



## LONDON CAPITAL COMPUTER COLLEGE

### Corporate Training Dates – 2013 Schedule

- Training Fee:**
- ☐ 1 day course (£50 or US\$100)
  - ☐ 2 day courses (£65 or US\$130)
  - ☐ 3 day courses (£80 or US\$160)
  - ☐ 5 day courses (£100 or US\$200)

### Administrative

Month	Diploma in Administrative Assistant (677) Training Dates				
	Business Legal & Regulatory Environment	Personal Finance	Business Management	Help Design & Problem Solving Skills	Accounting
	3 days	5 days	3 days	3 days	5 days
Feb					
Mar	4-6 Mar	11-15 Mar	20-22 Mar	27-29 Mar	
April					1-5 Apr
May	13-15 May	20-24 May	29-31 May		
June				5-7 Jun	10-14 Jun
July	22-24 Jul	29 Jul – 2 Aug			
Aug			7-9 Aug	14-16 Aug	19-23 Aug
Sept	30 Sep – 2 Oct				
Oct		7-11 Oct	16-18 Oct	23-25 Oct	28 Oct – 1 Nov
Nov					
Dec					

Month	Diploma in Secretarial Studies (777) Training Dates				
	Business Legal Documents	Managerial Communication & Interpersonal Skills	Computer Keyboard, Typing & WordProcessing Skills†	Business Office Skills	Accounting
	3days	3 days	5 days	3 days	5 days
Feb					
Mar	4-6 Mar	11-13 Mar	18-22 Mar	27-29 Mar	
April					1-5 Apr
May	13-15 May	22-24 May	27-31 May		
June				5-7 Jun	10-14 Jun
July	22-24 Jul	31 Jul – 2 Aug			
Aug			5-9 Aug	14-16 Aug	19-23 Aug
Sept	30 Sep – 2 Oct				
Oct		9-11 Oct	14-18 Oct	23-25 Oct	28 Oct – 1 Nov
Nov					
Dec					

**Special Requirement:**    *The symbol (†) mean 100% use of computer*