

Pre Scheduled Class/Workshop Dates for 2010

Call our Learning Centre: **519.750.9951**
Email: learn@biggerandbetterjourney.ca to Register

Class/Workshop	Days	Cost/Person	January	February	March	April	May	June
Excel & Word Level 1 Combo *NEW*	1	\$150	5	2, 22	3	1	5, 27	3
Word Level 2	1	\$150	12	16	2	6	13	10
Word Level 3	1	\$150	20	24	10	14	18	17
Excel Level 2	1	\$150	13	10	9	15	19	15
Excel Level 3	1	\$150	21	25	25	20	-	22
Access Level 1 (Day 1 & 2)	2	\$300	18 & 19	5 & 12	-	-	25 & 26	-
Access Level 2 (Day 1 & 2)	2	\$300	26 & 27	-	4 & 5	-	-	29 & 30
PowerPoint	1	\$150	11	9	24	13	12	-
Outlook	1	\$150	7	3, 11	1	8	4	9
Publisher	1	\$150	8	4	30	27	11	23
Windows Vista	1	\$150	22	-	-	28	-	1
Windows 7	1	\$150	25	-	-	-	-	8
What's New in Office 2007	1	\$150	-	-	-	-	-	16
Computer Basics	1	\$150	6	-	-	29	20	2
Bully Free Workplace *NEW*	1	\$150	13	2	5	1	-	9
Time Management	1	\$150	6	12	3	-	13	10
Communication Strategies (Day 1 & 2)	2	\$300	7 & 8	9 & 10	9 & 10	27 & 28	25 & 26	29 & 30
Relationship Management (Day 1 & 2)	2	\$300	11 & 12	3 & 4	-	13 & 14	-	2 & 3
Administrative Skills	1	\$150	18	5	30	6	12	23
Presentation Skills (Day 1 & 2)	2	\$300	19 & 20	24 & 25	-	20 & 21	18 & 19	-
Self Esteem & Assertiveness	1	\$150	21	11	25	29	-	17
Business Etiquette	1	\$150	22	16	24	8	20	15
Conflict Resolution	1	\$150	25	22	-	15	27	16
SpeakEasy	1	\$150	26	-	23	22	-	1
Impromptu Speaking (Day 1 & 2)	2	\$300	27 & 29	-	1 & 2	-	4 & 5	-
Minute Takers	1	\$150	5	1	4	-	11	8