

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	July	August	September	October	November	December
Excel & Word Level 1 Combo *NEW*	1	\$150	13	17	1	7 & 26	9	2 & 14
Word Level 2	1	\$150	15	16	7 & 20	12	16	3
Word Level 3	1	\$150	23	24	15	18	23	6
Excel Level 2	1	\$150	21	25	9 & 21	5	10	15
Excel Level 3	1	\$150	29	31	14	13	17	16
Access Level 1 (Day 1 & 2)	2	\$300	-	-	-	-	1 & 2	-
Access Level 2 (Day 1 & 2)	2	\$300	-	-	28 & 29	-	-	-
PowerPoint	1	\$150	8	13	-	14	-	8
Outlook	1	\$150	6	23	16	6	29	9
Publisher	1	\$150	28	19	23	20	15	-
Windows Vista	1	\$150	-	-	10	28	11	-
Windows 7	1	\$150	20	10	-	-	24	-
What's New in Office 2007	1	\$150	22	11	-	25	4	1
Computer Basics	1	\$150	5	-	-	-	-	7
Bully Free Workplace *NEW*	1	\$150	-	13	-	7	-	6
Time Management	1	\$150	8	11 & 31	-	6	17	2
Communication Strategies (Day 1 & 2)	2	\$300	-	-	9 & 10	-	1 & 2	-
Relationship Management (Day 1 & 2)	2	\$300	22 & 23	-	20 & 21	12 & 13	15 & 16	14 & 15
Administrative Skills	1	\$150	-	16	1	14	4	7
Presentation Skills (Day 1 & 2)	2	\$300	20 & 21	-	14 & 15	25 & 26	-	-
Self Esteem & Assertiveness	1	\$150	-	17	7	18	23	3
Business Etiquette	1	\$150	-	19	-	-	24	8
Conflict Resolution	1	\$150	6 & 15	23	-	20	29	9
SpeakEasy	1	\$150	5	24	23	28	-	16
Impromptu Speaking (Day 1 & 2)	2	\$300	28 & 29	-	28 & 29	-	9 & 10	-
Minute Takers	1	\$150	13	10 & 25	16	5	11	1