Tue 10	Fri 11
Change Management	1	£ 595	Mon 13	Wed 14	Fri 13	Mon 14
Communicate Your Message Assertively	1	£ 695	Thu 9	Tue 6	Thu 5	Tue 8
Confident Cold Calling & The 7 Step Sales Process	1	£ 595	Mon 13	Wed 14	Mon 16	Fri 11
Confident Communication	1	£ 595	Thu 9	Tue 13	Fri 13	Thu 17
Deliver Confident & Impactful Presentations	1	£ 695	Fri 17	Thu 15	Tue 10	Thu 10
Deliver Successful Projects	1	£ 695	Fri 17	Thu 15	Tue 10	Thu 10
Essential Management Skills	2	£ 795	Mon 20 & Tue 21	Mon 19 & Tue 20	Mon 23 & Tue 24	Mon 21 & Tue 22
Finding Work After Redundancy	1	£ 495	Tue 21	Fri 23	Mon 30	Mon 28
First Time Manager Fundamentals	1	£ 695	Thu 9	Tue 6	Thu 5	Fri 4
First Time Manager Skill Builder	2	£ 895	Thu 16 & Fri 17	Thu 15 & Fri 16	Thu 12 & Fri 13	Tue 8 & Wed 9
Handling Difficult Conversations with Integrity	1	£ 495	Fri 10	Fri 16	Wed 18	Mon 14
How to Become an Effective & Inspiring Manager	1	£ 695	Fri 10	Mon 12	Wed 11	Fri 11
How To Create a Winning Team	2	£ 895	Thu 23 & Fri 24	Mon 26 & Tue 27	Tue 24 & Wed 25	Thu 24 & Fri 25
Manage Time & Maximise Results	1	£ 695	Fri 17	Tue 6	Thu 5	Fri 4
Managing a Redundancy Program	1	£ 695	Fri 24	Thu 22	Mon 23	Mon 21
Managing Poor Performance	1	£ 495	Fri 10	Wed 7	Wed 11	Wed 9
Marketing to Build Your Business	1	£ 695	Thu 9	Tue 6	Wed 4	Thu 3
Minimise Conflict & Maximise Win-Win	1	£ 695	Thu 16	Fri 16	Fri 20	Fri 18
Minute Taking	1	£ 495	Wed 29	Fri 30	Mon 30	Wed 30
Presentation Skills	1	£ 495	Fri 24	Thu 29	Mon 30	Wed 30
Project Management Techniques	2	£ 795	Mon 20 & Tue 21	Thu 8 & Fri 9	Tue 10 & Wed 11	Wed 30 & Thu 31
Proofreading	1	£ 495	Wed 22	Thu 29	Fri 27	Thu 31
Resilience - Working Effectively Under Pressure	1	£ 495	-	Thu 1	Mon 2	Wed 2
Speed Reading Skills	1	£ 495	Fri 24	Fri 30	Wed 25	Tue 29
Successful Sales Skills	1	£ 695	Thu 23	Fri 23	Mon 30	Tue 29
Time Management	1	£ 495	Wed 1	Wed 7	Fri 13	Thu 17
Train the Trainer	2	£ 895	Mon 13 & Tue 14	Thu 8 & Fri 9	Thu 12 & Fri 13	Mon 14 & Tue 15
Transform Your Team From Good to Great	2	£ 895	Wed 22 & Thu 23	Mon 19 & Tue 20	Mon 16 & Tue 17	Thu 17 & Fri 18
Use Appraisals to Improve Performance	2	£ 895	Thu 2 & Fri 3	Thu 1 & Fri 2	Mon 2 & Tue 3	Wed 2 & Thu 3
Write Reports for Impact & Results	1	£ 695	Thu 9	Mon 12	Thu 12	Fri 11

All Prices exclude VAT. Courses run from 9:30 to 4:30.



## Guildford Training Centre Technical Course Schedule February 2012 to May 2012

Price includes a comprehensive manual, refreshments and complementary lunch in our on-site café.

**If the dates listed do not suit your business, please call us!**

**All courses can be customised for 1-2-1 or group training on your site or ours.**

Course		Days	Cost	February	March	April	May
<b>BlackBerry Enterprise Server (Exchange, GroupWise or IBM Domino)</b>							
<b>BlackBerry Application Development</b>	Java JDE and Eclipse	3	<b>£ 1495</b>	Mon 27 to Wed 29	Mon 26 to Wed 28	Mon 23 to Wed 25	Mon 21 to Wed 23
<b>BlackBerry Enterprise Server - Version 4.1</b>	Installation	1	<b>£ 695</b>	Mon 13	Mon 12	Mon 16	Mon 14
	Administration	1	<b>£ 495</b>	Tue 14	Tue 13	Tue 17	Tue 15
	Advanced Administration	1	<b>£ 695</b>	Wed 15	Wed 14	Mon 23	Wed 16
<b>BlackBerry Enterprise Server - Version 5.0</b>	Installation	1	<b>£ 695</b>	Mon 13	Mon 12	Mon 16	Mon 14
	Administration	1	<b>£ 495</b>	Tue 14	Tue 13	Tue 17	Tue 15
	Advanced Administration	1	<b>£ 695</b>	Wed 15	Wed 14	Mon 23	Wed 16
	Upgrade	1	<b>£ 695</b>	Fri 17	Fri 16	Fri 20	Fri 18
<b>Crystal Reports</b>							
<b>Crystal Reports</b>	Introduction / Intermediate	2	<b>£ 695</b>	Thu 16 & Fri 17	Mon 19 & Tue 20	Mon 16 & Tue 17	Thu 17 & Fri 18
	Advanced	2	<b>£ 795</b>	Tue 28 & Wed 29	Thu 29 & Fri 30	Thu 26 & Fri 27	Wed 30 & Thu 31
<b>Databases and Programming</b>							
<b>SQL</b>	Introduction	1	<b>£ 495</b>	Wed 15	Wed 21	Tue 24	Thu 24
	Advanced	2	<b>£ 795</b>	Wed 15	Thu 22 & Fri 23	Wed 25 & Thu 26	Mon 28 & Tue 29
<b>Statistical Analysis</b>							
<b>MapInfo</b>	Introduction / Intermediate	2	<b>£ 595</b>	Thu 23 & Fri 24	Mon 26 & Tue 27	Thu 26 & Fri 27	Thu 24 & Fri 25
<b>SPSS</b>	Introduction / Intermediate	2	<b>£ 695</b>	Mon 20 & Tue 21	Thu 22 & Fri 23	Thu 19 & Fri 20	Thu 17 & Fri 18
<b>Visual Basic for Applications</b>							
<b>Access</b>	VBA	2	<b>£ 595</b>	Tue 28 & Wed 29	Thu 29 & Fri 30	Thu 26 & Fri 27	Mon 28 & Tue 29
<b>Excel</b>	VBA	2	<b>£ 595</b>	Thu 9 & Fri 10	Mon 12 & Tue 13	Mon 16 & Tue 17	Thu 17 & Fri 18
<b>Web</b>							
<b>ASP.net</b>	Introduction / Intermediate	2	<b>£ 895</b>	Tue 28 & Wed 29	Thu 29 & Fri 30	Wed 25 & Thu 26	Wed 30 & Thu 31
<b>CSS</b>	Essentials	1	<b>£ 495</b>	Mon 20	Thu 22	Mon 23	Fri 18
<b>HTML</b>	Introduction / Intermediate	2	<b>£ 695</b>	Mon 6 & Tue 7	Wed 7 & Thu 8	Tue 10 & Wed 11	Wed 9 & Thu 10
<b>HTML Email Newsletters</b>	For Business	2	<b>£ 895</b>	Thu 23 & Fri 24	Wed 21 & Thu 22	Mon 23 & Tue 24	Mon 21 & Tue 22
<b>JQuery</b>	Introduction / Intermediate	2	<b>£ 995</b>	Tue 28 & Wed 29	Tue 27 & Wed 28	Tue 24 & Wed 25	Wed 23 & Thu 24
<b>PHP &amp; MySQL</b>	Introduction / Intermediate	3	<b>£ 1495</b>	Mon 20 to Wed 22	Tue 27 to Thu 29	Wed 25 to Fri 27	Wed 23 to Fri 25
<b>Search Engine Optimisation</b>	For Business	1	<b>£ 695</b>	Wed 22	Wed 21	Tue 24	Fri 25
<b>Web Accessibility</b>	For Business	1	<b>£ 695</b>	Wed 22	Fri 23	Mon 30	Thu 31
<b>Web Overview</b>	For Business	2	<b>£ 895</b>	Thu 23 & Fri 24	Wed 28 & Thu 29	Thu 26 & Fri 27	Mon 28 & Tue 29

**All Prices exclude VAT. Courses run from 9:30 to 4:30.**



# ACUITY TRAINING LTD

## BlackBerry Enterprise Server

- Installation/Upgrade
- Training
- Support
- Smartphones



Our location is easy to find with FREE parking.

Further directions can be found on our website  
[www.acuitytraining.co.uk/location.html](http://www.acuitytraining.co.uk/location.html)  
 or simply call us on **01483 688488**

## Laptop & Projector Hire

Laptops  
Projectors

£38 per day  
£49 per day

