


 STANDARD COURSES		Course Price Excl. VAT	Number of Days	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019		
<i>Introduction to PC's - Keyboard skills</i>		R 1,395.00	1	11	27	10	24	14	28	5	28
<i>Introduction to Windows</i>		R 1,395.00	1	12	28	11	26	17	31	7	29
<i>Typing Skills</i>		R 1,395.00	1	1	15	5		10	31	7	23
<i>Internet/E-mail</i>		R 1,395.00	1	1	15	5		10	31	7	23
<i>Computer Literacy</i>		R 4,095.00	3	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	11,12	18,19	27,28	8,9	10,11	17,18	8,9	15,16
	Level 2 - Intermediate	R 2,845.00	2	4,5	13,14	25,26	10,11	17,18	29,30	6,7	20,21
	Level 3 - Data Management	R 4,995.00	2	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	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	6,7		27,28	1,2		2,3	29,30	3,4
Excel Data Visualization		R 1,945.00	1	8		29	12	26	17	31	14
WORD	Level 1 - Basic	R 2,845.00	2	11,12		25,26	8,9	23,24	8,9	22,23	5,6
	Level 2 - Intermediate	R 2,845.00	2		13,14	27,28	8,9	23,24	6,7	20,21	5,6
	Level 3 - Advanced	R 4,195.00	2		18,19			17,18		13,14	
	Word Refresher	R 1,945.00	1			29		26		24	
POWERPOINT	Level 1 - Basic	R 1,395.00	1	8		5		17		14	19
	Level 2 - Intermediate	R 2,845.00	2		13,14	27,28	10,11	23,24	13,14	22,23	10,11
	Level 3 - Advanced	R 4,195.00	2		18,19		15,16		20,21		24,25
	Presenting with PowerPoint	R 3,895.00	2		25,26		29,30		27,28		26,27
PowerPoint Refresher		R 1,945.00	1		22		26		24		28
ACCESS	Level 1 - Basic	R 3,495.00	1	4,5		3,4		6,7		5,6	1,2
	Level 2 - Intermediate	R 4,995.00	2		11,12		23,24		22,23		24,25
	Level 3 - Advanced	R 5,295.00	2		25,26		29,30		27,28		26,27
OUTLOOK	Level 1 - Email Management	R 1,395.00	1	8	22	12		3	17	7	5
	Level 2 - Personal Management	R 1,395.00	1	15	29	12		3	31	14	5
MS PROJECT	Level 1 - Fundamentals	R 4,995.00	2	6,7		8,9		8,9		10,11	
	Level 2 - Intermediate	R 4,995.00	2		18,19		23,24		20,21		24,25
	Level 3 - Advanced	R 5,295.00	2		25,26		29,30		27,28		26,27

 SPECIALISED COURSES		Course Price Excl. VAT	Number of Days	March 2019	April 2019	May 2019	June 2019	July 2019	August 2019
EXCEL	Excel Essentials - Level 1	R 2,450.00	1	4		13		22	
	Excel Essentials - Level 2	R 2,450.00	1	5		14		23	
	Excel Master Class	R 8,900.00	3		10-12		12-14		5-7
	Excel Chart Workshop	R 2,300.00	1		12		21		30
WORD	Visual Basic for Applications	R 5,885.00	3	6-8		15-17		24-26	
	Word Essentials - Level 1	R 2,450.00	1		5		14		16
	Word Essentials - Level 2	R 2,450.00	1	8		10		26	
	Word Master Class	R 8,900.00	3		10-12		12-14		26-28
POWERPOINT	Mail Merge Workshop	R 2,300.00	1	15		17		12	
	Long Document Workshop	R 2,300.00	1		12		21		30
	PowerPoint Essentials - Level 1	R 2,450.00	1	4		13		22	
	PowerPoint Essentials - Level 2	R 2,450.00	1	5		14		23	
VISIO	PowerPoint Master Class	R 8,900.00	3		10-12		12-14		14-16
	Visio Fundamentals	R 4,495.00	2	4 & 5		13 & 14		22 & 23	

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