

discover. develop. deliver.



computer graphics training

DIGITAL DARKROOM & PHOTOGRAPHY

Apple Aperture*

Adobe Lightroom

Adobe Photoshop Elements

Adobe Photoshop Extended

Adobe Photoshop for Digital Photographers

Digital Photography: Transform your digital photos

ILLUSTRATION

Adobe Illustrator

Can also be combined with Adobe InDesign or Photoshop

AUDIO & MOTION GRAPHICS

Adobe Audition**

Adobe Captivate**

Adobe Flash

Apple Motion*

Adobe Premiere Pro

BUSINESS SKILLS

Adobe Acrobat Professional

Adobe Acrobat: Document Collaboration

Apple iWork*

Introducing Pages, Numbers and Keynote

Designing and Building Databases

E-Marketing: Direct response marketing to build your business

Microsoft Access

Microsoft Excel

Can also be combined with Word or Powerpoint

Microsoft Word

Can also be combined with Excel or Powerpoint

Microsoft Office

Includes overview of all combined applications including Word, PowerPoint, Excel, Outlook or Entourage (Mac)

OPERATING SYSTEMS

Microsoft Windows XP or Vista

Introduction to Apple Mac & OSX

Ideal for the new user or those switching from Windows.

PRESENTATION

Adobe Captivate

Apple Keynote*

Microsoft PowerPoint

Microsoft PowerPoint & Adobe Ovation**

Create even more sophisticated presentations - easily!

Powerful Presentations

PRINT & PREPRESS

Adobe Creative Suite: From Design to Delivery

Adobe Design Premium

Adobe Creative Suite for Print

Includes a half-day visit to a printers to complete the picture

Adobe InDesign

Can be combined with Photoshop or Illustrator

Adobe InCopy

Introduction to Desk Top Publishing

Quark/ Illustrator/Photoshop *or* InDesign/ Photoshop/Illustrator

Quark XPress

VIDEO & POST PRODUCTION

Adobe After Effects

Adobe Premiere Pro

Adobe Premiere Elements

Final Cut Express HD*

Final Cut Studio*

WEB DESIGN & DEVELOPMENT

Adobe Contribute

Adobe Dreamweaver

Cascading Style Sheets (CSS)

Design and Develop your own Web Site

Adobe Fireworks

Adobe Flash

Adobe Web Premium

E-Marketing: Direct response marketing to build your business

Building a Content Management System

Joomla CMS Introduction

Managing & Maintaining your Joomla CMS

UPGRADE & FAMILIARISATION

All courses can also be taken as an upgrade, where just the new features will be shown combined with a refresher - half to one day.

Familiarisation offers companies the opportunity to have various software programs demonstrated prior to purchase.

GENERAL INFORMATION

All Training starts at 9.30am and finishes at approximately 4.30pm.

All courses can be taken at Introduction to Advanced level and on Apple or Windows systems, unless stated otherwise.

BOOKING FORM

Please complete and return this form, together with your deposit or full payment to the address below. **Thank you.**

Name:

Company:

Address:

.....

..... Postcode:

Tel: Fax:

Email

Web

Course Name	Cost	Preferred date(s)
.....	£
.....	£
.....	£

Operating System Windows Mac & PC

Please indicate your overall computer experience

Novice Intermediate Advanced

Any Special Requirements *(please state)*

I enclose a deposit cheque for £75 per person, per course to confirm my booking.

I enclose a cheque in full payment for the course(s)

I would like to pay by credit card for the course(s)
(please tick as appropriate).

Signed: Date:
(please print).

On receipt of the completed form, you will be sent a booking confirmation and where applicable, a receipt, together with location details. We also ask each delegate to complete a pre-course questionnaire to identify their skills and possible requirements.

Thank you for your interest and we look forward to providing you with training in the near future.

* OSX Only ** Windows only

ABOUT US

Computer Graphics Training specialise in graphics, multimedia and business skills software training and can teach individuals and organisations to create and publish a vast array of media, using the tools the professionals use.

All our courses are workshop style - rather than classroom - and real world examples are used to illustrate the learning, although we actively encourage participants' to bring along examples of the type of work they wish to produce, to guarantee the training is both cost effective and productive.

We use the latest computer equipment and up to date software to ensure your learning experience is the best it can be. At the end of each intensive course, you will leave with confidence, knowing you can be immediately productive!

- Trainers are industry experts
- Workshop style training with real-world examples
- Course can be tailored & combined to suit your specific needs
- Latest LCD Large Format Digital & touch screen displays, Scanners and Printers
- Windows XP, Vista and Apple OSX

The courses we teach we use, every day!

We offer general public group courses and private customised training. Please call us on 01732 832576 or email training@cgt.uk.com for availability, more information or to book a course.

Training includes hands-on instruction in our well-equipped training centre, lunch and refreshments, FREE post-course support by phone or email, a certificate of attendance, examples CD and where appropriate training notes.

COURSE FEES GUIDE

Duration	Public	Private**
1 day	£245	£495
2 days	£480	£990
3 days	£690	£1460
4 days	£880	£1900
5 days	£995	£2250
Additional person*		£195

These fees are intended as a guide only. Please call for specific group pricing. * Additional cost for attendees from the same company. Maximum of 8 people per course (except by special arrangement).

** Private courses are tailored for the client. Travel and accommodation expenses are in addition to fees quoted for in-house training.

Equipment hire is available using the latest 15" or 17" Windows XP, Vista or OSX laptops - POA.

CONTACT US

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CLIENTS

Avon Cosmetics – Northampton

Baring Brothers - London

Boots Contract Manufacturing – Nottingham

Barclays Bank – London & Luton

Barnados (BITS) – Essex

Deloitte Consulting - London

DSS - Newcastle

Ernst & Young – Jersey

Express Newspapers – London

Fidelity Investments – Tonbridge

Financial Times – London

G E Capital - London

International Maritime Organisation - London

Legal and General - Hove

London Fire Brigade - London

McKinsey & Co - London

Reed International – Oxford

The Girl Guides Association – London

The Royal Mail – East Anglia

Triton Oil - London

US Navy – London

Waitrose – Bracknell

Disney - London



Oak Trees, Watts Cross Road, Hildenborough, Kent TN11 8NE

t. 01732 832576 f. 01732 838120

e. training@cgt.uk.com w. www.cgt.uk.com