


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

 <b>SPECIALISED COURSES</b>		Course Price Excl. VAT	Number of Days	April 2019		May 2019		June 2019		July 2019		August 2019		September 2019	
<b>EXCEL</b>	Excel Essentials - Level 1	R 2,450.00	1			10				22				6	
	Excel Essentials - Level 2	R 2,450.00	1			14				23				13	
	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			
	Visual Basic for Applications	R 5,885.00	3			15 - 17				24 - 26				25 - 27	
<b>WORD</b>	Word Essentials - Level 1	R 2,450.00	1	5				14				16			
	Word Essentials - Level 2	R 2,450.00	1			10				26				20	
	Word Master Class	R 8,900.00	3	10 - 12				12 - 14				26 - 28			
	Mail Merge Workshop	R 2,300.00	1			17				12				13	
	Long Document Workshop	R 2,300.00	1	12				21				30			
<b>POWERPOINT</b>	PowerPoint Essentials - Level 1	R 2,450.00	1			13				22				6	
	PowerPoint Essentials - Level 2	R 2,450.00	1			14				23					
	PowerPoint Master Class	R 8,900.00	3	10 - 12				12 - 14				14 - 16			
<b>VISIO</b>	Visio Fundamentals	R 4,495.00	2			13 & 14				22 & 23				11 - 12	

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