

Think Training...
Think SureSkills

Corporate Weekend & Evening Training Courses



**NOW TAKING
BOOKINGS
CORPORATE WEEKEND
& EVENING COURSES
TEL: 01 240 2234**



Dont Stand Still...Stand Out. Book Now Call 01-2402234

**Microsoft
CERTIFIED**
IT Professional

Server Administrator

**Microsoft
CERTIFIED**
Application
Specialist

Office Word 2007
Office Excel 2007
Office Outlook 2007
Office PowerPoint 2007
Office Access 2007
Windows Vista

**Microsoft
GOLD CERTIFIED**
Partner

Learning Solutions



**Microsoft Vista, Word, Excel, Powerpoint & Outlook
Windows Server Hyper-V, Business Skills Training,
Corporate Weekend & Evening Training Workshops
All Microsoft Office courses include Exam Voucher**



Dublin 01 240 2234

www.sureskills.com

Corporate Weekend & Evening Training Schedule

Maximum Class Size of 10 Students per Tutor

Evening Training Courses Microsoft Office 2003 (MOS Certification)

	Cost	Duration	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT
SSA0011 Word 2003 Core MOS Exam Voucher & Learning DVD Included	€249	4 Evenings	20		8		24	14	5
SSA0012 Word 2003 Expert MOS Exam Voucher & Learning DVD Included	€249	4 Evenings		11		6			5
SSA0013 Excel 2003 Core MOS Exam Voucher & Learning DVD Included	€249	4 Evenings	20		8		24	14	5
SSA0014 Excel 2003 Expert MOS Exam Voucher & Learning DVD Included	€249	4 Evenings		11		6			5
SSA0015 Outlook 2003 Core MOS Exam Voucher & Learning DVD Included	€249	4 Evenings	20		8		24	14	5
SSA0017 Access 2003 Core MOS Exam Voucher & Learning DVD Included	€249	4 Evenings	20		8		24	14	5
SSA0018 PowerPoint 2003 Core MOS Exam Voucher & Learning DVD Included	€249	4 Evenings	20		8		24	14	5

MOS evening courses run Monday and Wednesday consecutively 6pm-9pm

Evening Training Courses Microsoft Office 2007 (MCAS Certification)

SSA2000 Windows Vista for the Business Worker MCAS Exam Voucher & Learning DVD Included	€249	4 Evenings	21		9		25	15	6
SSA2001 Using Microsoft Office Word 2007 MCAS Exam Voucher & Learning DVD Included	€249	4 Evenings	21		9		25	15	6
SSA2002 Using Microsoft Office Excel 2007 MCAS Exam Voucher & Learning DVD Included	€249	4 Evenings	21		9		25	15	6
SSA2003 Using Microsoft Office Access 2007 MCAS Exam Voucher & Learning DVD Included	€249	4 Evenings	21		9		25	15	6
SSA2004 Using Microsoft Office PowerPoint 2007 MCAS Exam Voucher & Learning DVD Included	€249	4 Evenings	21		9		25	15	6
SSA2005 Using Microsoft Office Outlook 2007 MCAS Exam Voucher & Learning DVD Included	€249	4 Evenings	21		9		25	15	6

MCAS evening courses run Tuesday and Thursday consecutively 6pm-9pm

Saturday Training Courses Microsoft Office 2003 (MOS Certification)

SSA3001 Word 2003 Core MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays	18	9	13			5	3
SSA3002 Word 2003 Expert MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23				19	10
SSA3003 Excel 2003 Core MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays	18	9	13			5	3
SSA3004 Excel 2003 Expert MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23				19	10
SSA3005 Outlook 2003 Core MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays	18	9	13			5	3
SSA3006 Access 2003 Core MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays	18	9	13			5	3
SSA3013 PowerPoint 2003 Core MOS Exam Voucher & Learning DVD Included	€299	2 Saturdays	18	9	13			5	3

Saturday MOS Courses run consecutively 9.30am-5pm

Saturday Training Courses Microsoft Office 2007 (MCAS Certification)

SSS3007 Windows Vista for the Business Worker MCAS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23	20			12	7
SSS3008 Using Microsoft Office Word 2007 MCAS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23	20			12	7
SSS3009 Using Microsoft Office Excel 2007 MCAS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23	20			12	7
SSS3010 Using Microsoft Office Access 2007 MCAS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23	20			12	7
SSS3011 Using Microsoft Office PowerPoint 2007 MCAS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23	20			12	7
SSS3012 Using Microsoft Office Outlook 2007 MCAS Exam Voucher & Learning DVD Included	€299	2 Saturdays		23	20			12	7

Saturday MCAS Courses run consecutively 9.30am-5pm

Evening Business Skills & Sales Training Courses

SSA0010 Finance for non-Financial Managers	€399	4 Evenings		5	9			8	6
SSBE003 Time Management Skills	€249	2 Evenings		19				22	13
SSBE004 Professional Presentation Skills & Personal Branding	€249	2 Evenings		19				22	13
SSBE006 Business Writing Skills	€249	2 Evenings		19				22	13
SSE123 Project Management Professional (PMP) Exam Preparation	€999	10 Evenings	21		9			1	
SSE406 Fetac Level 6 Train the Trainer	€799	8 Evenings	21		9			1	
SSEB601 Cold Calling & Appointment Making	€299	2 Evenings		19				22	13
SSBE602 Pipeline & Prospect Management	€299	2 Evenings		19				22	13
SSBE603 Consultative Selling	€249	2 Evenings		19				22	13

Evening Business Skills courses run Tuesday and Thursday consecutively 6pm-9pm

Evening Microsoft Technical Workshops

SSE0910 Designing & Implementing Sharepoint 2007 Workshops	€599	6 Evenings	21						1
SSE5047 Installing & Maintaining Microsoft Exchange Server Workshops	€599	6 Evenings	21						1
SSE5115 Installing & Configuring the Windows Vista Operating System Workshops	€499	5 Evenings		12					29
SSE6419 Managing & Maintaining Windows Server 2008 Servers Workshops	€799	8 Evenings		12					29
SSE6422 Microsoft Windows Server 2008 Hyper-V Virtualisation Workshops	€499	5 Evenings	14	12	9			8	6
SSE6425 Configuring & Troubleshooting Windows Server 2008 Active Directory Workshops	€799	8 Evenings		5					15
SSE6431 Managing & Maintaining Windows Server 2008 Network Infrastructure Servers Workshops	€499	4 Evenings	14						8

Evening Microsoft Technical courses run Tuesday and Thursday consecutively 6pm-9pm

Saturday Microsoft Technical Skill Builder Workshops

SSS0919 Skill Builder Designing & Implementing Sharepoint 2007	€449	3 Saturdays	18	16			29	12	3
SSS5047 Skill Builder Installing & Maintaining Microsoft Exchange Server	€449	3 Saturdays	18	16			29	12	3
SSS5115 Skill Builder Installing & Configuring the Windows Vista Operating System	€449	3 Saturdays						12	
SSS6419 Skill Builder Managing & Maintaining Windows Server 2008 Servers	€599	4 Saturdays	18						3
SSS6422 Skill Builder Microsoft Windows Server 2008 Hyper-V Virtualisation	€449	3 Saturdays		9	6				10
SSS6425 Skill Builder Configuring & Troubleshooting Windows Server 2008 Active Directory	€599	4 Saturdays		9		4			3
SSS6431 Skill Builder Managing & Maintaining Windows Server 2008 Network Infrastructure Servers	€299	2 Saturdays	16						10

Saturday Skill Builders Courses run consecutively 9-30am-5pm



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Maximise Your Potential - Build Your Skills Today... Call 01 240 2234