

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