

COMPUTER COURSES 2026 TIMETABLE			Course Price Excl. VAT	No. of Days	June			July			August			September			October			November			December			
Introduction to PC's			R 2 000,00	1	10			13			3			2			12			9			9			
Introduction to Windows			R 2 000,00	1		11			14			4			3			13			10			10		
Typing Skills			R 2 000,00	1			19			24			21			18			23	11			4			
Internet/E-mail			R 2 000,00	1			19			24			21			18			23	13			4			
Computer Literacy			R 6 300,00	3	10-12		29-31		13-15		3-5		19-21	2-4		30-2	12-14		28-30	9-11		30-2		9-11		
Microsoft Office Essentials Level 1			R 7 300,00	3	3-5			6-8				11-13			8-10		5-7				16-18		1-3			
Microsoft Office Essenstials Level 2			R 7 300,00	3		17-19			22-24			24-26		14-16			19-21				23-25		7-9			
Office Administration: Digital Technologies			R 6 500,00	2		22,23			20,21			17,18			21,22			19,20		18,19			14-15			
Power BI Intermediate			R 6 600,00	2		22,23			13,14			11,12			14,15			21,22			25,26	2.3				
Power BI Advanced			R 6 600,00	2			29,30			27,28			19,20			21,22			26,27			25,26		14-15		
Pro Essentials	Excel Pro Essentials	R 2 500,00	1	9			2			6			7			8				12		4				
	Word Pro Essentials	R 2 500,00	1		22			16			17			17			15			19		11				
	PowerPoint Pro Essentials	R 2 500,00	1		23				28			18			23			22				26	4			
EXCEL	Level 1 - Basic	R 3 900,00	2	1,2	17,18	29,30	6,7	22,23		3,4	19,20	31,1	7,8	16,17	28,29	5,6	21,22	28,29	9,10	18,19	25,26	2,3				
	Level 2 - Intermediate	R 3 900,00	2	3,4	17,18	24,25	1,2	13,14	29,30		11,12	26,27	7,8	21,22	30,1	7,8	19,20		2,3	18,19	30,1		9,10			
	Level 3 - Data Management	R 6 500,00	2	1,2		24,25	1,2	13,14	29,30		13,14	24,25	2,3		28,29		12,13	28,29	4,5	23,24		7,8				
	Level 4 - Advanced Formulas & Functions	R 6 500,00	2	3,4		22,23	6,7	22,23		5,6	17,18	31,1	9,10		28,29	7,8	21,22		2,3	23,24		2,3				
	Level 5 - PivotTables & Dashboard	R 6 500,00	2		10,11			15,16			19,20			16,17			12,13			16,17			14,15			
	Level 6 - Power Query & Data Connections	R 6 500,00	2	1,2			1,2			5,6			7,8			5,6			4,5			7,8				
	Excel Master Class	R 9 900,00	3	24 - 26			15-17			19-21			16-18			12-14			16-18							
WORD	Level 1 - Basic	R 3 900,00	2	3,4			1,2			5,6			9,10			5,6			9,10			2,3				
	Level 2 - Intermediate	R 3 900,00	2		10,11			8,9			12,13			14,16			14,15			16,17		7,8				
	Level 3 - Advanced	R 5 500,00	2			29,30			20,21			24,25			30,31			28,29			25,26	14,15				
POWERPOINT	Level 1 - Basic	R 2 500,00	1		12			17			21		4			2			4			4				
	Level 2 - Intermediate	R 3 900,00	2		17,18			15,16			13,14		9,10			12,13			7,8				9,10			
	Level 3 - Advanced	R 5 500,00	2			24,25			20,21			24,25		21,22				26,27		23,24			14,15			
ACCESS	Level 2 - Intermediate	R 6 500,00	2		17,18			15,16			13,14		9,10			12,13										
	Level 3 - Advanced	R 6 800,00	2			24,25			20,21			24,25		21,22				26,27								
OUTLOOK	Level 1 - Mail	R 2 500,00	1		12			17			14			18			16		4			4				
	Level 2 - Personal Management	R 2 500,00	1			26			24			21			25			23	11			11				
	Email Management & Etiquette	R 5 100,00	2		24,25			8,9			17,18			16,17			14,15			16,17		2,3				
PROJECT	Level 2 - Intermediate	R 5 500,00	2	3,4			6,7			3,4			2,3				12,13		9,10			2,3				
	Level 3 - Advanced	R 6 800,00	2			29,23			27,28		19,20			14,15			21,22			23,24			9,10			

All courses can be delivered Classroom-based, Online, or via a Blended Learning approach. Additional dates and costs are available on request, and all dates are subject to change depending on demand.