

Desktop & Technical Training Course Schedule

September 2010 - February 2011

Professional Skills

Desktop Skills

Database & Developer Skills

Internet & Graphics Skills

Technical Skills

We Have Moved!

100 yards down the road

OA

Learning

OA-Learning is a privately owned Training Centre located in the Old Town of Stevenage, Hertfordshire. Established in 1990, we have successfully trained staff from large Corporate Companies to Small and Medium sized enterprises.

Accreditations

OA-Learning is a Microsoft Certified Partner.

Convenient

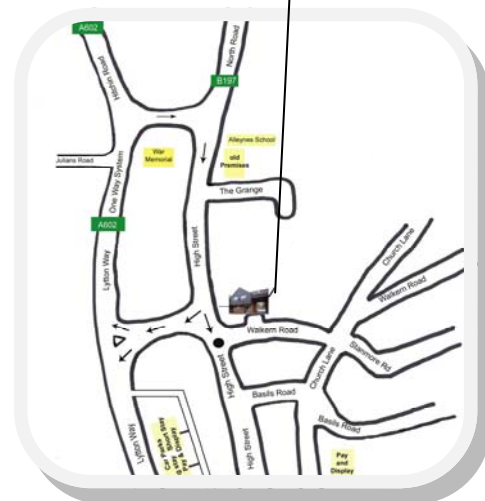
We provide scheduled and bespoke training courses in Technical, Business Skills and Desktop products at our Training Centre which is located conveniently to major road, rail and airline networks.

- * Excellent facilities
- * Lunch and refreshments included
- * We travel to any customer nominated site around the World

Closed company day training courses can be arranged at your site or our training centre – prices available on request

Delegate Skills Assessment

OA-Learning provide a consultative service to ensure that the most appropriate course solution is agreed and delivered. Ask for our desktop assessment forms to make sure that the next training step taken is the correct one.



Road Links

- * Junction 7 or Junction 8 of the A1 Motorway – with a 5 minute drive to the Old Town of Stevenage
- * A602 from Hitchin

By Rail and Foot

- * Kings Cross to Scotland Main Line Railway
- * 10-15 minute walk from the Station



Sections

Orange Section - Professional Skills

- PROJECT MANAGEMENT
- MANAGEMENT AND BUSINESS SKILLS
- ITIL COURSES

Green Section - Desktop Skills

- LOTUS NOTES
- MICROSOFT VISTA
- MICROSOFT OFFICE ALL VERSIONS

Turquoise Section - Database & Developer skills

- PLANNING & DESIGN
- ACCESS
- SQL
- VB
- MICROSOFT.NET

Yellow Section - Internet and Graphic Skills

- DREAMWEAVER
- ADOBE PHOTOSHOP
- SHAREPOINT


Blue Section - Technical Section

- MICROSOFT WINDOWS
- MICROSOFT EXCHANGE
- MICROSOFT SQL SERVER
- MICROSOFT SHAREPOINT
- OTHER WINDOWS SERVERS
- MICROSOFT OFFICE SUPPORT

If you cannot find the course you require in our brochure please contact us as we partner with other organisations to provide a complete training solution.

Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb	
PROJECT MANAGEMENT										
Running Successful Projects	SKILLS32	£630	2 days	-	7-8	-	2-3	-	3-4	
Managing Smaller Projects	SKILLS07	£365	1 day	6	-	8	-	7	-	
Management of Change	SKILLS08	£365	1 day	-	22	-	24	-	25	
MANAGEMENT AND BUSINESS SKILLS										
Management Techniques	SKILLS14	£1350	4 days	6-9	-	8-11	-	4-7	-	
Time Management for Managers	SKILLS63	£365	1 day	-	15	-	17	-	18	
People Management Skills for Managers	SKILLS33	£630	2 days	9-10	-	11-12	-	10-11	-	
Managing and Controlling Meetings	SKILLS16	£365	1 day	-	1	-	3	-	4	
Managing Time Effectively	SKILLS11	£365	1 day	24	-	26	-	28	-	
Team Leadership Skills	SKILLS22	£630	2 days	-	25-26	-	23-24	-	21-22	
Managing Conflict	SKILLS57	£630	2 days	2-3	-	4-5	-	6-7	-	
Complaint Handling Skills	SKILLS60	£365	1 day	-	20	-	20	-	23	
Working in Team Skills	SKILLS31	£365	1 day	10	-	12	-	14	-	
Effective Communications	SKILLS42	£365	1 day	-	8	-	6	-	7	
Assertiveness	SKILLS09	£365	1 day	1	-	1	-	4	-	
Business Writing for Effect	SKILLS04	£365	1 day	-	11	-	10	-	11	
Introduction to Report Writing	SKILLS28	£365	1 day	17	-	19	-	21	-	
Taking Minutes of Meetings	SKILLS21	£365	1 day	-	29	-	24	-	28	
Presentation Techniques	SKILLS03	£630	2 days	13-14	-	15-16	-	13-14	-	
Presenting in a Sales Environment	SKILLS38	£630	2 days	-	18-19	-	16-17	-	17-18	
Telephone Skills in a Sales Environment	SKILLS43	£365	1 day	3	-	5	-	7	-	
Telephone Skills	SKILLS18	£365	1 day	-	4	-	3	-	1	
Interview Technique	SKILLS20	£630	2 days	27-28	-	29-30	-	31 - 1 Feb	-	
Customer Service Skills	SKILLS12	£365	1 day	-	13	-	13	-	14	
Effective Personal Organisation	SKILLS02	£365	1 day	8	-	10	-	12	-	
Coaching Skills	SKILLS15	£365	1 day	-	22	-	22	-	21	
Train the Trainer	SKILLS06	£630	2 days	2-3	-	1-2	-	6-7	-	
Interviewing Techniques for Interviewees	SKILLS29	£365	1 day	-	25	-	20	-	25	
Successful Negotiating	SKILLS26	£630	2 days	20-21	-	22-23	-	20-21	-	
Equal Opportunities Overview	SKILLS58	POA	For further information call our Sales Team on 01438 747897 Dates on Application							
Appraisal & Performance Management Training	SKILLS36	POA								
Managing Absence	SKILLS44	POA								
Disciplinary, Dismissal & Grievance Skills	SKILLS27	POA								
Employment Law – An Overview	SKILLS30	POA								

All ITIL Courses are delivered by Helix Service Management Services and are managed and delivered at our Stevenage Training Centre or a venue of your choice

Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb
ITIL FOUNDATION COURSES									
ITIL® Foundation Course Version 3	SKILLS46	£950	3 days	-	20-22	-	20-22	-	21-23
V3 LIFECYCLE / CAPABILITY INTERMEDIATE STREAM									
V3 Intermediate Service Strategy Course	SKILLS64	£950							
V3 Intermediate Service Design Course	SKILLS65	£950							
V3 Intermediate Service Transition Course	SKILLS66	£950							
V3 Intermediate Service Operation Course	SKILLS67	£950							
V3 Intermediate Continual Service Improvement	SKILLS68	£950							
V3 Intermediate Operational Support and Analysis	SKILLS69	£1,750							
V3 Intermediate Release Control and Validation	SKILLS70	£1,750							
V3 Intermediate Service Offerings and Agreements	SKILLS71	£1,750							
V3 Intermediate Planning, Protection and Optimisation Course	SKILLS72	£1,750							
V3 Intermediate Managing Across the Lifecycle	SKILLS73	£1,750							

FOR FURTHER INFORMATION ON ITIL COURSES PLEASE CALL OUR SALES TEAM ON 01438 747897

Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb
Introduction to PC's & Windows	USER76	£195	1 day	6	8	5	10	5	2
Lotus Notes all versions up to 8.5	<i>Price and Dates on Application</i>								
MICROSOFT OFFICE 2010/2007									
Microsoft Office New Features	USER121	£220	1 day	20	18	22	17	17	18
Microsoft Windows	USER122	£195	1 day	17	22	26	24	24	25
Microsoft Access Module 1	DBASE36/30	£215	1 day	1	13	24	20	26	23
Microsoft Access Module 2	DBASE37/31	£215	1 day	2	14	25	21	27	24
Microsoft Access Module 3	DBASE38/32	£215	1 day	3	15	26	22	28	25
Microsoft Excel Module 1 - Basic Concepts	USER135/111	£180	1 day	6, 21	6, 18	10, 22	6, 20	4, 17	1, 14
Microsoft Excel Module 2 - Added Functionality	USER136/112	£180	1 day	7, 22	7, 19	11, 23	7, 21	5, 18	2, 15
Microsoft Excel Module 3 (A) - Database Techniques	USER138/127	£195	1 day	23	20	24	22	19	16
Microsoft Excel Module 3 (B) - Formulas & Functions	USER137/113	£195	1 day	8, 24	8	12	8	6	3
Microsoft Excel Module 4 - Develop Excel Skills to Analyse Data to Support Business Decisions	USER139/128	£425	2 days	9-10	21-22	25-26	23-24	20-21	17-18
Microsoft Excel Visual Basic	DEV30	£890	3 days	22-24	25-27	29-1 Dec	20-22	24-26	21-23
Microsoft Outlook Module 1	USER143/117	£180	1 day	2	14	11	9	6	3
Microsoft Outlook Module 2	USER144/118	£195	1 day	3	15	12	10	7	4
Microsoft PowerPoint Module 1	USER145/119	£180	1 day	6	4	4	2	4	7
Microsoft PowerPoint Module 2	USER146/120	£195	1 day	7	5	5	3	5	8
Microsoft Project 2010 Introduction	USER147	£425	2 days	7-8	11-12	8-9	6-7	10-11	9-10
Microsoft Project 2010 Advanced	USER148	£230	1 day	9	13	10	8	12	11
Microsoft Project 2007 Introduction	USER123	£425	2 days	27-28	27-28	24-25	20-21	26-27	23-24
Microsoft Project 2007 Advanced	USER124	£230	1 day	29	29	26	22	28	25
Microsoft Publisher 2010 Introduction	GRAPH44	£205	1 day	9	7	8	9	13	10
Microsoft Publisher Advanced	GRAPH45	£225	1 day	10	8	9	10	14	11
Microsoft Publisher 2007 Introduction	GRAPH41	£205	1 day	20	18	25	20	24	21
Microsoft Publisher 2007 Advanced	GRAPH42	£225	1 day	21	19	26	21	25	22
Microsoft SharePoint Designer Module 1	NET29	£180	1 day	13	18	15	16	17	17
Microsoft SharePoint Designer Module 2	NET30	£195	1 day	14	19	16	17	18	18
Microsoft Visio 2010	GRAPH46	£205	1 day	18	15	19	17	17	18
Microsoft Visio 2007	GRAPH33	£205	1 day	1	1	1	6	7	4
Microsoft Word Module 1	USER140/114	£180	1 day	1	4	3	8	5	7
Microsoft Word Module 2	USER141/115	£180	1 day	2	5	4	9	6	8
Microsoft Word Module 3	USER142/116	£195	1 day	3	6	5	10	7	9

Ask about our half day Microsoft Office upgrade courses

Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb
MICROSOFT OFFICE 2003/2002									
Microsoft Windows Check version	USER01	£195	1 day	6	1	19	13	7	11
Microsoft Access Introduction	DBASE 25/14	£410	2 days	13-14	25-26	-	6-7	10-11	7-8
Microsoft Access Advanced	DBASE 26/15	£585	3 days	15-17	27-29	-	8-10	12-14	9-11
Microsoft Excel Module 1 - Basic Concepts	USER 82/64	£180	1 day	1,13 27	11, 20 25	3,15	1, 13	12, 24	7, 21
Microsoft Excel Module 2 - Added Functionality	USER 83/65	£180	1 day	2, 14 28	12, 21 26	4, 16	2, 14	13, 25	8, 22
Microsoft Excel Module 3 (A) - Database Techniques	USER131	£195	1 day	3, 15	13, 22	5	3	14	9
Microsoft Excel Module 3 (B) - Formulas & Functions	USER 84/66	£195	1 day	29	27	17	15	26	23
Microsoft Excel Module 4 - Develop Excel Skills to Analyse Data to Support Business Decisions	USER130	£425	2 days	16-17	14-15	18-19	16-17	27-28	24-25
Microsoft Excel Visual Basic	DEV 15/14	£890	3 days	22-24	25-27	29 - 1 Dec	20-22	24-26	21-23
Microsoft FrontPage Module 1	NET 27/19	£205	1 day	9, 23	14, 28	18	23	20	17
Microsoft FrontPage Module 2	NET 28/20	£205	1 day	10, 24	15, 29	19	24	21	18
Microsoft Internet Explorer Overview	NET04	£205	1 day	29	29	29	20	31	28
Microsoft Outlook Module 1	USER 91/72	£180	1 day	20	25	25	21	27	21
Microsoft Outlook Module 2	USER 92/73	£195	1 day	21	26	26	22	28	22
Microsoft PowerPoint Module 1	USER 93/68	£180	1 day	15	18	11	13	20	24
Microsoft PowerPoint Module 2	USER 94/69	£195	1 day	16	19	12	14	21	25
Microsoft Project Introduction	USER 86/77	£425	2 days	27-28	27-28	24-25	20-21	26-27	23-24
Microsoft Project Advanced	USER 107/106	£230	1 day	29	29	26	22	28	25
Microsoft Publisher Module 1	GRAPH 21/09	£205	1 day	20	18	25	20	24	21
Microsoft Publisher Module 2	GRAPH 32/XP	£205	1 day	21	19	26	21	25	22
Microsoft Visio Introduction	GRAPH 23/18	£205	1 day	1	1	1	6	7	4
Microsoft Word Module 1	USER 88/61	£180	1 day	6, 27	13, 27	15	22	17	23
Microsoft Word Module 2	USER 89/62	£180	1 day	7, 28	14, 28	16	23	18	24
Microsoft Word Module 3	USER 90/63	£195	1 day	8, 29	15, 29	17	24	19	25

Desk Top Skills Dates 2010/2011

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DATABASE AND DEVELOPER SKILLS									
Microsoft Access 2010/2007 Module 1	DBASE30	£215	1 day	1	13	24	20	26	23
Microsoft Access 2010/2007 Module 2	DBASE31	£215	1 day	2	14	25	21	27	24
Microsoft Access 2010/2007 Module 3	DBASE32	£215	1 day	3	15	26	22	28	25
Microsoft Access 2003/2002 Introduction	DBASE 25/14	£410	2 days	13-14	25-26	-	6-7	10-11	7-8
Microsoft Access 2003/2002 Advanced	DBASE 26/15	£585	3 days	15-17	27-29	-	8-10	12-14	9-11
Database Planning & Design using a Structured Methodology	DBASE01	£340	1 day	-	15	-	15	-	11
Crystal Reports XI Introduction	DBASE33	£600	2 days	2-3	-	1-2	-	4-5	-
Crystal Reports XI Advanced	DBASE34	£600	2 days	13-14	-	15-16	-	6-7	-
Mastering Visual Basic 6 Fundamentals	DEV03	£1350	5 days	-	18-22	-	13-17	-	14-18
Mastering Visual Basic 6 Development	DEV04	£1350	5 days	20-24	-	22-26	-	24-28	-
Programming with Microsoft Visual Basic .NET	DEV11 MOC 2373	£1350	5 days	6-10	-	8-12	-	10-14	-
Introduction to Visual Basic.NET Programming with Microsoft .NET	DEV10 MOC 2559	£1350	5 days	-	25-29	-	20-24	-	28 - 4 Feb
Introduction to XML and Microsoft .NET Platform	DEV12 MOC 2500	£800	2 days	16-17	-	11-12	-	13-14	-
Developing Microsoft .NET Applications for Windows (Visual C# .NET)	DEV26 MOC 2555	£1350	5 days	-	4-8	-	6-10	-	7-11
Developing Microsoft ASP.NET Web Applications using Visual Studio .NET	DEV27 MOC 2310	£1350	5 days	13-17	-	15-19	-	17-21	-
Microsoft Visual Basic Scripting Edition and Microsoft Windows Script Host Essentials	PROF140 MOC 2433B	£995	3 days	-	11-13	-	13-15	-	2-4
Building COM+ Applications Using Microsoft .NET Enterprise Services	PROF145 MOC 2557	£1350	5 days	27-1 Oct	-	29-3Dec	-	31 - 4 Feb	-

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ADOBE									
Adobe Acrobat	GRAPH19	£225	1 day	24	22	24	23	28	28
ADOBE DREAMWEAVER—FORMALLY MACROMEDIA									
Adobe Dreamweaver MX—Introduction	NET24	£575	2 days	16-17	14-15	11-12	9-10	6-7	14-15
Building Database Driven Web Sites Using Dreamweaver MX	NET26	£365	1 day	20	21	19	17	14	11
Flash MX	NET23	£575	2 days	27-28	28-29	29-30	20-21	20-21	17-18
Fireworks MX	NET25	£265	1 day	3	1	1	2	7	7
Web Creation with Dreamweaver, Flash and Fireworks	NET11	£890	3 days	6-8	4-6	3-5	6-8	4-6	2-4
Adobe Illustrator CS2 Module 1	GRAPH29	£265	1 day	9	7	8	16	17	14
Adobe Illustrator CS2 Module 2	GRAPH30	£265	1 day	10	8	9	17	18	15
Adobe InDesign CS3 Module 1	GRAPH35	£300	1 day	Course Dates Available on Request					
Adobe InDesign CS3 Module 2	GRAPH36	£300	1 day						
Adobe InDesign Migration Module 1	GRAPH39	£300	1 day						
Adobe InDesign Migration Module 2	GRAPH40	£300	1 day						
Adobe PageMaker 6.5 Introduction	GRAPH11	£225	1 day	1	11	15	1	6	3
Adobe PageMaker 6.5 Advanced	GRAPH22	£225	1 day	2	12	16	2	7	4
Adobe Photoshop Introduction Check Version	GRAPH13/37	£265	1 day	13	14	22	13	10	8
Adobe Photoshop Advanced Check Version	GRAPH15/38	£265	1 day	14	15	23	14	11	9
Adobe Premiere	GRAPH25	£265	1 day	22	20	19	10	31	28
COREL									
Paintshop Pro 7	NET18	£205	1 day	10	12	12	8	19	18
MICROSOFT									
Microsoft Internet Explorer	NET04	£205	1 day	29	29	29	20	31	28
Microsoft Image Composer	GRAPH16	£205	1 day	17	22	30	24	26	22
QUARK									
QuarkXpress 7.0 Introduction	DTP06	£205	1 day	27	27	24	20	26	23
QuarkXpress 7.0 Intermediate	DTP07	£205	1 day	28	28	25	21	27	24
QuarkXpress 7.0 Advanced	DTP08	£205	1 day	29	29	26	22	28	25

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TECHNICAL									
Introduction to HTML Programming	NET06	£575	2 days	14-15	-	16-17	-	13-14	-
Design Strategies for the Internet	NET12	£365	1 day	-	1	-	1	-	28
Creating & Using SharePoint Team Services Website	NET21	£995	1 day	8	-	5	-	5	-
Creating & Managing a Web Server using MS Internet Information Server 4.0	PROF16	£995	3 days	-	4-6	-	15-17	-	14-16
Updating Web Server Skills to Internet Information Services 6.0	PROF122 MOC 2694	£840	2 days	-	7-8	-	9-10	-	1-2
Developing Security enhanced Web Applications	PROF123 MOC 2300	£995	3 days	22-24	-	29 - 1 Dec	-	31 - 2 Feb	-

MOC - Microsoft Official Curriculum


Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb	
MICROSOFT WINDOWS 7										
Updating Your Technology Knowledge of Microsoft Windows XP to Windows 7 Beta	PROF206 MOC6291A	£950	3 days	Course Dates Available On Request						
Installing and Configuring Windows 7 Client	PROF207 MOC6292A	£950	3 days							
Planning and Managing Windows 7 Desktop Deployments and Environments	PROF208 MOC6294A	£1395	5 days							
MICROSOFT WINDOWS 2008										
Configuring and Troubleshooting Windows Server 2008 Active Domain Services	PROF184 MOC6425B	£1395	5 days	-	18-22	-	13-17	-	14-18	
Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 Active Directory	PROF187 MOC6426B	£950	3 days	1-3	-	1-3	-	5-7	-	
Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	PROF183 MOC6421A	£1395	5 days	-	4-8	-	6-10	-	7-11	
Deploying Windows Server 2008	PROF188 MOC6418B	£950	3 days	22-24	-	22-24	-	24-26	-	
Configuring and Troubleshooting Internet Information Services in Windows Server 2008	PROF185 MOC6427A	£950	3 days	-	11-13	-	1-3	-	2-4	
Configuring and Troubleshooting Windows Server 2008 Terminal Services	PROF186 MOC6428A	£800	2 days	16-17	-	18-19	-	13-14	-	
Planning for Windows Server 2008 Servers	PROF189 MOC6430B	£950	3 days	-	25-29	-	20-24	-	21-25	
Designing a Windows Server 2008 Network Infrastructure	PROF193 MOC6435A	£1395	5 days	20-24	-	15-19	-	17-21	-	
Designing a Windows Server 2008 Active Directory Infrastructure and Services	PROF194 MOC6436A	£1395	5 days	-	18-22	-	13-17	-	14-18	
Designing a Windows Server 2008 Applications Infrastructure	PROF190 MOC6437A	£950	3 days	13-15	-	10-12	-	10-12	-	
Updating your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008	PROF178 MOC6416C	£1395	5 days	-	11-15	-	6-10	-	7-11	
Updating your Applications Infrastructure Technology Skills to Windows Server 2008	PROF179 MOC6417B	£950	3 days	15-17	-	17-19	-	19-21	-	
Managing and Maintaining Windows Server 2008 Active Directory Servers	PROF182 MOC6432A	£800	2 days	-	21-22	-	23-24	-	24-25	
MICROSOFT VISTA										
Microsoft Windows Vista for IT Professionals	PROF167	£350	1 day	3	-	5	-	7	-	
Installing, Configuring and troubleshooting Windows Vista	PROF163 MOC5115B	£950	3 days	-	13-15	-	15-17	-	16-18	
Supporting Windows Vista and Applications in the Enterprise	PROF165 MOC5118B	£1395	3 days	-	25-27	-	22-24	-	23-25	
Deploying Microsoft Office 2007 Professional Plus	PROF191 MOC5058A	£800	2 days	7-8	-	8-9	-	6-7	-	
Deploying Microsoft Windows Vista Business Desktops	PROF192 MOC5105C	£950	3 days	8-10	-	3-5	-	4-6	-	

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MICROSOFT WINDOWS 2003									
Managing a Microsoft Windows Server 2003 Environment	PROF82 MOC2274C	£1395	5 days	-	18-22	-	13-17	-	21-25
Maintaining a Windows Server 2003 Environment	PROF83 MOC2275C	£950	3 days	15-17	-	15-17	-	12-14	-
Implementing Windows Server 2003 Net Infrastructure	PROF84 MOC2276C	£800	2 days	-	28-29	-	2-3	-	3-4
Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	PROF85 MOC2277C	£1395	5 days	20-24	-	22-26	-	24-28	-
Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	PROF86 MOC2278B	£1395	5 days	-	25-29	-	20-24	-	28 - 4 Mar
Planning, Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	PROF87 MOC2279B	£1395	5 days	6-10	-	1-5	-	10-14	-
Managing and Maintaining a Microsoft Windows Service 2003 Environment	PROF88 MOC2273B	£1395	5 days	-	4-8	-	6-10	-	7-11
Upgrading Your Support Skills from Microsoft Windows NT 4 to Microsoft Windows Server 2003	PROF89 MOC2208B	£950	3 days	1-3	-	8-10	-	5-7	-
Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	PROF107 MOC2282	£1395	5 days	-	11-15	-	13-17	-	14-18
Designing, Deploying, & Managing a Network Solution for the small and medium sized Business	PROF112 MOC2395	£950	3 days	13-15	-	17-19	-	19-21	-
Implementing & Administering Security in a Microsoft Windows Server 2003 Network	PROF114 MOC2823B	£1395	5 days	-	25-29	-	20-24	-	21-25
MICROSOFT WINDOWS XP									
Supporting Users Running the Microsoft Windows XP Operating System	PROF131 MOC2261C	£950	3 days	27-29	-	29 - 1 Dec	-	31 - 2 Feb	-
Supporting Users Running Applications on a Microsoft Windows XP Operating System	PROF132 MOC2262B	£800	2 days	-	7-8	-	9-10	-	10-11
Implementing and Supporting Windows XP Professional	PROF52 MOC2272C	£1395	5 days	6-10	-	8-12	-	10-14	-
Installing, Configuring and Administering Microsoft Window XP Professional	PROF98 MOC2285B	£800	2 days	-	21-22	-	23-24	-	24-25

Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb
MICROSOFT EXCHANGE									
Introduction to Installing and Managing Microsoft Exchange Server 2007	PROF157 MOC5047B	£950	3 days	8-10	-	10-12	-	12-14	-
Managing Messaging Security using Microsoft Exchange Server 2007	PROF158 MOC5049A	£350	1 day	-	1	-	1	-	4
Recovering Messaging Servers and Databases using Microsoft Exchange Server 2007	PROF159 MOC5050	£350	1 day	17	-	19	-	21	-
Monitoring and Troubleshooting Microsoft Exchange Server 2007	PROF160 MOC5051A	£800	2 days	-	28-29	-	20-21	-	28 - 1 Mar
Designing a Microsoft Exchange Server 2003 Organization	PROF104 MOC2008	£800	2 days	13-14	-	8-9	-	6-7	-
Troubleshooting Microsoft Exchange Server 2003	PROF106 MOC2011	£950	3 days	-	6-8	-	1-3	-	9-11
Implementing and Managing Microsoft Exchange Server 2003	PROF108 MOC2400C	£1395	5 days	27- 1 Oct	-	29 - 3 Dec	-	31 - 4 Feb	-
MICROSOFT SQL SERVER									
Implementing a Microsoft SQL Server 2008 Database	PROF196 MOC6232A	£1395	5 days	-	4-8	-	6-10	-	7-11
Maintaining a Microsoft SQL Server 2008 Database	PROF197 MOC6231A	£1395	5 days	20-24	-	22-26	-	24-28	-
Maintaining a Microsoft SQL Server 2005 Database	PROF150 MOC2780B	£1395	5 days	-	18-22	-	13-17	-	14-18
Implementing a Microsoft SQL Server 2005 Database	PROF149 MOC2779B	£1395	5 days	13-17	-	15-19	-	17-21	-
Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services	PROF200 MOC2791A	£950	3 days	-	20-22	-	22-24	-	23-25
Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services	PROF201 MOC2793	£950	3 days	22-24	-	24-26	-	26-28	-
Administering A Microsoft SQL Server 2000 Database	PROF58 MOC2072	£1395	5 days	-	11-15	-	6-10	-	7-11
Implementing Replication Using Microsoft SQL Server 2000	PROF127 MOC2591	£950	3 days	1-3	-	1-3	-	4-6	-
Programming a Microsoft SQL Server 2000 Database	PROF56 MOC2073B	£1395	5 days	-	18-22	-	20-24	-	21-25
Querying Microsoft SQL Server 2000 with Transact-SQL	PROF55 MOC2071B	£800	2 days	9-10	-	11-12	-	13-14	-
MICROSOFT SHAREPOINT SERVER									
<i>Please Contact our sales team for information on SharePoint Server courses</i>									

Course	Code	Price per Delegate	Duration	Sept	Oct	Nov	Dec	Jan	Feb
OTHER WINDOW SERVERS									
Updating Web Server Skills to Internet Information Services 6.0	PROF122 MOC2694A	£800	2 days	-	7-8	-	9-10	-	1-2
Planning and Deploying Microsoft Systems Management Server 2003	PROF125 MOC2597	£950	3 days	29-30	-	29 - 1 Dec	-	31 - 2 Feb	-
Managing Microsoft Systems Management Server 2003	PROF115 MOC2596B	£1395	5 days	-	25-29	-	20-24	-	28 - 4 Mar
Planning, Deploying, & Managing an Enterprise Project Management Solution	PROF103 MOC2732	£1395	5 days	13-17	-	15-19	-	17-21	-
Administering Microsoft Systems Management Server 2.0	PROF33 MOC827	£950	3 days	-	13-15	-	8-10	-	9-11
Deploying and Supporting Microsoft Systems Management Server 2.0	PROF22 MOC828	£1395	5 days	20-24	-	22-26	-	24-28	-
MICROSOFT OFFICE SUPPORT									
Bringing Data into Desktop Programs using the Microsoft Office 2003 Editions Research & Research Technologies	PROF124 MOC2016	£350	1 day	-	8	-	3	-	4
Developing Security-Enhanced Web Application	PROF123 MOC2300	£950	3 days	22-24	-	29 - 1 Dec	-	31 - 2 Feb	-
NETWORKS AND HARDWARE									
Introduction to Networking Essentials	PROF01	£350	1 day	-	15	-	17	-	18
CompTIA A+ Essentials & IT Technician Part 1	PROF154	£1295	5 days	6-10	-	1-5	-	10-14	
CompTIA A+ Essentials & IT Technician Part 2	PROF155	£1295	5 days	-	11-15	-	13-17	-	17-18
CompTIA A+ Essentials & IT Technician Accelerated	PROF156	£1295	5 days	27-1 Oct	-	29 - 3 Dec	-	31 - 4 Feb	-
Network+ Certification	PROF69	£1295	5 days	-	4-8	-	6-10	-	7-11
PC & Windows Fundamentals	USER79	£700	2 days	2-3	-	4-5	-	4-5	-
Fundamentals of Network Security	PROF117 MOC2810	£1095	4 days	-	19-22	-	20-23	-	1-4
Older Technologies Available on Request									

HOW TO BOOK

-  Telephone 01438 747897
-  Web www.oa-learning.co.uk
-  email to sales@oa-learning.co.uk
-  Fax 01438 842104

TERMS AND CONDITIONS

COURSE BOOKING – OFFICE ACADEMY LIMITED OR CUSTOMERS PREMISES

Please note that all bookings will be considered firm unless we are specifically requested to treat them as provisional - in which case you have until 10 clear working days prior to the course to confirm or cancel.

Provisional bookings that have not been cancelled will thereafter be considered to be definite.

CONSULTANCY BOOKING

Unless otherwise agreed by the Client, fees will be charged at an agreed daily rate based on a working day of 9am - 5pm with one hour for lunch.

If Office Academy staff working on the clients' premises find that facilities or access to equipment are insufficient, Office Academy Ltd. reserves the right not to perform the agreed service and charge the client a reasonable fee for any time wasted. Please note that all bookings for consultancy or development work will be considered firm unless we are specifically requested to treat them as provisional - in which case you have until 10 clear working days prior to the booked date to confirm or cancel. Provisional bookings that have not been cancelled will thereafter be considered to be definite.

**Office Academy Limited
trading as OA - Learning**

MOVEMENT AND CANCELLATION OF COURSES

APPLICATION COURSES

1. There is no charge if more than 10 clear working days notice of cancellation or movement of course is given prior to the course start date.
2. The following charges apply if notice is given between 10 and 6 clear working days prior to the course start date:
 - a. Cancel - 50% of the course fee is payable
 - b. Substitute a delegate at no additional cost
3. The following charges apply if notice is given 5 or less clear working days prior to the course start date:
 - a. Cancel - then the full cost of the course is payable
 - b. Transfer to another course date will incur the full cost of the new course
 - c. Substitute a delegate at no additional cost

BUSINESS SKILLS COURSES

1. There is no charge if more than 15 clear working days notice of cancellation or movement of course is given prior to the course start date.
2. The following charges apply if notice is given between 15 and 11 clear working days prior to the course start date:
 - a. Cancel - 50% of the course fee is payable
 - b. Substitute a delegate at no additional cost
3. The following charges apply if notice is given 10 or less clear working days prior to the course start date:
 - a. Cancel - then the full cost of the course is payable
 - b. Transfer to another course date will incur the full cost of the new course
 - c. Substitute a delegate at no additional cost

TECHNICAL COURSES

1. There is no charge if more than 21 clear working days notice of cancellation or movement of course is given prior to the course start date.
2. The following charges apply if notice is given between 20 and 16 clear working days prior to the course start date:
 - a. Cancel - 50% of the course fee is payable
 - b. Substitute a delegate at no additional cost
3. The following charges apply if notice is given 15 or less clear working days prior to the course start date:
 - a. Cancel - then the full cost of the course is payable
 - b. Transfer to another course date will incur the full cost of the new course
 - c. Substitute a delegate at no additional cost

PAYMENT TERMS

Payment is due within 7 days from date of invoice issue. Office Academy Ltd reserves the right to apply an interest charge of the prevailing Barclays Bank base rate plus 3% on outstanding invoices.

LIMITATION OF LIABILITY

The liability of Office Academy Limited hereunder for loss or damage including consequential or indirect loss or damage to the Client shall in no circumstances whatsoever exceed the total of the fees paid hereunder up to the time any claim is proved or admitted by Office Academy Limited as a result of such loss or damage whether such liability arises in contract or in tort as a result of negligence, misrepresentation, breach of duty or howsoever caused. The limitation of liability referred to herein shall not apply so as to restrict Office Academy Limited liability or death or personal injury resulting from Office Academy Limited negligence.

NON SOLICITATION CLAUSE

If during the period of the contract, or within 6 months of the termination of the contract, staff employed or contracted by Office Academy Limited enter direct employment or contract with the customer, or that such staff are engaged to do work for the customer through a third party, the customer agrees to pay the company an introduction fee of 25% of the staff's initial salary, or £4,000, whichever is the greater.

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