



LONDON CAPITAL COMPUTER COLLEGE

Corporate Training Dates – 2012 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	3 days
Feb					
Mar					
April					
May					
June					
July					
Aug					
Sept					
Oct	1-3	8-12	17-19	22-24	29 Oct - 2 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					
April					
May					
June					
July					
Aug					
Sept					
Oct	1-3	8-10	15-19	22-24	29 Oct - 2 Nov
Nov					
Dec					

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