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EDUCATION & INFORMATION TECHNOLOGY CENTRE

your success our business

Date: Thursday, 11 March 2010

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To: Agathi Christou (UNIVERSITY OF CYPRUS)

EdITC Microsoft Office Seminars

March-May 2010

Are you ready for success? Because your success is our business!

EdITC provides learning solutions from many vendors such as Microsoft, CISCO, EC-Council, Adobe and CheckPoint. Our 14 years of experience, our constant commitment to quality and our continuous development has put us in the leading position of IT training.

We are pleased to present the *Microsoft Office seminars for March-May 2010*.

Seminar Title	Duration	Start Date	End Date	Dates and Times	Total Cost(€)	HRDA Subsidy small/medium companies	HRDA subsidy large companies
Microsoft Word 2007- Basic Level	8 hours	12/04/2010	13/04/2010	Monday and Tuesday 08:30-12:45	155	-	-
Microsoft Excel 2007- Basic Level	8 hours	16/04/2010	16/04/2010	Friday 08:15-16:15	155	-	-
Microsoft Excel 2007- Expert Level	14 hours	27/05/2010	28/05/2010	Thursday and Friday 08:15-16:15	245	-	-
Using Microsoft Excel as a Management tool	24 hours	12/04/2010	05/05/2010	Monday, Wednesday 18:00-21:15	520	312	312
Microsoft Access 2007	14 hours	23/03/2010	24/03/2010	Wednesday and Thursday 08:15-16:15	245	-	-
Project Management using Microsoft Project	21 hours	12/04/2010	14/04/2010	Daily 08:15-16:15	650	399	390

Please do not hesitate to contact us to send you the brochures for all the above seminars or to investigate the possibility of running an in-company seminar with EdITC.

Kind Regards,

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Learning Solutions



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