
		Cost per person per course / workshop Excluding VAT	No of Days	November 2020			December 2020			January 2021			February 2021			March 2021				
Intro	Introduction to P.C's	R 1 395.00	1			19			7			6			10			29		
	Introduction to Windows	R 1 395.00	1			20			8			7			11			30		
	Typing Skills	R 1 395.00	1																	
	Computer Literacy	R 4 095.00	3			19-21			7-9			6 - 8			10 - 12			29-31		
Spreadsheets	Excel	Level 1: Basic	R 2 845.00	2	3-4	19-20		1-2	14-15			6 - 7		25 - 26	8 - 9		1 - 2			
		Level 2: Intermediate	R 2 845.00	2		12-13	23-24		10-11			11 - 12			1 - 2			8 - 9		
		Level 3: Data Management	R 4 995.00	2		17-18			12-13				18 - 19			10 - 11			15 - 16	
		Level 4: Complex Formulas	R 4 995.00	2			26-27		5-6					25 - 26		15 - 16			25 - 26	
		Level 5: PivotTable & Dashboard	R 4 995.00	2												22 - 23			17 - 18	
		Chart Workshop	R 2 300.00	1																
		Visual Basic for Applications	R 6 495.00	3																
		Data Visualisation	R 1 945.00	1	11		28												10 - 12	
		Essentials Level 1	R 2 450.00	1		14														
		Essentials Level 2	R 2 450.00	1			21													
		Master Class	R 8 900.00	3	5-7								14 - 16			17 - 19				
Word Processing	Word	Level 1: Basic	R 2 845.00	2	5-6		26-27					11 - 12		1 - 2			1 - 2			
		Level 2: Intermediate	R 2 845.00	2		12-13			7-8						8 - 9			10 - 11		
		Level 3: Advanced	R 4 195.00	2			17-18			12-13									17 - 18	
		Refresher	R 1 945.00	1																
		Mail Merge Workshop	R 1 645.00	1																
		Long Document Workshop	R 1 645.00	1																
PowerPoint	Level 1: Basic	R 1 395.00	1	10				5-6				22		12			12			
	Level 2: Intermediate	R 2 845.00	2		10-11										17 - 18				23 - 24	
	Level 3: Advanced	R 4 195.00	2			24-25									22 - 23					
	Refresher	R 1 945.00	1																	
CorelDRAW	R 5 495.00	3																		
Database	Access	Level 1: Basic	R 3 495.00	2				1-2					20 - 21		15 - 16					
		Level 2: Intermediate	R 4 995.00	2	3-4									27 - 28				3 - 4		
		Level 3: Advanced	R 5 295.00	2															25 - 26	
Mail	Outlook	Level 1: Mail	R 1 395.00	1	7								22		5		5			
		Level 2: Personal Management	R 1 395.00	1					9						29				19	
Project	Project	Level 1: Fundamentals	R 4 995.00	2																
		Level 2: Intermediate	R 4 995.00	2			24-25												15 - 16	23 - 24
		Level 3: Advanced	R 5 295.00	2																
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		14							8								
	Business Writing Skills	R 2 495.00	1										14			25	4			
	Conflict Management	R 2 495.00	1																	
	Customer Service	R 2 495.00	1															19		
	Diversity	R 4 795.00	2																	
	Emotional Intelligence	R 2 495.00	1																	
	Grammar Essentials	R 2 495.00	1																	
	Leadership Skills	R 2 495.00	1																8 - 9	
	Leadership & Supervisory Skills	R 4 795.00	2																	
	Minute Taking	R 2 495.00	1																	
	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																	
	Professional Office Assistant	R 2 495.00	1																	
	Professional Sales Skills	R 4 795.00	2																	
	Stress Management	R 2 495.00	1																	
	Time Management	R 2 495.00	1			28														

Please Note: Course dates subject to change without notification.

				Cost per person per course / workshop Excluding VAT	No of Days	April 2021				May 2021				June 2021				July 2021			
Intro	Introduction to P.C's	R	1 395.00	1		12					26		2					5			
	Introduction to Windows	R	1 395.00	1		13					27		3					6			
	Typing Skills	R	1 395.00	1																	
	Computer Literacy	R	4 095.00	3		12 - 14					26-28		2-4					5-8			
Spreadsheets	Excel	Level 1: Basic	R	2 845.00	2	6 - 7				6-7			7-8		21-22		1-2		14-15		
		Level 2: Intermediate	R	2 845.00	2		19 - 20			19-20				14-15	23-24			8-9		21-22	
		Level 3: Data Management	R	4 995.00	2			28 - 29			24-25			17-18					14-15		26-27
		Level 4: Complex Formulas	R	4 995.00	2					6-7					21-22					19-20	29-30
		Level 5: PivotTable & Dashboard	R	4 995.00	2					13-14											
		Chart Workshop	R	2 300.00	1																
		Visual Basic for Applications	R	6 495.00	3						17-19					23-25					
		Data Visualisation	R	1 945.00	1																
		Essentials Level 1	R	2 450.00	1		23				21			11						16	
		Essentials Level 2	R	2 450.00	1			30								25					23
Master Class	R	8 900.00	3						10-12						28-30				21-23		
Word Processing	Word	Level 1: Basic	R	2 845.00	2	6 - 7	15 - 16			3-4		31	1				1-2				
		Level 2: Intermediate	R	2 845.00	2					10-11				9-10					12-13		
		Level 3: Advanced	R	4 195.00	2		19 - 20								14-15						
		Refresher	R	1 945.00	1																
		Mail Merge Workshop	R	1 645.00	1																
		Long Document Workshop	R	1 645.00	1																
PowerPoint	PowerPoint	Level 1: Basic	R	1 395.00	1					8				11					16		
		Level 2: Intermediate	R	2 845.00	2	8 - 9				17-18				17-18					19-20		
		Level 3: Advanced	R	4 195.00	2		21 - 22				26-27					28-29				28-29	
		Refresher	R	1 945.00	1																
		CorelDRAW	R	5 495.00	3		21 - 23								7-9						
Database	Access	Level 1: Basic	R	3 495.00	2	15 - 16											8-9				
		Level 2: Intermediate	R	4 995.00	2			28 - 29											12-13		
		Level 3: Advanced	R	5 295.00	2				3-4												
Mail	Outlook	Level 1: Mail	R	1 395.00	1		30			14			10								
		Level 2: Personal Management	R	1 395.00	1										30						
Project	Project	Level 1: Fundamentals	R	4 995.00	2																
		Level 2: Intermediate	R	4 995.00	2					12-11											
		Level 3: Advanced	R	5 295.00	2						24-25										
Any Soft Skills not Scheduled are Scheduled on Demand																					
Soft Skills	Assertiveness Skills	R	2 495.00	1						8										30	
	Business & Telephone Etiquette	R	2 495.00	1									3					6			
	Business Writing Skills	R	2 495.00	1		13															
	Conflict Management	R	2 495.00	1																	
	Customer Service	R	2 495.00	1						21											
	Diversity	R	4 795.00	2																	
	Emotional Intelligence	R	2 495.00	1																	
	Grammar Essentials	R	2 495.00	1		12							2					5			
	Leadership Skills	R	2 495.00	1																	
	Leadership & Supervisory Skills	R	4 795.00	2																	
	Minute Taking	R	2 495.00	1		14							4					7			
	Presenting Skills	R	2 495.00	1																	
	Negotiation Skills	R	2 495.00	1																	
	Presenting with PowerPoint	R	4 795.00	2	8 - 9																
	Problem Solving	R	2 495.00	1																	
	Professional Office Assistant	R	2 495.00	1																	
	Professional Sales Skills	R	4 795.00	2																	
	Stress Management	R	2 495.00	1						28											
Time Management	R	2 495.00	1																		

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