RAX TECH

Rc No. 2012039

The Professional's Choice since 2012
Locally Owned & Operated

- **ONE PERSON PER COMPUTER**
- **HANDS-ON LEARNING**
- **GREAT TRAINERS**
- **INSTRUCTOR PRESENT IN CLASSROOM**
- **CONSISTENT QUALITY**
- **SMALL CLASSES**
- **CUSTOMIZED GROUP CLASSES**
- **100% GUARANTEE**

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PORT HARCOURT. RIVERS STATE

RAX TECH

The Professional's Choice since 2012 Locally Owned & Operated

Superior Trainers - Our trainers consistently receive excellent evaluations from our students.

Guaranteed Training - Refresher classes available at no additional cost.

FREE Technical Support - If you have questions after your class, email or call us and one of our instructors will help you.

Locally owned and operated - We offer more hands-on class sessions in Salem than any other computer training company.

Private Consulting - Private and group consultations available.

Flexible Scheduling - If you don't see a class date that works for you, we'll find another one.

Customized Content - We can customize any class to fit your needs and you save money.

Group Training at Our Site or Yours - You decide which is more convenient

Superior Customer Service – Rax technologies Learning Center has been in business since 2012. Most of our new clients come to us after a referral from a satisfied customer.

Table of Contents

Customized Training - Our Location or Yours

Benefits of Customized Training:

Do you have a group of people who need computer training? **Rax Technologies** can teach workshops on a contract basis at our facilities, at conference centers, or at your site.

Our courseware can be quickly customized to meet your specific needs. Contract training actually saves you money, and allows our trainers to give individual attention to all of your employees.

- ◆ **Convenience**
  More of your staff can attend because customized training can be scheduled at the most convenient time for you. We can shorten, lengthen, combine, or modify the workshop in any way you want.

- ◆ **On-Site Option**
  Our trainers have conducted workshops throughout Nigeria and over 10 years.
  We will gladly come to your facility for standard or customized class instruction.

- ◆ **Quality Courseware**
  We can use either our own quality, in-house courseware, or the courseware of your choice.

- ◆ **Consulting**
  If you have specific questions or skills that you need to acquire and don't need to take one of our courses, our trainers can build a program around your particular questions on a per hour basis.

- ◆ **Savings**
  Save money on the cost of individual tuition, travel, and expenses. We can conduct training at times that do not interfere with your organization's most productive times.

For a free, no-obligations estimate, contact us at:

Customized Training
is a great value!

You could save up to 30% off our open enrollment rates!

- ■ Customized training may be conducted at your location or ours.
- ■ We will tailor the course to your specific needs at no additional charge.
- ■ We can shorten, lengthen, combine, or modify the workshop in any way you want.
- ■ Please contact us for a rate quote.

Course Descriptions

Microsoft Courses

Microsoft Access

Course Title: **Access Level I**
Course Length: 2 Days
Prerequisite: **Windows Level I or equivalent experience (familiarity with Microsoft Excel helpful)**
Description: Learn database concepts and terminology, how to navigate an existing database, how to add information to the database. Learn to add and edit table data, apply filters & sorts, and include a total row. Learn to create tables and how to control the type of data that is added to them. Learn about Primary Keys and table relationships. Learn how to create and use queries, design basic forms, develop reports with grouping and subtotals, database development principles, Relational Database concepts, and data validation techniques.

Course Title: **Access Level II**
Course Length: 2 Days
Prerequisite: **Access Level I or equivalent experience**
Description: Learn ways to streamline and customize Access with advanced table properties, use queries to find missing and duplicate data, and design custom reports. Delve deeper into table relationships and join types. This class provides an introduction to creating and using macros for form and menu systems control. Learn to set database options and save the database as an executable file to protect its design.

Course Title: **Access Level III**
Course Length: 2 Days
Prerequisite: **Access Level II or equivalent experience**
Description: Delve deeper into creating and using macros for form and menu systems control. Also explore the Visual Basic for Applications (VBA) language. You will learn to use objects, events, properties, and methods as well as how to use variables, loops, If statements, case statements, and more. Learn to use VBA to manipulate objects and properties and make it easier for users to navigate and use your database.

Course Title: **Beyond Query Basics**
Course Length: 1 Day
Prerequisite: **Access Level I or equivalent experience**
Description: This class is designed for individuals interested in unleashing the power of Access queries. Topics include using criteria, more advanced table links, queries on queries, action queries, calculations in queries, and an introduction to SQL.

Course Title: **Designing Access Reports**
Course Length: 1 Day
Prerequisite: **Access Level I or equivalent experience**
Description: This class is designed for individuals interested in creating more powerful reports in Microsoft Access. Topics include report design, using queries with the report, performing calculations in reports, pictures and charts on reports, creating reports from multiple data sources, and creating sub-reports.

Course Title: **Advanced Access Forms**
Course Length: 1 Day
Prerequisite: **Access Level II or equivalent experience**
Description: This class is designed for individuals interested in creating more dynamic and user-friendly forms in Microsoft Access. Topics include form design, creating drop-down lists, option buttons, and check boxes; using the Tab control; customizing form navigation using Macros; use Macros to run queries and reports from forms; learn to connect forms to more than one data source; learn to use sub forms.

Our Guarantee

Any of our classes can be retaken at no additional charge (same version and class). We just ask that you bring your class workbook with you. We also provide email and telephone support if you have questions after class.

Course Descriptions

Microsoft Courses

Microsoft Excel

Course Title: Excel Level I
Course Length: 1 Day
Prerequisite: Windows Level I or equivalent experience

Description: Learn to create, edit, save, and print Excel spreadsheets and workbooks. Learn how to navigate the Excel interface and understand Excel terminology. Learn keyboard and mouse techniques to save time entering data. Learn to create a spreadsheet that contains text, numeric data, and dates. Learn to change the appearance of text and numbers by applying font, font size, color, numeric formatting, apply borders & shading, and more. Learn to edit spreadsheet data, run a spell check, and sort information. Learn to create formulas that add, subtract, multiply, or divide, calculate sums, averages, count data, and find the largest or smallest number in a range. Learn how to prepare the spreadsheet for printing by adding headers & footers, setting the print area, printing titles, and using Page Layout view.

Course Title: Excel Level II
Course Length: 1 Day
Prerequisite: Excel Level I or equivalent experience

Description: Learn a variety of functions and formulas to increase your effectiveness in Excel and save you time, including how to prevent modification of your formulas and other spreadsheet data. Learn how to modify and format multiple worksheets at the same time. Learn how to create and use Excel templates. Learn to manage and organize list data with sorting, filtering, and Data Validation. Create customized reports using multi-sheet referencing and automatic subtotaling. Learn to visually represent data with various types of charts, modify charts once they are created, and add trend lines.

Group Training

- *Our classes can be customized for your group at no extra cost.*
- *We will combine any of our course topics to create a custom course to meet your training needs.*

Course Title: Excel Level III
Course Length: 2 Days
Prerequisite: Excel Level II or equivalent experience

Description: Expand your Excel knowledge and efficiency by learning to create "What-if" reports and scenarios and using the Goal Seek and Solver tools. Learn the benefits of Excel tables and how to use Pivot Tables and Pivot charts to analyze data. Learn to consolidate worksheet or workbook data. Learn to use conditional calculations to sum, average, and count data and apply conditional formatting, data bars, and icon sets using rules and formulas. Learn how to use the VLookup function to return information from a list of data and how to create named ranges. Learn to audit and track formulas and formula errors, including how to use the IFERROR function. Learn to protect workbooks and worksheets. Learn how to share Excel data with other Office applications as well as convert a spreadsheet to other file formats. You will learn how to separate Excel data into multiple columns and to combine separate data into one column. Learn how to enhance spreadsheets with graphic objects and how to record macros to streamline your work and make spreadsheets more interactive.

Course Title: Excel Level IV (Macros)
Course Length: 2 Days
Prerequisite: Excel Level III or equivalent experience

Description: This class will help you automate and improve spreadsheets in Microsoft Excel with Visual Basic for Applications (VBA) programming language. Learn how to write macros to populate cells, respond to user events, and automate spreadsheets. You will learn to use objects, events, properties, and methods as well as how to use variables, loops, If statements, case statements, and more.

Course Title: Excel PowerPivot
Course Length: 1 Day
Prerequisite: Excel Level III or equivalent experience

Description: Learn to use the PowerPivot and Power View add-ins to store, analyze and visualize large quantities of data from multiple sources. Learn to use the PowerPivot Data Model to create and format dynamic reports and charts, create calculated columns, use PowerPivot DAX functions, create relationships, plus learn to create Power Views.

Course Descriptions

Microsoft Courses

No dates that fit your schedule?

Contact us to discuss arranging a class just for you.

Saturday and evening classes available on request.

Microsoft Office Upgrade

Course Title: **Office 2016 New Features**
Description: Students will learn the new features of Microsoft Office 2016.

Course Title: **Office 2013 New Features**
Description: Students will learn the new features of Microsoft Office 2013.

Microsoft OneNote

Course Title: **OneNote**
Course Length: 1 Day
Prerequisite: **Windows Level I or equivilant experience**
Description: Learn to use Microsoft OneNote to get organized. Learn about the OneNote screen and its views. Learn how and why to create notebooks and organize them with Sections, Pages, and Subpages. Learn how to add notes, pictures, file printouts, web content, hyperlinks, email messages and other data to a notebook. Learn to search notebooks and add tags. Learn about sharing notebooks with other users.

Microsoft Outlook

Course Title: **Outlook Level I**
Course Length: 1 Day
Prerequisite: **Windows Level I or equivalent experience**
Description: This workshop explores how Microsoft Outlook can be applied in a professional setting. Topics include: customizing the Outlook window, using the To-Do bar, sending and receiving e-mail, using Spell Check, sending and receiving attachments, creating and using signatures, setting up a contact list, creating contact groups, scheduling appointments and events, using Schedule View, working with calendars, making task lists, requesting meetings and responding to meeting requests.

Microsoft Outlook (continued)

Course Title: **Outlook Level II**
Course Length: 1 Day
Prerequisite: **Outlook Level I or equivalent experience**
Description: This workshop helps users continue their exploration of Microsoft Outlook. Learn how to set advanced options, organize your inbox with custom folders, use Rules, Flags & Categories, use conditional formatting, learn to use Outlook's various search tools, use Word's Merge Feature to create personalized messages, create & edit business cards. You will also learn about calendar sharing and advanced meeting scheduling techniques, as well as many techniques to become more efficient in the program.

Microsoft PowerPoint

Course Title: **PowerPoint Level I**
Course Length: 1 Day
Prerequisite: **Windows Level I or equivilant experience**
Description: Learn to plan, compose, and create PowerPoint presentations. Topics include: adding slides with various layouts, working with text boxes, using the drawing tools, aligning and grouping objects, shadowing, importing graphics, resizing and formatting graphics, creating slide transitions, adding animation, applying designs, and automating the presentation.

Course Title: **PowerPoint Level II**
Course Length: 1 Day
Prerequisite: **PowerPoint Level I or equivilant experience**
Description: Learn to use more advanced features of Microsoft PowerPoint to add more life to your slide shows. Create design templates, use custom animations, and design Master Slides to assist you with your presentations.Microsoft Project

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Course Descriptions

Microsoft Courses

Microsoft Project

Course Title: **Project Level I**
Course Length: 2 Days
Prerequisite: **Windows Level I or equivalent experience (familiarity with Microsoft Excel is helpful)**
Description: Learn how to create projects, enter task and resource information, keep projects up to date, analyze and adjust project items, and track project progress. Learn to navigate the Project interface. Learn how to create the project plan, modify the project calendar, and set the start date. Learn about scheduling methods, how to set milestones, and link Project tasks. Learn to create a resource pool and assign resources to tasks. Students create Gantt charts, calculate critical paths, and perform resource management. Topics include: how to print reports, customize views, level resources, define critical vs. non-critical tasks, and save baseline plans.

Course Title: **Project Level II**
Course Length: 1 Day
Prerequisite: **Project Level I or equivalent experience**
Description: Learn more about using Microsoft Project to manage projects. Learn to import data from Excel and export Project data to Excel. Learn to integrate Outlook Tasks with a project plan. Learn to copy a picture of the Project Plan information suitable for sending via email. Learn to update the project plane by editing tasks, rescheduling tasks, and setting interim plans. Learn to set up master projects and work with subprojects. Learn to create custom fields and views. Learn to generate custom reports and create project templates.

> **There is no additional cost to take the same class again. If you feel a refresher would benefit you, let us know so we can get you scheduled.**
>
> **Please bring your course manual back with you.**

Microsoft Publisher

Course Title: **Publisher Level I**
Course Length: 1 Day
Prerequisite: **Windows Level I or equivilant experience**
Description: Students learn to produce quality publications using professional page layout concepts. Topics include: design and composition issues, integrating text and graphics, retrieving graphics, creating special effects and creating columns. Students work with frames, rulers, WordArt, tables, color schemes, layering and other aspects of the program. Exercises include creating a flyer, a brochure, and a multi-page newsletter.

Course Title: **Publisher Level II**
Course Length: 1 Day
Prerequisite: **Publisher Level I or equivilant experience**
Description: Learn how to create more elaborate and advanced publications. Learn to create templates for brochures, create business cards, and import data from other Microsoft Office programs. Also learn how to use Mail Merge to create personalized publications.

Microsoft Visio

Course Title: **Visio Level I**
Course Length: 1 Day
Prerequisite: **Windows Level I or equivalent experience**
Description: Learn to use Visio to create various types of diagrams using shapes and templates. Projects include: directional maps, flow charts, organizational charts, and office layouts. Topics include: Creating and saving drawings, page features and scale, adding and editing shapes, understanding how to connect shapes, working with text, using templates, and layers.

Course Title: **Visio Level II**
Course Length: 1 Day
Prerequisite: **Visio Level I or equivalent experience**
Description: Learn advanced techniques to create Visio diagrams including advanced flow-charting tools. Learn to create custom shapes and stencils and edit Master shapes. Learn about shape operations, locking shapes, running a Shapes Report, create array shapes and use styles. Learn to create Visio templates and share Visio diagrams with other applications. Learn to create an Organization Chart based on Excel data and link the chart back to the data

Course Descriptions

Microsoft Courses

.Computer Basics

Description: In this 4 hour course, students who have little or no experience using a computer learn to navigate the through the Windows operating system, become comfortable with the keyboard and mouse, learn how to create and save files then how to find those files later, learn the fundamentals of copy & paste, learn how to send and receive email messages, navigate the internet, bookmark favorite sites.

Microsoft Windows 10

Course Title: Upgrade from Windows 7

Description: Learn to navigate the new features of Windows 10. Learn to use the new Start Menu, quickly find information, use multiple desktops, customize the start screen and desktop, use the Action Center, the updated File Explorer, and more.

Course Title: Windows 10 Level I

Description: A 1-day introductory workshop designed for individuals new to Windows. Topics include: creating shortcuts, managing your files and folders, working with Windows Applications, and customizing your desktop.

Microsoft Windows 7

Course Title: Windows 7 Level I

Description: A 1-day introductory workshop designed for individuals using Windows 7. Topics include: creating shortcuts, managing your files and folders, working with Windows Applications, and customizing your desktop.

Course Title: Windows 7 Level II

Description: Designed for more advanced user of Windows. Topics include modifying display settings, installing programs and printers using the Control Panel, setting up Windows components, monitoring computer performance and reliability, and troubleshooting Windows.

Microsoft Word

Course Title: Word Level I
Course Length: 4 Days
Prerequisite: Windows Level I or equivalent experience
Description: Learn to create letters, memos and tables. The class includes: creating and editing documents, saving and retrieving documents, selecting text, formatting characters and paragraphs, using keyboard shortcuts, understanding fonts, using spellcheck, using AutoText, creating tables, and setting tabs and margins.

Course Title: Word Level II
Course Length: 5 Days
Prerequisite: Word Level I or equivalent experience
Description: Create better documents in less time. Learn how to work with headers and footers, build and format tables, and add pictures. Students learn to create templates, set up a mail merge, work more with AutoText, use Building Blocks, insert automatic dates, formatting shortcuts, use headers and footers, work with bullets and numbering, and more.

Course Title: Word Level III
Course Length: 3 Days
Prerequisite: Windows Level II or equivalent experience
Description: Explore the long document and desktop publishing features of Microsoft Word. Topics include: creating and using styles, outlining, and creating a table of contents, understanding page breaks and section breaks, using Word's Master Document feature, using Advanced Find & Replace, adding Cover Pages, using Footnotes & Endnotes, and tracking document changes, page layout concepts, using WordArt, columns, text boxes, inserting pictures, formatting pictures, and word wrap, advanced Mail Merge features such as Fill-In and Ask fields, creating fillable forms, protecting documents, and inspecting documents for hidden content.

Please contact us to find out about our current promotion

Course Descriptions

Adobe Courses

Adobe Acrobat

Course Title: **Acrobat Level I**

Course Length: **1 Day**

Prerequisite: **Acrobat Level I or equivalent experience**

Description: Learn to use Adobe Acrobat Pro to create and modify PDF files. Topics include: Converting documents from various file formats to PDF files, navigating through PDF documents using bookmarks, searching PDF documents for specific content, using commenting and reviewing tools, and making basic modifications to PDF documents.

Course Title: **Acrobat Level II**

Course Length: **3 Days**

Prerequisite: **Acrobat Level I or equivalent experience**

Description: Learn to use Adobe Acrobat Pro to create interactive PDF forms. Topics include: Adding interactivity to PDF documents through the use of form fields, distributing forms, using the Forms Tracker, and PDF document security options.

Adobe Dreamweaver

Course Title: **Dreamweaver Level I**

Course Length: **3 Days**

Prerequisite: **Windows Level I or equivalent experience**

Description: Learn to design and modify web pages using Dreamweaver. Topics include: creating a web page, viewing a web page site structure, creating websites, changing object properties, adding tables for content, adding graphics, and publishing a web site.

Course Title: **Dreamweaver Level II**

Course Length: **1 Day**

Prerequisite: **Dreamweaver Level I or equivalent experience**

Description: Students further their ability to design, create, and modify web pages using Dreamweaver. Topics include: organizing navigation of web sites, templates, working with styles and CSS, and form creation.

Adobe Illustrator

Course Title: **Illustrator Level I**

Course Length: **2 Days**

Prerequisite: **Acrobat Level I or equivalent experience**

Description: Learn to create illustrations, such as logos and advertisements, that include type and graphics.Topics include: Navigating the Illustrator environment, drawing shapes, tracing images, using selection tools, applying strokes, fills, and graphic styles to objects, aligning, grouping, and transforming objects, working with artistic and paragraph type, saving & exporting artwork.

Course Title: **Illustrator Level II**

Course Length: **1 Day**

Prerequisite: **Illustrator Level I or equivalent experience**

Description: In this class students will learn to transform and position artwork, reflect & skew artwork, work with and manage layers, work with paths, flares, and anchor points, use various Illustrator brushes, apply effects enhance artwork, and use symbols.

Adobe InDesign

Course Title: **InDesign Level I**

Course Length: **2 Days**

Prerequisite: **Windows Level I or equivalent experience**

Description: Learn to produce quality publications using professional page layout concepts. Topics include: placing graphics and text, design issues, creating special effects, using styles, master pages, columns, table of contents, and composition issues. Exercises include creating flyers, greeting cards, business cards, brochures, and newsletters.

Course Title: **InDesign Level II**

Course Length: **1 Day**

Prerequisite: **InDesign Level I or equivalent experience**

Description: Learn to create and work with multiple page publications, import and link objects in publications, add interactivity, and learn ways to enhance publications. Topics include creating books, using multiple Master Pages, creating and applying styles, merging data, using frames as an alternative to text blocks for text and graphics placement, using and managing links, adding buttons and variables, importing and exporting information, and more.

RAX TECH

Rc No.2012039

Course Descriptions

Adobe Courses

Adobe Photoshop

Course Title: **Photoshop Introduction**
Course Length: **2 Days**
Prerequisite: **Windows Level I or equivalent experience**

Description: Learn to navigate the Photoshop environment and customize it so suit your needs. Learn to resize images while maintaining quality. Learn to enhance images using various techniques. Learn to use several of Photoshop's tools such as the selection and painting tools. Learn how to add and manage image layers, apply adjustment layers, and create type layers. Learn about Photoshop's blending modes. Learn to use the repair tools to improve an image.

Crystal Reports

Course Title: **Crystal Reports Level I**
Course Length: **2 Days**
Prerequisite: **Windows Level I or equivilant experience**

Description: In this 2-day course you will become familiar with the Crystal Reports interface. You will learn how to connect to the data the report will represent and to create reports using a wizard and from scratch. You will learn to format, sort, and filter those reports. Learn to enhance the appearance of the report with graphics and drawn objects. Learn how to sort and filter report data and how to organize report data into groups. Learn to create basic formulas and add them to the report. Learn how to use conditional formatting, create reports based on Excel data, and how to export Crystal Reports to other file formats.

Course Title: **Crystal Reports Level II**
Course Length: **1 Day**
Prerequisite: **Crystal Reports Level I or equivilant experience**

Description: Learn more ways to streamline and customize your Crystal Reports. Use advanced formatting techniques, advanced formulas, and other tools to get the best results from your database. Learn to use sub reports, cross-tab reports, and drill down options. Learn to use conditional rules to control content visibility and apply conditional formatting to the report data. Learn to add charts to a report and export reports to other file formats.

FileMaker

Course Title: **FileMaker Level I**
Course Length: **1 Day**
Prerequisite: **Windows Level I or equivilant experience**

Description: Topics include: database development basics, field definitions, record management, using relationships, managing files, understanding formulas, expressions and constants, understanding layouts, object types, working in Browse mode, previewing and printing, and importing and exporting data.

Course Title: **FileMaker Level II**
Course Length: **1 Day**
Prerequisite: **FileMaker Level I or equivilant experience**

Description: Learn to create relational FileMaker databases for more efficiency, create custom layouts, design scripts, and share databases with other users.

HTML (Web Design)

Course Title: **HTML Level I**
Course Length: **1 Day**
Prerequisite: **Windows Level I or equivilant experience**

Description: Learn to use HTML language to create effective Web pages using text and graphics. Topics include: HTML tags, text layout, graphics, and hyperlinks.

Course Title: **HTML Level II**
Course Length: **1 Day**
Prerequisite: **HTML Level I or equivilant experience**

Description: Learn more advanced aspects of using HTML to create better, more efficient Web pages. Learn to generate, format, and use interactive forms in their Web pages. Other topics include: tables, lists, and CSS.

Course Descriptions

QuickBooks

Course Title: Quick Books Level I

Course Length: 2 Days

Description: You will learn to set up and manage a company in QuickBooks. Topics include: entering opening balances, setting up and maintaining a chart of accounts, managing vendor, customer, and item lists, recording deposits, sales, and invoices, and generating reports. Also learn to work with the QuickBooks registers and reconcile an account. Learn to assess statement charges and generate customer statements. Learn to process credit memos and refunds and record sales receipts for cash.

Course Title: QuickBooks Level II

Course Length: 1 Day

Description: In this 1-day course, learn to save time in QuickBooks through the use of Memorized Transactions. Learn more about the use of items to categorize transactions. Learn to maintain vendor, customer, and employee lists and to generate letters through Microsoft Word. Learn to customize QuickBooks reports and store those reports for reuse. Learn to work with the QuickBooks budget feature to create and modify budgets. Learn to use QuickBooks to track and manage inventory. Learn to customize QuickBooks forms.

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16. 69 ROAD GWARIMPA , ABUJA

The Professional's Choice since 2012
Locally Owned & Operated

Course Title UTILIZING INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN FIGHTING CORRUPTION

course length 5 days Training
Description

1. Whistleblowing Platforms:
Developing secure online platforms where individuals
can report instances of corruption anonymously can help in uncovering corrupt practices.

2. Transparency Portals: Creating online portals that provide
transparent information about government spending, budgets,
and projects
can help in increasing accountability.

3. *Data Analytics: Using data analytics tools to detect
patterns of corruption in large datasets can help in identifying
potential cases of corruption.

4. Anti-fraud Technologies: Implementing technologies
like blockchain for secure transactions and record-keeping
can help in reducing fraud and corruption.

5. E-governance: Implementing e-governance systems
can streamline government processes and reduce opportunities for corruption.

Registration Information

Early Registration Recommended

Our workshops fill up fast. Sign up today! Prices and policies are subject to change without notice. Rax Technologies *reserves the right to cancel or reschedule all* workshops. in packageTea Break is included

Our Guarantee

If you feel you have not achieved the level of proficiency you expected, you can retake the same class (and same software version) at no additional cost. We also provide email and telephone support if you have questions. If you feel a refresher would benefit you, let us know so we can get you scheduled. We just ask that you bring your course manual back with you.

Class Placement

When you register, we will work with you to determine your appropriate skill level. If you know prior to the midpoint of any class that the curriculum does not match your knowledge or skill level, we will reschedule you for the correct class and apply your payment to the new course.

Cancellation Policy

Cancellations may be made by calling the registrar at (08032727971. You will receive a 100% refund or credit if you cancel at least one week prior to the Training. No refund will be issued or invoice cancelled if you cancel fewer than 7 days before the class. There is a N45,000 registration fee to reschedule a workshop less than one week prior to class.

Vouchers

We have vouchers available. Purchasing vouchers can save your organization up to 30% off our open enrollment rates. The more vouchers you purchase, the more you save. Most of the courses we offer are voucher eligible. Please contact us for pricing information and class eligibility.

Fees:

ALL COURSES ARE RUN AT A COST OF #350,000 PER PARTICIPANT
VENUE: ABUJA
DATE TO BE AGREED
WITH AGENCY/MDAS CONCERNED

Price: include BreakFast, Bag, and Certificate

Registration Form

Name _____

Company_____

Phone _____ Email_____

Address _____

City _____ State_____ Zip_____

Please indicate the class(es) in which you are registering and software version you currently use:

Workshop _____ Version_____ Date _____

Workshop _____ Version_____ Date _____

Workshop _____ Version_____ Date _____

Workshop _____ Version_____ Date _____