



Course	Cost/Delegate	Duration	Dates(s)
<b>JANUARY</b>			
MS Excel Basic & Intermediate	N30,750	2 Days	Fri 13th & Sat 14 <sup>th</sup>
MS PowerPoint: Basic & Advanced	N30,750	2 Days	Fri 20th & Sat 21 <sup>st</sup>
MS Word for Business	N25,500	1 Day	Sat 21 <sup>st</sup>
Customer Service Management	N20,000	1 Day	Sat 21 <sup>st</sup>
Take Back Your Life! (Microsoft Outlook)	N30,750	2 Days	Fri 27th & Sat 28 <sup>th</sup>

<b>FEBRUARY</b>			
Accounting for Non-Accountants	N60,000	3 Days	Fri 3rd & Sun 5th
Key Account Management	N45,000	2 Days	Fri 10th & Sat 11 <sup>th</sup>
MS Excel Basic & Intermediate	N30,750	2 Days	Fri 10th & Sat 11 <sup>th</sup>
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 17th & Sat 18th
Customer Service Management	N20,000	1 Day	Sat 25th
Mastering MS Excel Financial Functions for Accountants	N42,750	2 Days	Fri 24th & Sat 25th

<b>MARCH</b>			
Finance for Non-Finance Executives	N40,000	2 Days	Fri 3rd & Sat 4th
Workplace Effectiveness Program	N30,000	2 Days	Fri 10th & Sat 11 <sup>th</sup>
Introduction to Cloud Computing	N30,000	1 Day	Sat 11th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 17th & Sat 18th
Retail Sales Management	N45,500	2 Days	Fri 24th & Sat 25th
Financial Modelling and Forecasting Using Excel	N150,000	5 Days	Mon 27th & Fri 31st
MS Excel Basic & Intermediate	N30,750	2 Days	Fri 31st – 1st Sat April

<b>APRIL</b>			
MS Word for Business	N25,500	1 Day	Sat 1 <sup>st</sup>
Key Account Management	N45,000	2 Days	Fri 7th & Sat 8 <sup>th</sup>
Web Analytics	N40,000	2 Days	Fri 14th & Sat 15 <sup>th</sup>
Implementation of Server Infrastructure	N80,000	3 Days	Thurs 13 - Sat 15th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 21st & Sat 22nd
Mastering MS Excel Financial Functions for Accountants	N42,750	2 Days	Fri 28th & Sat 29th

<b>MAY</b>			
Accounting for Non-Accountants	N60,000	3 Days	Thurs 4th & Sat 6th
Building Financial Models	N65,000	2 Days	Fri 12th & Sat 13 <sup>th</sup>
Intro to Information Security	N64,000	2 Days	Tues 16th & Wed 17 <sup>th</sup>
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 19th & Sat 20th
Customer Service Management	N20,000	1 Day	Sat 20th
MS PowerPoint: Basic & Advanced	N42,750	2 Days	Fri 26th & Sat 27th

<b>JUNE</b>			
Finance for Non-Finance Executives	N40,000	2 Days	Fri 2nd & Sat 3rd
Workplace Effectiveness Program	N30,000	2 Days	Fri 9th & Sat 10 <sup>th</sup>
Introduction to Cloud Computing	N30,000	1 Day	Sat 10 <sup>th</sup>
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 16th & Sat 17th
Retail Sales Management	N45,500	2 Days	Fri 23rd & Sat 24th
Financial Modelling and Forecasting Using Excel	N150,000	5 Days	Mon 26th & Fri 30th
Customer Service Management	N20,000	1 Day	Fri 30th



Course	Cost/Delegate	Duration	Dates(s)
<b>JULY</b>			
MS Word for Business	N25,500	1 Day	Sat 1st
Excel for Modellers	N30,750	2 Days	Fri 7th & Sat 8th
Implementation of Server Infrastructure	N30,750	2 Days	Fri 14th & Sat 15th
Intro to Business Intelligence (BI)	N25,500	1 Day	Sat 15th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 21st & Sat 22nd
Take Back Your Life! (Microsoft Outlook)	N30,750	2 Days	Fri 28th & Sat 29th
<b>AUGUST</b>			
Accounting for Non-Accountants	N60,000	3 Days	Fri 3rd & Sat 5th
Key Account Management	N45,000	2 Days	Fri 11th & Sat 12th
Data Storage & Backup Recovery	N30,000	2 Days	Fri 18th & Sat 19th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 18th & Sat 19th
Customer Service Management	N20,000	1 Day	Sat 26th
Mastering MS Excel Financial Functions for Accountants	N42,750	2 Days	Fri 25th & Sat 26th
<b>SEPTEMBER</b>			
Finance for Non-Finance Executives	N40,000	2 Days	Fri 1st & Sat 2nd
Workplace Effectiveness Program	N30,000	2 Days	Fri 8th & Sat 9th
Introduction to Cloud Computing	N30,000	1 Day	Sat 9th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 15th & Sat 16th
Retail Sales Management	N45,500	2 Days	Fri 22nd & Sat 23rd
Financial Modelling and Forecasting Using Excel	N150,000	5 Days	Mon 25th & Fri 30th
Customer Service Management	N20,000	1 Day	Fri 30th
<b>OCTOBER</b>			
MS Word for Business	N25,500	1 Day	Mon 2nd
Key Account Management	N45,000	2 Days	Fri 6th & Sat 7th
Web Analytics	N40,000	2 Days	Fri 13th & Sat 14th
Implementation of Server Infrastructure	N80,000	3 Days	Thurs 12 - Sat 14th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 20th & Sat 21st
Mastering MS Excel Financial Functions for Accountants	N42,750	2 Days	Fri 27th & Sat 28th
<b>NOVEMBER</b>			
Accounting for Non-Accountants	N60,000	3 Days	Thurs 2nd & Sat 4th
Building Financial Models	N65,000	2 Days	Fri 10th & Sat 11th
Intro to Information Security	N64,000	2 Days	Tues 14th & Wed 15th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 17th & Sat 18th
Customer Service Management	N20,000	1 Day	Sat 18th
MS PowerPoint: Basic & Advanced	N42,750	2 Days	Fri 24th & Sat 25th
<b>DECEMBER</b>			
Finance for Non-Finance Executives	N40,000	2 Days	Fri 1st & Sat 2nd
Workplace Effectiveness Program	N30,000	2 Days	Fri 8th & Sat 9th
Introduction to Cloud Computing	N30,000	1 Day	Sat 9th
MS Excel User Masterclass (Advanced)	N40,000	2 Days	Fri 15th & Sat 16th