
 <b>STANDARD COURSES</b>		Course Price Excl. VAT	Number of Days	June	July	August	September	October	November	December																				
<i>Introduction to PC's - Keyboard skills</i>		R 1 395,00	1	14	28	12	26	5	28	11	25	9	21	4	20	9														
<i>Introduction to Windows</i>		R 1 395,00	1	7	21	5	19	6	29	12	26	10	22	5	21	10														
<i>Typing Skills</i>		R 1 395,00	1	7		5	26		23	13		4		1																
<i>Internet/E-mail</i>		R 1 395,00	1	14		12			23		20		25																	
<i>Computer Literacy</i>		R 4 095,00	3	10-12	26-28	8-10	22-24	5-7	28-30	11-13	25-27	9-11	21-23	4-6	20-22	9-11														
<b>EXCEL</b>	Level 1 - Basic	R 2 845,00	2	5,6	20,21	24,25	3,4	8,9	17,18	29,30	7,8	14,15	21,22	28,29	2,3	9,10	18,19	25,26	2,3	9,10	16,17	21,22 30,31	6,7	13,14	18,19	27,28	4,5	9,10	17,18	
	Level 2 - Intermediate	R 2 845,00	2	3,4	10,11 12,13	18,19	24,25	1,2	10,11	15,16	29,30	5,6	14,15	21,22	26,27	4,5	11,12	25,26	30,1		7,8	14,15	23,24 30,31	6,7	11,12	18,19	25,26	2,3	9,10	11,12
	Level 3 - Data Management	R 4 995,00	2	5,6		18,19		3,4		24,25		5,6		19,20		4,5		18,19		2,3		14,15	23,24	4,5		18,19		2,3		
	Level 4 - Advanced Formulas & Functions	R 4 995,00	2	3,4		20,21		1,2		22,23		12,13		28,29		11,12		25,26		9,10		21,22	21,22	6,7		20,21		4,5		
	Level 5 - PivotTables & Dashboard Reporting	R 4 995,00	2	3,4		20,21		3,4		17,18		7,8		19,20		2,3		18,19		2,3		14,15	28,29		13,14		27,28		9,10	
	Excel Data Visualization	R 1 945,00	1		14		28		12		26		16		30		13		27		11		25		15		29		13	
<b>WORD</b>	Level 1 - Basic	R 2 845,00	2	5,6		18,19		3,4		17,18		5,6		21,22		2,3		16,17		2,3		21,23		4,5		20,21		4,5		
	Level 2 - Intermediate	R 2 845,00	2	5,6			24,25	1,2		15,16			12,13		26,27		11,12		25,26		9,10		23,24		13,14		25,26		11,12	
	Level 3 - Advanced	R 4 195,00	2		12,13				8,9					21,22				16,17				14,15			20,21					
	Word Refresher	R 1 945,00	1			21				26		16			13					4				8				6		
<b>POWERPOINT</b>	Level 1 - Basic	R 1 395,00	1		14				19		2		23		6		20		4		18		1		22			13		
	Level 2 - Intermediate	R 2 845,00	2		10,11			10,11		22,23		12,13		26,27		9,10	18,19		7,8		21,22		4,5		18,19		2,3			
	Level 3 - Advanced	R 4 195,00	2			24,25			15,16				19,20				30,1				14,15			13,14		27,28				
	Presenting with PowerPoint	R 3 895,00	2			26,27				29,30		14,15			4,5							28,29					4,5			
	PowerPoint Refresher	R 1 945,00	1		28				26				23				27					25		15						
<b>ACCESS</b>	Level 1 - Basic	R 3 495,00	1	5,6			1,2				7,8			2,3					7,8				6,7					11,12		
	Level 2 - Intermediate	R 4 995,00	2			24,25			24,25				19,20		9,10						16,17			11,12						
	Level 3 - Advanced	R 5 295,00	2							29,30			28,29				16,17					30,31			25,26					
<b>OUTLOOK</b>	Level 1 - Email Management	R 1 395,00	1	7			5		19		2		23		6				4		18		1		22			13		
	Level 2 - Personal Management	R 1 395,00	1			28	5		19		2			30			20		4		18		1		29			13		
<b>MS PROJECT</b>	Level 1 - Fundamentals	R 4 995,00	2	10,11				10,11				12,13			4,5				7,8				11,12							
	Level 2 - Intermediate	R 4 995,00	2		24,25				24,25				21,22			9,10						16,17				27,28				
	Level 3 - Advanced	R 5 295,00	2			26,27				22,23			26,27				18,19					23,24								
 <b>SPECIALISED COURSES</b>		Course Price Excl. VAT	Number of Days	June	July	August	September	October	November	December																				
<b>EXCEL</b>	Excel Essentials - Level 1	R 2 450,00	1			22			6					1																
	Excel Essentials - Level 2	R 2 450,00	1			23			13					8																
	Excel Master Class	R 8 900,00	3				5-7				7-9				4-6															
	Excel Chart Workshop	R 2 300,00	1		28			30			25				13															
	Visual Basic for Applications	R 5 885,00	3			24-26					25-27				18-20															
<b>WORD</b>	Word Essentials - Level 1	R 2 450,00	1				16			4				6																
	Word Essentials - Level 2	R 2 450,00	1			26					20			29																
	Word Master Class	R 8 900,00	3				26-28																							
	Mail Merge Workshop	R 2 300,00	1			12					13			8																
	Long Document Workshop	R 2 300,00	1		14			30																						
<b>POWERPOINT</b>	PowerPoint Essentials - Level 1	R 2 450,00	1			22			6																					
	PowerPoint Essentials - Level 2	R 2 450,00	1			23																								
	PowerPoint Master Class	R 8 900,00	3				14-16																							
<b>VISIO</b>	Visio Fundamentals	R 4 495,00	2			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.**