

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		28			
Introduction to Windows		R 1,395.00	1	8		30		14			12		28	11		26		17		31	7	14	21		
Typing Skills		R 1,395.00	1	11		25		8		22		1	15				10		31		7				
Internet/E-mail		R 1,395.00	1			25		8		22		1	15				10		31		7				
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		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	2		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		26		17		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	1			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						20 - 22							10 - 12							26-28		
	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	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.