

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

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