

- **PC Hire!** Available from £35 per machine per day includes delivery, installation & collection
- **Print & Bind Service!**  
Quick Turn around Range of Finishes Available
- **VMWare Fast-Track Courses available!**
- Microsoft Windows Server 2016 Courses Available
- Qualified Microsoft Consultants with over 18 years experience available
- Course Notes / Instructor Notes Design Service available
- Course Notes / Instructor Notes Translation services available.  
Languages available: Spanish, Japanese, French, German, Dutch and Chinese
- Excel Data Analysis & Macro Development Training Services available
- Microsoft Access Database Development



sense IT, The Old Bank, 11 Huntspill Road, Highbridge, Somerset, TA9 3DD  
call 0870 4296445 or visit our website [www.sensetraining.co.uk](http://www.sensetraining.co.uk)



# IT Desktop Applications & Personal Development

## Training Course List

Binding & Print Service  
Available!  
Call for Prices



call 0870 4296445 or visit our website [www.sensetraining.co.uk](http://www.sensetraining.co.uk)

Sense IT offers a wide variety of desktop application courses on: Microsoft Office 2013,2016, Office 365, Excel,Project,PowerPoint, Adobe Indesign, Flash, Photoshop and many more.

In the next sections you will find the available courses categorised by the type of application. All of the courses listed are held at our Highbridge centre, however we are able to deliver training at your own site or at one of our national training centres based throughout the UK.

**Onsite training available - call on 0870 4296445**

All prices are exclusive of VAT & show the RRP for an individual attending a course. E&EO.  
All information correct at time of publication

Sense IT is working hard to ensure we deliver the skills and services required by our customers. To assist with this we have carefully selected the following business partners:

**Microsoft**  
Office Specialist  
Authorized Testing Center

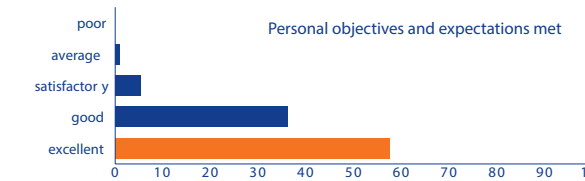
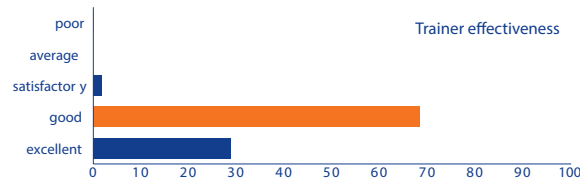
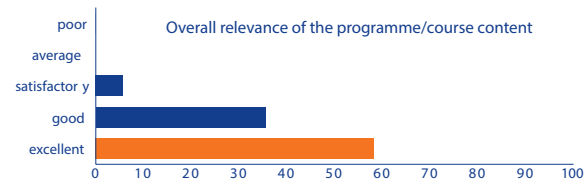
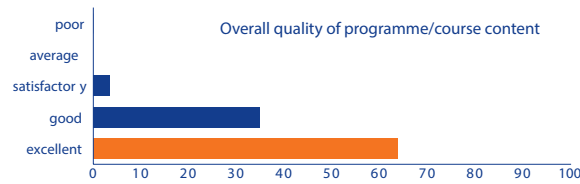
 **Pearson**  
VUE  
Authorised  
Test Centre

 **PSI Exams Online**

call 0870 4296445 or visit our website [www.sensetraining.co.uk](http://www.sensetraining.co.uk)

## What Do Our Customers Think Of Our Training?

We are pleased to publish the results of our Quality Report Service. These results are based on 1,570 independent customer reviews of our courses. At Sense IT we pride ourselves on our ethos of 100% customer satisfaction, we continue to strive to improve both the quality and delivery of our courses.



"A lot of effort had obviously gone into tailoring course to our needs - Thankyou"  
- Government Organisation

"The course was very detailed and fitted to our requirements exactly"  
- Commercial Building Company

"Many thanks to the Trainer for a well presented and beneficial course" - Manufacturing Company

"It was the best course I have ever been on"  
- Government Organisation

"The Staff were fantastic, thank you for looking after us all so well!" - Commercial Company

## Selling Skills

Code	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	1 Delegate	2+ Delegates
ESS001	Essential Selling Skills		4		1	11	22		1 Day	£495	£325
ASS001	Advanced Selling Skills	23		3		18	23	19	1 Day	£495	£325

## Health & Safety Training

Code	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
IOSHMS5	IOSH Managing Safely (5 Days)	26			4	9		11	5 Days	please call
IOSHWS1	IOSH Working Safely (1 Day)		20			13	9		1 Day	£895
IOSHSE1	IOSH Safety for Senior Executives (1 Day)	20	6	3				8	1 Day	£895
CIEHMBHS	CIEH Manual Handling, Basic Health and Safety			4	8		22		1 Day	£695
MHAAC	Manual Handling Assessors and Advisors Course	30	13			12		13	1 Day	£695
PRA1	Practical Risk Assessment		12	18	22	12			1 Day	£695
RM2	Risk Managers	14		24			23	14	2 Days	£1,395
FW1	Fire Wardens	16	20		15		11		1 Day	£695
FRA1	Fire Risk Assessment	27		10		2		6	1 Day	£695

## PC's, Windows & Email

Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
PCINTRO	Windows 8.1/Windows 10	PC's, Managing Windows, the Internet & Email		14		8	11	6		1 Day	£150
WININTRO	Windows 8.1/Windows 10	Microsoft Windows Effective User Introduction	10		16		12			1 Day	£325
OUTLOOKINTRO	Outlook 2016/ Outlook 365	Microsoft Outlook, Managing Your Emails	23	21	9		13		13	1 Day	£325
OUTLOOKADV	Outlook 2016/Outlook 365	Microsoft Outlook Advanced Features /Hints & Tips	29		19		17			1 Day	£325

## Microsoft Office - Includes Office 365

Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
WORDINTRO	Word 2013/2016/Office 365	Microsoft Word Introduction	24	28		9	20		6	1 Day	£325
WORDINTER	Word 2013/2016/Office 365	Microsoft Word Intermediate		13	8	16		10		1 Day	£325
WORDADV	Word 2013/2016/Office 365	Microsoft Word Advanced	23		15		10		20	1 Day	£325
WORDVBA	Word 2013/2016/Office 365	Microsoft Word VBA			12			9	11	1 Day	£375
WORDXLPP	Word 2013/2016/Office 365	Using Word with Excel & PowerPoint	22			16	17			½ Day	£195
WORDLDP	Word 2013/2016/Office 365	Writing Long Documents & Proposals Using Word	23			14	14		6	½ Day	£195
Apple Mac Versions available - call for further details											
EXCELINTRO	Excel 2013/2016/Office 365	Microsoft Excel Introduction	24	14	11	20	6	16		1 Day	£325
EXCELINTER	Excel 2013/2016/Office 365	Microsoft Excel Intermediate	10		19		12		12	1 Day	£325
EXCELADV	Excel 2013/2016/Office 365	Microsoft Excel Advanced		20		21		8	14	1 Day	£325
EXCELVBA	Excel 2013/2016/Office 365	Microsoft Excel Using VBA to Analyse Data	9		5		14			2 Days	£950
EXCELAD	Excel 2013/2016/Office 365	Analysing Data in Excel -Intermediate level	31		8		19		5	1 Day	£475
EXCELPIVOT	Excel 2013/2016/Office 365	Understanding Pivot Tables & Charts	8		11		20		19	1 Day	£475
EXCELMAC	Excel 2013/2016/Office 365	Excel Macros for the Advanced User		19		23		16		1 Day	£475
Apple Mac Versions available - call for further details											
POWPINTRO	Powerpoint 2016/Office 365	Microsoft PowerPoint Introduction	10		17		17		13	1 Day	£325
POWPADV	Powerpoint 2016/Office 365	Microsoft PowerPoint Advanced	3			28		23	21	1 Day	£325
POWPPRES	Powerpoint 2016/Office 365	Effective Presentations using Microsoft PowerPoint		26		14		24		1 Day	£325
Apple Mac Versions available - call for further details											
ACCESSINTRO	Access 2010/2013/2016	Microsoft Access Database Introduction	28	14	19	27	14		20	2 Days	£475
ACCESSINTER	Access 2010/2013/2016	Microsoft Access Database Intermediate	9	21	11		7			1 Day	£325
ACCESSADV	Access 2010/2013/2016	Microsoft Access Database Advanced	30		12	28	14	28		1 Day	£295
ACCESSVBA	Access 2010/2013/2016	Microsoft Access VBA	31		23		13	29		2 Days	£850
ACCESSMAC	Access 2010/2013/2016	Writing Macros in a Access Database	2		29		12		6	½ Day	£225
PROJFUN	NA	Mastering Project Management		7		13		15	7	3 Days	£1250
PROJINTRO	Project 2010/2013/2016	Microsoft Project Introduction & Design	24	21	12		11	16		2 Days	£695
PROJADV	Project 2010/2013/2016	Microsoft Project Advanced		13		27		31	20	1 Day	£325
PROJPMC	Project 2010/2013/2016	Microsoft Project with Project Management Concepts	1			30				3 Days	£950
PROJAPRE	Project 2010/2013/2016	Microsoft Project Appreciation		28		9		15		1 Day	£325

## Microsoft SharePoint, Visio & Publisher

Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
SHPT16Suser	SharePoint 2013/2016	Microsoft SharePoint 2016 Foundation Site User	8	19	8	14			7	1 Day	£750
SHPT16Sowner	SharePoint 2013/2016	Microsoft SharePoint 2016 Foundation Site Owner	9	13	9	15	11		8	1 Day	£795
SHPT16Admin	SharePoint 2013/2016	SharePoint 2016 Site User with Workflow Administration	10				12	10		1 Day	£850
SHPT16Design	SharePoint 2013/2016	Microsoft SharePoint 2016 Foundation Site Designer						17		1 Day	£850
PUBLISHER	Publisher 2016/Office 365	Microsoft Publisher Foundation		14		9	20		12	1 Day	£495
VISIOINTRO	Visio 2016/Office 365	Microsoft Visio Standard, Professional Introduction	30		19		3			1 Day	£495
VISIOADV	Visio 2016/Office 365	Microsoft Visio Standard, Professional Advanced		27			6		14	1 Day	£495

## Corel Draw

Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
CORELDINTRO	Corel Draw 11/12/X3/X4/X5	Corel Draw Introduction		13		13		15		1 Day	£550
CORELDADV	Corel Draw 11/12/X3/X5/X5	Corel Draw Advanced	20				14		13	1 Day	£550

## Web Development

Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
HTMLIntro	HTML 5	Introduction to HTML 5		21		7		29		2 Days	£425
HTML5CSS3lv1	HTML 5 CSS3	HTML5 Content Authoring Fundamentals	28		16		13		6	1 Day	£425
HTML5CSS3lv2	HTML 5 CSS3	HTML5 Content Authoring with New & Advanced Features	3		15		8		7	1 Day	£425
HTMLwebInt	XHTML, HTML	Web Design with XHTML, HTML & CSS Introduction	9		3		17			1 Day	£425
HTMLwebAd	XHTML, HTML	Web Design with XHTML, HTML & CSS Advanced		28	23		13			1 Day	£425
XMLI	XML 3rd / 4th edition	XML Introduction	2		8		20			1 Day	£425
XMLTrans	XML	XML: Transformations (2nd Edition)	31		3		3		26	1 Day	£550

## QuarkXpress

Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
82912	QuarkXpress 8/2016/2017	QuarkXpress Introduction		6		20		15	5	1 Day	£895
84912	QuarkXpress 8/2016/2017	QuarkXpress Advanced		13		27		24	6	1 Day	£895

## Personal Development Training

Code	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	1 Delegate	2+ Delegates
PRES001	Effective Presentation Skills		5		22	14		13	1 Day	£495	£325
COM001	Effective Communication Skills	28		11	23	7			1 Day	£495	£325
ASE001	Assertiveness Training		6		8		22		1 Day	£495	£325
TIME001	Effective Time & Priority Management		13		13			14	1 Day	£495	£325
NEO001	Negotiation & Influencing Skills		27					21	1 Day	£495	£325
TRTR001	Train the Trainer	30	20		22		25		1 Day	£495	£325
PROJ001	Fundamentals of Project Management		5		27		22		1 Day	£495	£325
BUSPE001	Business Skills for Professional Excellence	23	26		29				1 Day	£495	£325

## Management Skills

Code	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	1 Delegate	2+ Delegates
MAN001	Managing People the Essential Skills	15		4	23		10		2 Days	£950	£650
MANNW001	Management Skills for New Managers	29	12		15	18		6	2 Days	£950	£650
MANCPP001	Managing Change, People and Processes		5		14		18		2 Days	£950	£650
DEVEP001	Developing Employee Performance		4			14		15	1 Day	£475	£325
COAEP001	Coaching Employee Performance	6		9		6			1 Day	£475	£325
BUSPE001	Business Process Re-engineering			10	21		11	13	4 Days	£1,450	£1150
FINFM001	Finance for Non Finance Managers		21		13		23		2 Days	£950	£795
CONR001	Conflict Resolution	31		26		13			1 Day	£475	£325
CONCS001	Conflict- Dealing with People in Conflict Situations		6		9		16	11	1 Day	£475	£325
CONEA001	Conducting Effective Appraisals	7	28			7			2 Days	£950	£795

## Employment Law

Code	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	1 Delegate	2+ Delegates
ESSEL001	Essentials of Employment Law		5		15	13		6	2 Days	£950	£650
DISG001	Discipline & Grievance Issues		21			6	11		2 Days	£950	£650
BULHA001	Bullying & Harassment at Work	8			23			15	2 Days	£950	£650
HAND001	Handling Discipline	29		9		4	18		1 Day	£475	£325



Training plays a vital role in the development and achievement of individuals and teams.

At Sense IT, we understand the need to train people to maximise their potential and most importantly we have the expertise, the first hand knowledge and the track record to develop the very best in bespoke training.

The following are just some of the ways we can help:

- Business process consultancy
- Bespoke training solutions
- Business focused training
- Total flexibility
- Training needs analysis
- Evaluation
- Appraisal and induction programs
- Open courses
- Experienced trainers with practical business knowledge
- Management Development Programmes
- Sales and Customer Service
- Time Management
- Presentation Skills
- Communication Skills
- Team Building
- Managing and Supervising
- Appraising and Objective Setting
- Interviewing Skills
- Media Skills
- High Performance Finance



Adobe												
Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP	
ACROINTRO	Acrobat 9/XI/DC	Adobe Acrobat Professional Introduction		4		13		11		1 Day	£495	
ACROADV	Acrobat 9/XI/DC	Adobe Acrobat Professional Advanced	24		12		13		13	1 Day	£495	
Apple Mac Versions available - call for further details												
ILLUSTINTRO	Illustrator CS6/CC 2018	Adobe Illustrator Introduction		8		27		16		1 Day	£495	
ILLUSTADV	Illustrator CS6/CC 2018	Adobe Illustrator Advanced		21			7			1 Day	£495	
ILLUSTADV	Illustrator CS6/CC 2018	Adobe Illustrator Advanced Techniques			5			10		1 Day	£495	
Apple Mac Versions available - call for further details												
PHOTOSINTRO	Photoshop CS6/CC 2018	Adobe PhotoShop Introduction	10		16		14		5	1 Day	£495	
PHOTOSADV	Photoshop CS6/CC 2018	Adobe PhotoShop Advanced		24			17			1 Day	£495	
PHOSTSTT	Photoshop CS6/CC 2018	Adobe PhotoShop Tips & Tricks	Please call for dates								1 Day	£495
Apple Mac Versions available - call for further details												
84195	FrameMaker 12/CC 2015	Adobe FrameMaker Introduction	9		12			22	6	1 Day	£595	
084116	FrameMaker 12/CC 2015	Adobe FrameMaker Advanced	7		22		20		20	2 Days	£1150	
Apple Mac Versions available - call for further details												
INDEINTRO	Indesign CS6/CC 2015	Adobe Indesign Introduction	24		12		13		13	1 Day	£495	
INDEADV	Indesign CS6/CC 2015	Adobe Indesign Advanced		18				16		1 Day	£495	
INDECSBP	Indesign CS6/CC 2015	Adobe Indesign Advanced Techniques	31		5		14	15	27	2 Days	£795	
Apple Mac Versions available - call for further details												
CAPFUN	Captivate 7/8/9	Adobe Captivate Fundamentals	30		12		20		13	1 Day	£495	
CAPADV	Captivate 7/8/9	Adobe Captivate Advanced		17		21		16		2 Days	£990	
Apple Mac Versions available - call for further details												
PREMINT	Premiere Pro CC/CS6	Adobe Premiere Introduction		28		23		10	26	2 Days	£990	
AFTEREFFINT	After Effects CC/CS6	Adobe After Effects Introduction		24		20		8	27	2 Days	£990	
Apple Mac Versions available - call for further details												

Adobe											
Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
AUTHORINTRO	Authorware 6/7	Adobe Authorware Introduction	Please call for dates							1 Day	£795
AUTHORADV	Authorware 6/7	Adobe Authorware Advanced	Please call for dates							1 Day	£795
Apple Mac Versions available - call for further details											
DREAMWINTRO	Dreamweaver CC 2015/2018	Adobe Dreamweaver Introduction	2		4		14	22		1 Day	£725
DREAMWADV	Dreamweaver CC 2015/2018	Adobe Dreamweaver Advanced	28			27	13		7	1 Day	£725
DREAMWEBDEV	Dreamweaver CC 2015/2018	Adobe Dreamweaver Website Development		14	16			16		1 Day	£725
Apple Mac Versions available - call for further details											
FLASHINTRO	Flash CC 2015	Adobe Flash Introduction		24		15		16		2 Days	£950
FLASHADV	Flash CC 2015	Adobe Flash Intermediate	24		12			23	19	2 Days	£950
Apple Mac Versions available - call for further details											

Google											
Code	Software Version	Course Description	August	Sept	Oct	Nov	Dec	Jan	Feb	Duration	RRP
GoogAnalyInt	Google	Google Analytics Introduction			1	15		21		1 Day	£550
GoogleAdwords	Google	Google Adwords Introduction	Please call for dates							1 Day	£550
Apple Mac Versions available - call for further details											

# Personal Development & Management Skills

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