

| STANDARD COURSES | | Course Price Excl. VAT | Number of Days | January 2019 | | | February 2019 | | | March 2019 | | | April 2019 | | | May 2019 | | | June 2019 | | | | | | |
|-----------------------------------------------|---------------------------------------------|------------------------|----------------|--------------|---------|---------|---------------|---------|---------|------------|---------|---------|------------|-------|---------|----------|-------|---------|-----------|-------|-------|-------|---------|-------|-------|
| Introduction to PC's - Keyboard skills | | R 1,395.00 | 1 | 7 | | 29 | | 13 | | | 11 | 27 | 10 | 24 | | 10 | 24 | | 14 | 28 | | | | | |
| Introduction to Windows | | R 1,395.00 | 1 | 8 | | 30 | | 14 | | | 12 | 28 | 11 | 26 | | | 17 | 31 | 7 | 21 | | | | | |
| Typing Skills | | R 1,395.00 | 1 | 11 | | 25 | | 8 | 22 | 1 | 15 | 5 | | | | 10 | 31 | | 7 | | | | | | |
| Internet/E-mail | | R 1,395.00 | | | | 25 | | 8 | 22 | 1 | 15 | 5 | | | | 10 | | | 14 | | | | | | |
| Computer Literacy | | R 4,095.00 | 3 | 7 - 8 | | 29 - 31 | | 13 - 15 | 26 - 28 | 11 - 13 | 27 - 29 | 10 - 12 | 29,30 | 6-8 | | 22-24 | | | 10-12 | 26-28 | | | | | |
| EXCEL | Level 1 - Basic | R 2,845.00 | 2 | 7,8 | | 16,17 | 23,24 | 4,5 | 13,14 | 20,21 | 27,28 | 11,12 | 18,19 | 27,28 | 8,9 | 10,11 | 17,18 | 8,9 | 15,16 | 22,23 | 5,6 | 20,21 | 24,25 | | |
| | Level 2 - Intermediate | R 2,845.00 | 2 | 9,10 | 16,17 | 23,24 | 28,29 | 11,12 | | 18,19 | 27,28 | 4,5 | 13,14 | 25,26 | 10,11 | | 17,18 | 29,30 | 6,7 | | 20,21 | 29,30 | 3,4 | 18,19 | |
| | Level 3 - Data Management | R 4,995.00 | 2 | 9,10 | | 23,24 | | 6,7 | | 18,19 | | 6,7 | | 18,19 | | 1,2 | | 15,16 | | 2,3 | | 15,16 | | 5,6 | 18,19 |
| | Level 4 - Advanced Formulas & Functions | R 4,995.00 | 2 | | 14,15 | | 30,31 | 4,5 | 20,21 | | 4,5 | | 18,19 | | 3,4 | | 17,18 | | 2,3 | | 15,16 | | 3,4 | 20,21 | |
| | Level 5 - PivotTables & Dashboard Reporting | R 4,995.00 | | | 14,15 | | 30,31 | 6,7 | | | 25,26 | 6,7 | | 27,28 | 1,2 | | | 2,3 | | 29,30 | 3,4 | | 20,21 | | |
| Excel Refresher | | R 1,945.00 | 1 | 11 | | 25 | | 1 | 22 | | 8 | | | 29 | | 12 | | 17 | | 31 | 14 | | 28 | | |
| WORD | Level 1 - Basic | R 2,845.00 | 2 | | 14,15 | | 30,31 | 6,7 | | 20,21 | | 11,12 | | 25,26 | | 8,9 | | 23,24 | | 8,9 | | 22,23 | | 5,6 | 18,19 |
| | Level 2 - Intermediate | R 2,845.00 | 2 | | 16,17 | | 28,29 | | 11,12 | | 27,28 | | 13,14 | | 27,28 | | 8,9 | | 23,24 | 6,7 | | 20,21 | | 5,6 | 18,19 |
| | Level 3 - Advanced | R 4,195.00 | 2 | | | 23,24 | | | | 20,21 | | | 18,19 | | | | 17,18 | | 13,14 | | | | | 12,13 | |
| Word Refresher | | R 1,945.00 | 1 | | | 25 | | | | 22 | | | | 29 | | | | 26 | | | 24 | | | 21 | |
| POWERPOINT | Level 1 - Basic | R 1,395.00 | 1 | | | 18 | | | 15 | | 8 | | | 5 | | | | 17 | | | | | 14 | | |
| | Level 2 - Intermediate | R 2,845.00 | 2 | | 21,22 | | 30,31 | | 11,12 | 20,21 | | 13,14 | | 27,28 | | 10,11 | | 23,24 | | 13,14 | | 22,23 | | 10,11 | 24,25 |
| | Level 3 - Advanced | R 1,945.00 | 1 | | | 18 | | | | 22 | | | 22 | | | 26 | | | | 24 | | | | 28 | |
| | Presenting with PowerPoint | R 3,895.00 | | | | 23,24 | | | | | 27,28 | | | 25,26 | | | | 29,30 | | | 27,28 | | | 26,27 | |
| PowerPoint Refresher | | R 1,945.00 | 1 | | | 18 | | | 15 | | | 22 | | | | 26 | | | | 24 | | | | 28 | |
| ACCESS | Level 1 - Basic | R 3,495.00 | 1 | | | | 4,5 | | | | 4,5 | | | 3,4 | | | | 6,7 | | | | | 5,6 | | |
| | Level 2 - Intermediate | R 4,995.00 | 2 | | | 28,29 | | | | 27,28 | | 11,12 | | | | 23,24 | | | | 22,23 | | | | 24,25 | |
| | Level 3 - Advanced | R 5,295.00 | 2 | | | | | | 13,14 | | | | 25,26 | | | 29,30 | | | | 27,28 | | | | 26,27 | |
| OUTLOOK | Level 1 - Email Management | R 1,395.00 | 1 | 11 | | 25 | | 8 | 22 | | 8 | 22 | | 12 | | | | 3 | | 17 | | 7 | | | |
| | Level 2 - Personal Management | R 1,395.00 | 1 | 11 | | 25 | | 8 | 22 | | 15 | 29 | | 12 | | | | 3 | | 31 | | 14 | | | |
| MS PROJECT | Level 1 - Fundamentals | R 4,995.00 | 2 | 9,10 | | | 4,5 | | | | 6,7 | | | 8,9 | | | | 8,9 | | | 10,11 | | | | |
| | Level 2 - Intermediate | R 4,995.00 | 2 | | 16,17 | | | 13,14 | | | | 18,19 | | | 23,24 | | | | 20,21 | | | | | 24,25 | |
| | Level 3 - Advanced | R 5,295.00 | 2 | | | 23,24 | | | | 25,26 | | | 25,26 | | | 29,30 | | | | 27,28 | | | | 26,27 | |
| SPECIALISED COURSES | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXCEL | Excel Essentials - Level 1 | R 2,450.00 | 1 | | 16 | | | | | | 4 | | | | | | 13 | | | | | | | | |
| | Excel Essentials - Level 2 | R 2,450.00 | 1 | | 17 | | | | | | 5 | | | | | | 14 | | | | | | | | |
| | Excel Master Class | R 8,900.00 | 3 | | | | | | | | | | | | | | | | | | | | | | |
| | Excel Chart Workshop | R 2,300.00 | 1 | | | | | 15 | | | | | | 12 | | | | | | | | | 21 | | |
| | Visual Basic for Applications | R 5,885.00 | 3 | | 16 - 18 | | | | | | | 6 - 8 | | | | | | 15 - 17 | | | | | | | |
| WORD | Word Essentials - Level 1 | R 2,450.00 | 1 | | | | | 8 | | | | | | 5 | | | | | | | | | 14 | | |
| | Word Essentials - Level 2 | R 2,450.00 | 1 | | 18 | | | | | | 8 | | | | | | | | | | | | 10 | | |
| | Word Master Class | R 8,900.00 | 3 | | | | | 6 - 8 | | | | | | | 10 - 12 | | | | | | | | 12 - 14 | | |
| | Mail Merge Workshop | R 2,300.00 | 1 | | 11 | | | | | | 15 | | | | | | | | | | | | 17 | | |
| | Long Document Workshop | R 2,300.00 | 1 | | | | | 15 | | | | | | | 12 | | | | | | | | 21 | | |
| POWERPOINT | PowerPoint Essentials - Level 1 | R 2,450.00 | 1 | | 16 | | | | | | 4 | | | | | | | | | | | | 13 | | |
| | PowerPoint Essentials - Level 2 | R 2,450.00 | 1 | | 17 | | | | | | 5 | | | | | | | | | | | | 14 | | |
| | PowerPoint Master Class | R 8,900.00 | 3 | | | | | 6 - 8 | | | | | | | 10 - 12 | | | | | | | | 12 - 14 | | |
| OneNote | OneNote Fundamentals | R 2,450.00 | 1 | | | | | 8 | | | | | | 5 | | | | | | | | | 14 | | |
| | Visio Fundamentals | R 4,495.00 | 2 | | 16 & 17 | | | | | | 4 & 5 | | | | | | | 13 & 14 | | | | | | | |

All courses can be run on-site at your offices - dates and cost available on request.

Dates may change depending on demand.