

## Glasgow LMC Training January to March 2019

<u>Date</u>	<u>Course</u>	<u>Modules</u>	<u>Duration</u>
<b>January</b>			
Wednesday 16 <sup>th</sup>	Word Basic	Microsoft	Full Day
Tuesday 22 <sup>nd</sup>	PowerPoint	Microsoft	Full Day
<b>February</b>			
Tuesday 5 <sup>th</sup> AM	Basics for Receptionist	EMIS	Half Day
Wednesday 6 <sup>th</sup>	Excel Basic	Microsoft	Full Day
Wednesday 13 <sup>th</sup> AM	Mail Merge	Microsoft	Half Day
Tuesday 19 <sup>th</sup> AM	VISION Consultation Manager	VISION	Half Day
Thursday 28 <sup>th</sup> AM	VISION Searches	VISION	Half Day
<b>March</b>			
Tuesday 5 <sup>th</sup>	Excel Intermediate	Microsoft	Full Day
Tuesday 12 <sup>th</sup> AM	Appointment Configuration	EMIS	Half Day
Wednesday 13 <sup>th</sup>	Word Intermediate	Microsoft	Full Day
Thursday 14 <sup>th</sup> AM	Medical Records	EMIS	Half Day
Tuesday 19 <sup>th</sup>	Access	Microsoft	Full Day
Wednesday 20 <sup>th</sup>	Excel Basic	Microsoft	Full Day
Tuesday 26 <sup>th</sup> AM	Searches & Reports	EMIS	Half Day