

		Cost per person per course / workshop Excluding VAT	No of Days	August 2020				September 2020				October 2020				November 2020				December 2020					
Intro	Introduction to P.C's	R 1 395.00	1			11				17					15					19				7	
	Introduction to Windows	R 1 395.00	1			12				18					16					20				8	
	Typing Skills	R 1 395.00	1																					7-9	
	Computer Literacy	R 4 095.00	3			11-13				17-19					15-17					19-21					
Spreadsheets	Excel	Level 1: Basic	R 2 845.00	2			13-14		1-2	17-18		29-30			15-16		27-28	3-4		12-13	19-20		1-2	14-15	
		Level 2: Intermediate	R 2 845.00	2	5-6		24-25			10-11				8-9											14-15
		Level 3: Data Management	R 4 995.00	2			11-12				15-16				13-14						17-18				12-13
		Level 4: Complex Formulas	R 4 995.00	2			20-21					25-26				22-23						26-27			5-6
		Level 5: PivotTable & Dashboard	R 4 995.00	2	3-4					8-9					6-7										
		Chart Workshop	R 2 300.00	1																					
		Visual Basic in Excel	R 6 495.00	3			26-28											29-31							
		Data Visualisation	R 1 945.00	1			26										24		11				28		
		Essentials Level 1	R 2 450.00	1	7		27			12		19			10	17				14		21			
		Essentials Level 2	R 2 450.00	1			28																		
		Master Class	R 8 900.00	3				3-5						1-3					5-7						
		Word Processing	Word	Level 1: Basic	R 2 845.00	2			3-4						1-2				5-6				26-27		
Level 2: Intermediate	R 2 845.00			2	5-6				10-11					8-9				12-13						7-8	
Level 3: Advanced	R 4 195.00			2			19-20				15-16				13-14						17-18			12-13	
Refresher	R 1 945.00			1																					
Mail Merge Workshop	R 1 645.00			1																					
Long Document Workshop	R 1 645.00			1																					
	R 1 645.00			1																					
Graphic and Web	PowerPoint	Level 1: Basic	R 1 395.00	1	7												10						5-6		
		Level 2: Intermediate	R 2 845.00	2	3-4				8-9					6-7				10-11							
		Level 3: Advanced	R 4 195.00	2			17-18				22-23				20-21						24-25				
	Refresher	R 1 945.00	1																						
	Adobe Acrobat (Scheduled on Demand)	R 4 945.00	2																						
	CorelDRAW (Scheduled on Demand)	R 5 495.00	3																						
	Adobe Photoshop (Scheduled on Demand)	R 5 495.00	3																						
	Publisher (Scheduled on Demand)	R 3 195.00	2																						
	Internet/E-mail (Scheduled on Demand)	R 1 945.00	1																						
	HTML (Scheduled on Demand)	R 5 435.00	3																						
Database	Access	Level 1: Basic	R 3 495.00	2																					
		Level 2: Intermediate	R 4 995.00	2			24-25		1-2									3-4					1-2		
		Level 3: Advanced	R 5 295.00	2									29-30												
	Outlook	Level 1: Mail	R 1 395.00	1			14		5											7					
		Level 2: Personal Management	R 1 395.00	1																				9	
	Project	Level 1: Fundamentals	R 4 995.00	2										3						31					
		Level 2: Intermediate	R 4 995.00	2																					
		Level 3: Advanced	R 5 295.00	2								22-23	25-26				20-21					24-25			
	Any Soft Skills not Scheduled are Scheduled on Demand																								
	Soft Skills	Assertiveness Skills	R 2 495.00	1																					
Business & Telephone Etiquette		R 2 495.00	1							12				10					14						
Business Writing Skills		R 2 495.00	1			18			10																
Conflict Management		R 2 495.00	1																						
Customer Service		R 2 495.00	1							19								29							
Diversity		R 4 795.00	2																						
Emotional Intelligence		R 2 495.00	1																						
Grammar Essentials		R 2 495.00	1			17			9																
Leadership Skills		R 2 495.00	1												13										
Leadership & Supervisory Skills		R 4 795.00	2																						
Minute Taking		R 2 495.00	1			19			11																
Presenting Skills		R 2 495.00	1																						
Negotiation Skills		R 2 495.00	1																						
Presenting with PowerPoint		R 4 795.00	2																						
Problem Solving		R 2 495.00	1											3											
Professional Office Assistant		R 2 495.00	1																						
Professional Sales Skills		R 4 795.00	2																						
Stress Management		R 2 495.00	1			21																			
Time Management		R 2 495.00	1													24					28				

Please Note: Course dates subject to change without notification.