

STANDARD COURSES		Cost per Learner from 1/3/2018	Number of Days	January 2018			February 2018			March 2018			April 2018			May 2018			June 2018			July 2018			August 2018											
<b>Introduction to PC's - Keyboard skills</b>		R 1,295.00	1	10			5			7		16		11	20		9	18		6			4	20		1		24								
<b>Introduction to Windows</b>		R 1,295.00	1		26		6			8		16		12	20		10	18		7		22	5	20		2		24								
<b>Typing Skills</b>		R 1,295.00	1	12			9			2																										
<b>Internet/E-mail</b>		R 1,295.00												13		4				1			6													
<b>Computer Literacy</b>		R 3,795.00	3	10 - 12	22-24		14 - 16	26 - 28		12 - 14	28 - 30		11-13	23-25		9 - 11	21-23	6 - 8	18 - 20		4 - 6	16-18		1 - 3			20 - 22									
<b>EXCEL</b>	Level 1 - Basic	R 2,595.00	2	8,9	17,18	22,23	31,1	12,13	21,22	28,1	5,6	14,15	22,23	26,27	5,6	11,12	16,17	25,26	7,8	16,17		28,29	6,7	13,14	18,19	27,28	9,10	18,19	23,24	30,31	6,7	15,16	20,21	29,30		
	Level 2 - Intermediate	R 2,595.00	2	10,11	17,18		29,30	7,8		19,20	26,27	7,8	14,15	19,20	28,29	3,4	11,12	18,19	25,26	2,3	9,10	21,22	30,31	6,7	11,12	20,21	27,28	4,5	11,12	25,26	30,31	6,7	13,14	22,23	29,30	
	Level 3 - Data Management	R 4,495.00	2	10,11		24,25		5,6		21,22		5,6			3,4	16,17				2,3		21,22		4,5	18,19		2,3	18,19		30,31		13,14		27,28		
	Level 4 - Advanced Formulas & Functions	R 4,495.00	2		15,16		31,1	12,13		26,27		12,13		28,29		9,10	23,24		7,8		23,24		4,5	20,21		2,3	23,24		1,2	15,16		27,28				
	Level 5 - PivotTables & Dashboard Reporting	R 4,495.00		8,9		24,25		5,6		19,20		7,8		19,20		5,6	9,10	18,19		9,10		28,29		11,12		25,26	9,10		25,26		1,2		20,21			
<b>Excel Refresher</b>		R 1,795.00	1		19		2		23		2		16		13		4		25		15		29		13		27		17		31					
<b>WORD</b>	Level 1 - Basic	R 2,595.00	2	8,9		31,1			19,20		5,6		22,23		9,10		23,24		16,17		30,31		13,14		2,3	23,24		1,2		22,23						
	Level 2 - Intermediate	R 2,595.00	2	10,11		22,23		7,8		28,1		12,13		26,27		9,10				2,3		23,24		4,5		25,26		11,12		6,7		22,23				
	Level 3 - Advanced	R 3,895.00	2		15,16			14,15					19,20		16,17							28,29				20,21		16,17		6,7						
	<b>Word Refresher</b>	R 1,795.00	1		19		2																													
<b>POWERPOINT</b>	Level 1 - Basic	R 1,295.00	1	12		26		16		2		16		13		4		25		1		22		6		20		3		24						
	Level 2 - Intermediate	R 2,595.00	2		15,16		29,30		14,15		28,1		12,13		28,29		11,12		25,26		14,15		30,31		1	13,14		27,28		11,12		25,26		15,16		29,30
	Level 3 - Advanced	R 1,795.00	1		19		2		23		9				20					11				1		29				3		31				
	<b>Presenting with PowerPoint</b>	R 3,895.00		8,9		31,1		21,22		14,15		5,6								14,15						20,21		16,17							29,30	
	<b>PowerPoint Refresher</b>	R 1,795.00	1		19		16		21,22		9				20									1						3						
<b>ACCESS</b>	Level 1 - Basic	R 3,195.00	1	10,11				12,13		5,6				3,4				9,10								11,12		18,19						27,28		
	Level 2 - Intermediate	R 4,495.00	2		17,18		5,6		26,27		7,8		26,27		16,17				14,15		4,5					25,26								13,14		
	Level 3 - Advanced	R 4,795.00	2		22,23			19,20		14,15								23,24		21,22						18,19		25,26				20,21				
<b>OUTLOOK</b>	Level 1 - Email Management	R 1,295.00	1	12		26		9		23	2	16		13		4		25		8		22		6		27		17		31						
	Level 2 - Personal Management	R 1,295.00	1		19		2		23		16				20		18			8						29		13		27		17				
<b>MS PROJECT</b>	Level 1 - Fundamentals	R 4,495.00	2	8,9			7,8			5,6		28,29		18,19				21,22								25,26		18,19		1,2		20,21				
	Level 2 - Intermediate	R 4,495.00	2		17,18		12,13			14,15				3,4						2,3		28,29				18,19			25,26		13,14					
	Level 3 - Advanced	R 4,795.00	2			29,30		26,27		19,20																11,12				22,23						
SPECIALISED COURSES				January 2018			February 2018			March 2018			April 2018			May 2018			June 2018			July 2018			August 2018											
<b>EXCEL</b>	Excel Essentials - Level 1	R 2,300.00	1	12				9		5			5			7			9				16					15								
	Excel Essentials - Level 2	R 2,300.00	1		26			23		6			6			8			10				17					16								
	Excel Master Class	R 8,900.00	3		24-26		14-16			28-2				18-20				23-25								27-29								29-31		
	Financial Functions in Excel (dates on request)	R 2,500.00	1				2																													
	Excel Chart Workshop	R 2,200.00	1	12		26		9				16			20				18							15								24		
<b>WORD</b>	Visual Basic for Applications	R 5,885.00	3		17-19			28-2						11-13												11-13								15-17		
	Word Essentials - Level 1	R 2,300.00	1	5			9			5			5			7			9						16								15			
	Word Essentials - Level 2	R 2,300.00	1	5						6			6			8			10						17								16			
	Word Master Class (dates on request)	R 8,900.00	3		15,16		12,13					16																								
	Mail Merge Workshop	R 2,200.00	1	5			16					16						18																		
<b>POWERPOINT</b>	Long Document Workshop	R 2,200.00	1		26								20													15								24		
	PowerPoint Essentials - Level 1	R 2,300.00	1		19			23																												
	PowerPoint Essentials - Level 2	R 2,300.00	1		19			23																												
	PowerPoint Master Class	R 8,900.00	3																																	
<b>OneNote</b>	OneNote Fundamentals	R 2,300.00	1							2				13				25								22		13		3				31		
<b>VISIO</b>	Visio Fundamentals	R 4,495.00	2									12,13														11,12								22,23		

All courses can be run on-site at your offices - dates and cost available on request.  
Dates may change depending on demand.