



£100 level

**ECDL**

**IC<sup>3</sup> Certification**

**Microsoft Office:**

Word

Access

Excel

Outlook

PowerPoint

At Introductory Level



For application forms phone

**ILA on**

**0808 100 1090**

To book a course or find out  
specific course dates please call

**01578 750642**

**Web Sites:**

[www.airhousestudios.co.uk](http://www.airhousestudios.co.uk)

[www.carol-ann.co.uk](http://www.carol-ann.co.uk)

[www.airhouses.com](http://www.airhouses.com)

AIRHOUSE STUDIOS

Airhouse Studios  
Lauder  
Scottish Borders TD2 6PX

Phone: 01578 750642  
Fax: 01578 750700  
E-mail: [carol@airhousestudios.co.uk](mailto:carol@airhousestudios.co.uk)

AIRHOUSE STUDIOS

ILA Funded  
Courses



[www.airhousestudios.co.uk](http://www.airhousestudios.co.uk)

**Phone: 01578 750642**



£200 level

### Computer Related Courses

All run by Microsoft Master Instructor

#### Microsoft Office Specialist at Core Level

- Excel
- Access
- Outlook
- PowerPoint
- Word

#### Microsoft Office Specialist at Expert level

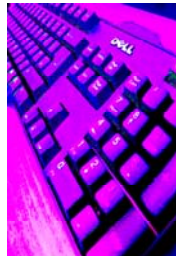
- Excel
- Word

#### ECDL

#### IC<sup>3</sup> Certification

#### Microsoft Office:

- Word
- Access
- Excel
- Outlook
- PowerPoint
- Project
- Publisher
- FrontPage



£200 level

### Other Courses

- \* Garden Design—2 day Course
- \* Planting Containers
- \* Sales Skills
- \* Making it Real - Finding Profitable Business/Getting an appointment
- \* Sales Letters - writing effectively
- \* Telephone Prospecting Skills
- \* Flower Arranging
- \* Machine Embroidery

These courses are run by trainers qualified in their specific subject



from the Garden Design Course run by Greenweaver



£200 level



### Web Related Courses:

- \* Designing your own Web Site or updating an existing site using Front Page
- \* Search Engine Optimisation and using a Google Ad-words campaign
- \* E-Newsletters - set up your own e-newsletters campaigns, invitations, promotions etc.

### Textile Courses:

- \* Machine Knitting
  - From beginners to advanced
  - Flat and V-Bed machines
- \* DesignaKnit - using the software
- \* Fittingly Sew - course and software included
- \* Pattern Drafting
- \* DesignaKnit and Machine Knitting combined

