

STANDARD COURSES		Course Price Excl. VAT	Number of Days	January 2019				February 2019				March 2019				April 2019				May 2019				June 2019			
Introduction to PC's - Keyboard skills		R 1,395.00	1	7			29		13				11		27	10		24		10		24			14		28
Introduction to Windows		R 1,395.00	1	8			30		14				12		28	11		26			17		31	7		21	
Typing Skills		R 1,395.00	1	11		25		8		22		1		15		5					10		31		7		
Internet/E-mail		R 1,395.00				25		8		22		1		15		5					10			14			
Computer Literacy		R 4,095.00	3	7 - 8			29 - 31		13 - 15		26 - 28		11 - 13		27 - 29		10 - 12		29,30	6-8			22-24		10-12		26-28
EXCEL	Level 1 - Basic	R 2,845.00	2	7,8		16,17	23,24	4,5	13,14	20,21	27,28	11,12		18,19	27,28	8,9	10,11	17,18		8,9	15,16	22,23		5,6		20,21	24,25
	Level 2 - Intermediate	R 2,845.00	2	9,10	16,17	23,24	28,29	11,12		18,19	27,28	4,5	13,14		25,26	10,11		17,18	29,30	6,7		20,21	29,30	3,4		18,19	
	Level 3 - Data Management	R 4,995.00	2	9,10		23,24		6,7	13,14	18,19		6,7		18,19		1,2		15,16		2,3		15,16		5,6		18,19	
	Level 4 - Advanced Formulas & Functions	R 4,995.00	2		14,15		30,31	4,5		20,21		4,5		18,19		3,4		17,18		2,3		15,16		3,4		20,21	
	Level 5 - PivotTables & Dashboard Reporting	R 4,995.00			14,15		30,31	6,7			25,26	6,7		27,28		1,2				2,3			29,30	3,4		20,21	
	Excel Data Visualization NEW	R 1,945.00	1	11		25		1		22		8			29		12		26		17		31		14		28
WORD	Level 1 - Basic	R 2,845.00	2		14,15		30,31	6,7		20,21		11,12			25,26		8,9		23,24		8,9		22,23		5,6		18,19
	Level 2 - Intermediate	R 2,845.00	2		16,17		28,29		11,12		27,28		13,14		27,28		8,9		23,24	6,7		20,21		5,6		18,19	
	Level 3 - Advanced	R 4,195.00	2			23,24				20,21				18,19				17,18			13,14				12,13		
	Word Refresher	R 1,945.00	1			25				22					29				26				24				21
POWERPOINT	Level 1 - Basic	R 1,395.00	1			18			15			8				5				17				14			
	Level 2 - Intermediate	R 2,845.00	2		21,22		30,31		11,12	20,21			13,14		27,28		10,11		23,24		13,14		22,23		10,11		24,25
	Level 3 - Advanced	R 1,945.00	1			18				22				22				26				24				28	
	Presenting with PowerPoint	R 3,895.00				23,24					27,28				25,26				29,30				27,28			26,27	
	PowerPoint Refresher	R 1,945.00	1			18			15					22				26				24				28	
ACCESS	Level 1 - Basic	R 3,495.00	1					4,5				4,5				3,4				6,7				5,6			
	Level 2 - Intermediate	R 4,995.00	2				28,29				27,28		11,12					23,24				22,23				24,25	
	Level 3 - Advanced	R 5,295.00	2						13,14						25,26				29,30				27,28				26,27
OUTLOOK	Level 1 - Email Management	R 1,395.00	1	11		25		8		22			8		22		12			3		17		7			
	Level 2 - Personal Management	R 1,395.00	1	11		25		8		22			15		29		12			3			31		14		
MS PROJECT	Level 1 - Fundamentals	R 4,995.00	2	9,10				4,5				6,7				8,9				8,9				10,11			
	Level 2 - Intermediate	R 4,995.00	2		16,17				13,14					18,19				23,24				20,21				24,25	
	Level 3 - Advanced	R 5,295.00	2			23,24					25,26				25,26				29,30				27,28				26,27
SPECIALISED COURSES																											
EXCEL	Excel Essentials - Level 1	R 2,450.00	1	16								4								13							
	Excel Essentials - Level 2	R 2,450.00	1	17								5								14							
	Excel Master Class	R 8,900.00	3					20 - 22								10 - 12								26-28			
	Excel Chart Workshop	R 2,300.00	1					15								12								21			
	Visual Basic for Applications	R 5,885.00	3	16 - 18								6 - 8								15 - 17							
WORD	Word Essentials - Level 1	R 2,450.00	1	8								5								14							
	Word Essentials - Level 2	R 2,450.00	1	18								8								10							
	Word Master Class	R 8,900.00	3					6 - 8								10 - 12								12 - 14			
	Mail Merge Workshop	R 2,300.00	1	11								15								17							
	Long Document Workshop	R 2,300.00	1					15								12								21			
POWERPOINT	PowerPoint Essentials - Level 1	R 2,450.00	1	16								4								13							
	PowerPoint Essentials - Level 2	R 2,450.00	1	17								5								14							
	PowerPoint Master Class	R 8,900.00	3					6 - 8								10 - 12								12 - 14			
OneNote	OneNote Fundamentals	R 2,450.00	1	8								5								14							
VISIO	Visio Fundamentals	R 4,495.00	2	16 & 17								4 & 5								13 & 14							

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



Please note: Course dates subject to change