



Module	COURSES INCLUDED	No. of Days	Course Price Excl. VAT	SP-240201 : Basic End User Computing (NQF 3, 30 credits)															
				June				July				August				September			
Module 1 – Digital Foundations	Computer Literacy	3	R 6 300,00	10-12		29-1	13-15			3-5		19-21	2-4		30-2	12-14		28-30	9-11
	Internet/E-mail	1	R 2 500,00		12			24			21			18			23		4
Module 2 – Workplace Communication	Email Management & Etiquette (Basic)	2	R 3 900,00		24,25			8,9			17,18			16,17			14,15		16,17
	Business Writing Skills	1	R 2 500,00	1						3				10					9
Module 3 – Business Documents	Word - Level 1 Basic	2	R 3 900,00	3,4			1,2			17,18									
Module 4 – Spreadsheets for the Workplace	Excel - Level 1 Basic	2	R 3 900,00	1,2		29,30	6,7	22,23		3,4	19,20	31,1	7,8	16,17	28,29	5,6	21,22	28,29	
Module 5 – Presenting Information	PowerPoint - Level 1 Basic	2	R 3 900,00		17,18			15,16			12,13			9,10			5,6		9,10
Module 6 – Workplace Application Project	Integrated Project	3	R 3 900,00	3,4			6,7				11,12			21,22					25,26
Total days of Training		16	Total classroom training: 16 days × 6 hours per day = 96 facilitated contact hours (as per timetable above). The remaining hours are achieved through structured practical tasks, workplace application, and assessments, ensuring learners meet the full programme requirements without being away from work for extended periods.																

Module	COURSES INCLUDED	No. of Days	Course Price Excl. VAT	SP-240202 : Intermediate End User Computing (NQF 4, 20 credits)															
				June				July				August				September			
Module 1 – Data Handling & Analysis	Excel – Level 2 (Intermediate)	2	R 3 900,00	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
Module 2 – Advanced Workplace Documents	Word – Level 2 (Intermediate)	2	R 3 900,00		10,11			8,9			12,13			14,15			14,15		16,17
Module 3 – Business Presentations	PowerPoint – Level 2 (Intermediate)	2	R 3 900,00		17,18			15,16			12,13		9,10				12,13		7,8
Module 4 – Workplace Communication	Email Management & Etiquette (Intermediate)	2	R 3 300,00			24,25		8,9			17,18			16,17			14,15		16,17
	Report Writing Skills	1	R 2 500,00					17						10,11					2,3
Module 5 – Workplace Reporting Project	Module 5 – Workplace Reporting Project	3	R 7 300,00		17-19			22-24				24-26			28,29			28,29	
Total days of Training		12	Total classroom training: 11 days × 6 hours per day = 66 facilitated contact hours (as per timetable above). The remaining 134 hours are achieved through structured practical tasks, workplace application, and assessments, ensuring learners meet the full programme requirements without being away from work for extended periods.																

Module	COURSES INCLUDED	No. of Days	Course Price Excl. VAT	SP-240203 : Advanced End User Computing End User Computing (NQF 5, 20 credits)															
				June				July				August				September			
Module 1 – Advanced Data Management	Excel Level 3 - Data Management	2	R 6 500,00	1,2		24,25	1,2		29,30		13,14	24,25	2,3		28,29		12,13	28,29	4,5
Module 2 – Advanced Formulas and Functions	Excel Level 4 - Advanced Formulas & Functions	2	R 6 500,00	3,4		22,23	6,7	22,23		5,6	17,18	31,1	9,10		28,29	7,8	21,22		2,3
Module 3 – Data Analysis & Reporting	Excel Level 5 - PivotTables & Dashboards	2	R 6 500,00		10,11			15,16			19,20			16,17			12,13		16,17
Module 4 – Data Insights & Dashboards	Power BI	2	R 6 500,00	1,2			1,2			5,6				14,25			25,26	2,3	
Module 5 – Business Presentations	PowerPoint – Level 3 (Advanced)	2	R 5 500,00	1,2			1,2				24,25		21,22				25,26		23,24
Module 6 – Data Reporting Project	Integrated Project	2	R 5 500,00	13,14				29,23				29,30			30,1				30,1
Total days of Training		12	Total classroom training: 12 days × 6 hours per day = 72 facilitated contact hours (as per timetable above). The remaining 134 hours are achieved through structured practical tasks, workplace application, and assessments, ensuring learners meet the full programme requirements without being away from work for extended periods.																