


Computer Courses			2020																															
		Course Price Excl. VAT	No. of Days	June				July				August				September				October				November				December						
<b>Introduction to PC's</b>		R 1,395.00	1	8			24		13			29		12			24	7				5		21		2			30		9			
<b>Introduction to Windows</b>		R 1,395.00	1	9			25		14			30		13			25	8				6		22		3			27		10			
<b>Typing Skills</b>		R 1,395.00	1	5		19		3		17			7				28			11		23	9	23		6		20		4		18		
<b>Internet/E-mail</b>		R 1,395.00	1		12		26	3					7				28			11		23	9	23		6		20		4		18		
<b>Computer Literacy</b>		R 4,095.00	3		8-10		24-26		13-15			29-31		12-14			24-26	7-9				21-23	5-7			21-23		2-4		30-2		9-11		21-23
<b>VISIO</b>		R 4,495.00	2					1,2									26,27					28,29				21,22			23-25			14-15		
<b>EXCEL</b>	Level 1 - Basic	R 2,845.00	2	1,2	10,11		29,30	6,7	15,16	20,21	29,30	3,4		19,20	26,27	2,3	16,17			28,29	7,8	14,15	19,20	28,29	4,5	16,17		23,24	2,3		17,18			
	Level 2 - Intermediate	R 2,845.00	2	3,4		17,18	29,30	1,2	8,9	22,23	27,28	5,6	11,12	24,25	31,1		9,10	21,22		5,6	12,13			26,27	2,3	18,19		25,26		9,10	17,18			
	Level 3 - Data Management	R 4,995.00	2	1,2	10,11		24,25	6,7		20,21		5,6	11,12	24,25	2,3	14,15		30,1		14,15	21,22	28,29	4,5	16,17		30,1		14,15						
	Level 4 - Advanced Formulas & Functions	R 4,995.00	2	3,4		22,23			8,9		29,30		3,4	13,14		26,27		9,10	21,22	30,1		12,13			26,27	2,3	18,19		25,26	7,8		21,22		
	Level 5 - PivotTables & Dashboard	R 4,995.00	2	8,9			29,30	8,9			22,23		3,4		19,20	31,1	2,3	16,17			30,1	7,8			4,5		23,24	30,1				21,22		
	Excel Data Visualization	R 1,945.00	1		12		26	3			24		7		21					23				2	16		30	6		20				
	Excel Master Class	R 8,900.00	1					1-3								2-4																		
Visual Basic for Applications	R 5,885.00	3	24-26								17-19								5-7															
<b>WORD</b>	Level 1 - Basic	R 2,845.00	2	8,9		24,25		1,2		15,16			17,18		31,1		16,17		28,29		12,13			28,29	9,10		25,26	7,8			22,23			
	Level 2 - Intermediate	R 2,845.00	2	3,4		22,23			8,9		22,23	5,6		19,20		2,3		16,17		7,8				26,27		11,12	23,24	2,3			17,18			
	Level 3 - Advanced	R 4,195.00	2				29,30				27,28				31,1			21,22				21,22				16,17		7,8			21,22			
	Word Refresher	R 1,945.00	1				26		10					14					23				23			20		4						
<b>POWERPOINT</b>	Level 1 - Basic	R 1,395.00	1		12		26	3		17		7		21		4		23		2		16		6			27		11					
	Level 2 - Intermediate	R 2,845.00	2			22,23			6,7		15,16		3,4		19,20		2,3		16,17			14,15	21,22		2,3		18,19		2,3		14,15			
	Level 3 - Advanced	R 4,195.00	2			24,25			13,14		23,24	5,6			26,27		9,10		28,29		12,13			28,29	9,10		25,26				17,18			
	PowerPoint Refresher	R 1,945.00	1			19			10			7						23				23		6		20			11					
<b>ACCESS</b>	Level 1 - Basic	R 3,495.00	2	1,2				6,7		22,23			13,14					9,10									11,12		2,3					
	Level 2 - Intermediate	R 4,995.00	2	8,9					13,14					17,18					21,22					21,22				18,19		9,10				
	Level 3 - Advanced	R 5,295.00	2			17,18					27,28				31,1				28,29						26,27		23,24			17,18				
<b>OUTLOOK</b>	Level 1 - Email Management	R 1,395.00	1			19		10		24		7		21		4		23		2	16			30		13		27		11	23			
	Level 2 - Personal Management	R 1,395.00	1			19			17		31		14		28		4		18		2	16			30		13		27		11	23		
<b>PROJECT</b>	Level 1 - Fundamentals	R 4,995.00	2	3,4				1,2				3,4				7,8				30,1				2,3				2,3						
	Level 2 - Intermediate	R 4,995.00	2			17,18			13,14					13,14					14,15					14,15			11,12			9,10				
	Level 3 - Advanced	R 5,295.00	2				29,30			22,23					19,20				21,22				21,22				23,24				17,18			

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