



BOOK NOW FOR
YOUR PROFESSIONAL
TRAINING

MICROSOFT SUITE PROGRAMMES FOR
WEEKENDS, WEEKDAYS AND EVENINGS

LIST OF AVAILABLE PROGRAMMES

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|-----------------------------------|--|
| 1) Microsoft EXCEL (Basic) | 4) Microsoft PowerPoint (Basic) |
| 2) Microsoft EXCEL (Intermediate) | 5) Microsoft PowerPoint (Intermediate) |
| 3) Microsoft EXCEL (Advanced) | 6) Microsoft PowerPoint (Advanced) |

Details	Level	Time	Dates	Fees (GHC)
WEEKDAYS				
EXCEL & PowerPoint	Basic	9am-4pm	Jun 12-16	850.00
EXCEL & PowerPoint	Intermediate	9am-4pm	Aug 21-25	850.00
EXCEL & PowerPoint	Advanced	9am-4pm	Sep 25-29	850.00
EVENINGS				
EXCEL	Basic	5-8pm	Jun 12-16	600.00
EXCEL	Intermediate	5-8pm	Aug 21-25	600.00
EXCEL	Advanced	5-8pm	Sep 25-29	600.00
WEEKENDS (OVER 3 SATURDAYS)				
PowerPoint	Advanced	9am-4pm	Jun 17, 24, Jul 1	900.00
EXCEL	Basic	9am-4pm	Aug 26, Sep 2, 9	900.00
EXCEL	Intermediate	9am-4pm	Sept 16, 23, 30	900.00
EXCEL	Advanced	9am-4pm	Oct 7, 14, 21	900.00

Venue: National Banking College
No. 3 Odoi Kwao Street
Airport Residential Area
Accra, Ghana

For further details please call our Programmes Team on
0307 001155, 0503401356,
Email us on: programmes@nbc.edu.gh or
Register online at: www.nbc.edu.gh