

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

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