03/10/2019 0 00	KE	Cost per person per course / workshop Excluding VAT	No of Days	January 2020 February 2020 March 2020									April 2020									
	Introduction to P		R 1 395.00	1	8						17				16							
Intro	Introduction to V	Vindows	R 1 395.00 R 1 395.00	1	9						18				17							29
゠	Typing Skills			1																		
⊢	Computer Literac		R 4 095.00	3	8-10						17-19				16-18							
		Level 1: Basic	R 2 845.00	2	6-7		22-23		3-4		19-20		2-3		18-19		30-31			16-17		28-29
		Level 2: Intermediate	R 2 845.00	2		15-16				12-13				11-12		25-26			8-9		22-23	
		Level 3: Data Management	R 4 995.00	2			20-21				17-18				16-17					14-15		
ets		Level 4: Complex Formulas	R 4 995.00	2				29-30	2.4			26-27				25-26					22-23	
Spreadsheets	Event	Level 5: PivotTable & Dashboard	R 4 995.00	2					3-4													
ead	Excel	Chart Workshop	R 2 300.00	3														4.2				
Spr		Visual Basic in Excel	R 6 495.00	1		14			5-7			28					27	1-3			24	
1		Data Visualisation	R 1 945.00	1		14 17				14		28			13		27				24	
		Essentials Level 1 Essentials Level 2	R 2 450.00	1		1/	2.4			14	24				20							
			R 2 450.00	3			24				21		4.6		20							
$\vdash$		Master Class Level 1: Basic	R 8 900.00 R 2 845.00	2	8-9				5-6				4-6 4-5					1-2				23
ing		Level 1: Basic Level 2: Intermediate	R 2 845.00	2	6-9	15-16			5-6	12-13			4-5	11-12				1-2	8-9			
cess		Level 2: Intermediate Level 3: Advanced	R 2 845.00	2		13-10	20-21	29-30		12-13	20-21			11-12	19-20				0-9	14-15		
Pro	Word	Refresher	R 4 195.00	1			20-21	25-30			20.51				13.20					14-13		
Word Processing		Mail Merge Workshop	R 1 645.00	1																	20-21	
š		Long Document Workshop	R 1 645.00	1																		
H		Level 1: Basic	R 1 395.00	1		13		31									27					
		Level 2: Intermediate	R 2 845.00	2		13-14		31		10-11				9-10			- 27		6-7			
	PowerPoint	Level 3: Advanced	R 4 195.00	2		10 11		27-28		10 11		24-25		3 10		23-24					20-21	
		Refresher	R 1 945.00	1				27 20				24 23				25 24					20 21	
e	Adobe Acrobat (S	Scheduled on Demand)	R 4 945.00	2																		
≥		eduled on Demand)	R 5 495.00	3																	20-21	
a		p(Scheduled on Demand)	R 5 495.00	3																		
ij		uled on Demand)	R 3 195.00	2																		
irap		(Scheduled on Demand)	R 1 945.00	1																		
٥	HTML (Scheduled on Demand) DreamWeaver (Scheduled on Demand) Visio (Scheduled on Demand)		R 5 435.00	3																		
			R 5 435.00	3																		
			R 4 945.00	2																		
	Flash (Scheduled		R 5 435.00	3																		
se		Level 1: Basic	R 3 495.00	2																		
taba	Access	Level 2: Intermediate	R 4 995.00	2	6-7							26-27	2-3				30-31			16-17		
Databası		Level 3: Advanced	R 5 295.00	2						10-11												
Mail	Outlook	Level 1: Mail	R 1 395.00	1	10								6									30
	Outlook	Level 2: Personal Management	R 1 395.00	1					7													
Project		Level 1: Fundamentals	R 4 995.00	2																		
-è	Project	Level 2: Intermediate	R 4 995.00	2				27-28				24-25				23-24					20-21	
		Level 3: Advanced	R 5 295.00	2										9-10								
	Any Soft Skills not	Scheduled are Scheduled on Demand																				
	Assertiveness Ski	ills	R 2 495.00	1						14												
	<b>Business &amp; Telep</b>	hone Etiquette	R 2 495.00	1		17					17			13								
	<b>Business Writing</b>		R 2 495.00	1			23												6			
	Conflict Manager		R 2 495.00	1		17																
	Customer Service	e	R 2 495.00	1						14			6									
	Diversity		R 4 795.00	2																		
1	Emotional Intellig		R 2 495.00	1				30	5													
۱.,	Grammar Essenti		R 2 495.00	1			22											3				
Ķij	Leadership Skills		R 2 495.00	1							20-21											30
ft S	Leadership & Sup	pervisory Skills	R 4 795.00	2											19-20							
S	Minute Taking		R 2 495.00	1			24												7			
l	Presenting Skills Negotiation Skills		R 2 495.00	1																		
l			R 2 495.00 R 4 795.00	1																		30
1		Presenting with PowerPoint		2						10-11		2.5								<u> </u>		
	Problem Solving		R 2 495.00	1		47		31				28				22						
	Professional Office		R 2 495.00	1		17										23						
	Professional Sale		R 4 795.00	2			24					20										
	Stress Manageme Time Manageme		R 2 495.00	1			24					28			_						24	
		es subject to change without notification.	n 2 495.00	1																	24	

00.0 00.0 2/0 1/5 0		PASE TRAINING SOLUTIONS	Cost per person per course / workshop Excluding VAT	No of Days	May 2020						July 2020						August 2020						
	Introduction to		R 1 395.00	1			11					17					15					11	
tro	Introduction to	Windows	R 1 395.00	1			12					18					16					12	
드	Typing Skills		R 1 395.00	1																			
	Computer Litera		R 4 095.00	_			11-13					17-19					15-17					11-13	
		Level 1: Basic	R 2 845.00	2		4-5				1-2		17-18					15-16		27-28			13-14	
		Level 2: Intermediate	R 2 845.00	2		6-7		20-21			10-11			29-30		8-9		22-23		5-6			24-25
		Level 3: Data Management	R 4 995.00	2			11-12		28-29				22-23	29-30			13-14					11-12	
ets		Level 4: Complex Formulas	R 4 995.00	2				21-22					24-25					22-23				20-21	
she	Excel	Level 5: PivotTable & Dashboard Chart Workshop	R 4 995.00	2							8-9					6-7				3-4			
ead	Excei		R 2 300.00	3					27.20										20.24				25.20
Spr		Visual Basic in Excel Data Visualisation	R 6 495.00	3					27-29				20						29-31	_			26-28
		Essentials Level 1	R 1 945.00 R 2 450.00	1		8					12		26			10				7			26 27
		Essentials Level 2	R 2 450.00	1		8	15				12	19				10	17						28
		Master Class	R 2 450.00	3			15			3-5		19			1-3		1/					_	28
-		Level 1: Basic	R 2 845.00	2		6-7				3-4					1-3				29-30				
ing		Level 2: Intermediate	R 2 845.00			0-7	13-14			3-4	10-11				1-2	8-9			25-30	5-6			
cess		Level 3: Advanced	R 4 195.00	2			14-15				10-11		24-25			0-3	13-14			3-0		19-20	
Pro	Word	Refresher	R 4 195.00	1			1.13						2,23				15 17					13 20	
ord		Mail Merge Workshop	R 1 645.00	1																			
>		Long Document Workshop	R 1 645.00	1																			
		Level 1: Basic	R 1 395.00	1																7			
		Level 2: Intermediate	R 2 845.00	2		4-5					8-9					6-7				3-4			
	PowerPoint	Level 3: Advanced	R 4 195.00	2				18-19					22-23			0,		20-21		3.4		17-18	
		Refresher	R 1945.00	1				10 15					22 25					20 21				17 10	
eb	Adobe Acrobat (	(Scheduled on Demand)	R 4 945.00	2																			
≥ 5		neduled on Demand)	R 5 495.00	3					25-27														
au	Adobe Photoshop(Scheduled on Demand) Publisher (Scheduled on Demand) Internet/E-mail (Scheduled on Demand) HTML (Scheduled on Demand) DreamWeaver (Scheduled on Demand)		R 5 495.00	3																			
hic			R 3 195.00	2																			
3ra			R 1 945.00	1																			
٥			R 5 435.00	3																			
			R 5 435.00	3																			
	Visio (Scheduled	d on Demand)	R 4 945.00	2																			
	Flash (Scheduled	d on Demand)	R 5 435.00	3																			
ase		Level 1: Basic	R 3 495.00	2																			
tab	Access	Level 2: Intermediate	R 4 995.00	2						1-2									27-28				24-25
Da		Level 3: Advanced	R 5 295.00	2																			
Mail	Outlook	Level 1: Mail	R 1 395.00	1						5								24			14		
		Level 2: Personal Management	R 1 395.00	1											3				31				
ţ		Level 1: Fundamentals	R 4 995.00	2																			
Project	Project	Level 2: Intermediate	R 4 995.00	2														20-21					
		Level 3: Advanced	R 5 295.00	2																			
		Scheduled are Scheduled on Demand																					
	Assertiveness SI		R 2 495.00			8																	
		phone Etiquette	R 2 495.00	1							12					10							
	Business Writing		R 2 495.00	1				19			10											18	
	Conflict Manage		R 2 495.00																				
	Customer Service	e	R 2 495.00	1								19							29				
	Diversity		R 4 795.00	_																			
	Emotional Intell		R 2 495.00	1																			
s	Grammar Essent		R 2 495.00	1				18			9							_				17	
kill	Leadership Skills		R 2 495.00 R 4 795.00	1													13						
et s		Leadership & Supervisory Skills Minute Taking		2				20														40	
Sc				1				20			11											19	
	Presenting Skills Negotiation Skills Presenting with PowerPoint		R 2 495.00	1														_					
			R 2 495.00	1					25.26														-
			R 4 795.00 R 2 495.00	2					25-26						_								
		Problem Solving		1											3								
	Professional Off		R 2 495.00	1																			
	Professional Sale		R 4 795.00	1																		21	
	Stress Managem Time Manageme		R 2 495.00 R 2 495.00					22					26					24				21	
		tes subject to change without notification.	n 2 495.00	1				22					20					24					

Please Note: Course dates subject to change without notification.

610201/10	KE	per wo	per person course / orkshop uding VAT	No of Days		September 2020					Od	tober 20	)20			Novemb		December 2020				
	Introduction to P		R	1 395.00	1			17					15					19			7	
it l	Introduction to W	Vindows	R	1 395.00	1			18					16					20			8	
_	Typing Skills		R	1 395.00				17.10					45 47					10.21			7.0	
Н	Computer Literac	Level 1: Basic	K	4 095.00	2	1-2		17-19 17-18		29-30			15-17 15-16		27-28	3-4		19-21 19-20		1-2	7-9	14-15
			R	2 845.00		1-2		17-18		29-30			15-16		27-28	3-4		19-20		1-2		
		Level 2: Intermediate	R	2 845.00	2		10-11	15-16				8-9	13-14				12-13	17-18				14-15
		Level 3: Data Management	R	4 995.00				15-16	25.26				13-14	22.22				17-18	26.27			12-13
ets		Level 4: Complex Formulas	R	4 995.00	2		0.0		25-26			6.7		22-23					26-27		5-6	
she		Level 5: PivotTable & Dashboard Chart Workshop	R	4 995.00	2		8-9					6-7										
ead		Visual Basic in Excel	R	2 300.00	3										20.24							
Spr			R	6 495.00										2.4	29-31				28			
		Data Visualisation	R	1 945.00	1		4.0					40		24		11			28			
		Essentials Level 1 Essentials Level 2	R	2 450.00			12					10					14					
			R	2 450.00	3	2.5		19			1.3		17			F 7		21				
Н		Master Class Level 1: Basic	К	8 900.00 2 845.00	_	3-5 3-4					1-3 1-2					5-7 5-6			26-27			
ing		Level 1: Basic Level 2: Intermediate	K	2 845.00	2	3-4	10-11				1-2	8-9				5-0	12-13			7-8		
Word Processing			K D		2		10-11	15-16				0-9	13-14				12-13	17-19			7-8	12-13
Proc	Word	Level 3: Advanced Refresher	K	4 195.00 1 945.00	1			12-10					15-14					17-18				12-13
rd l			K		1																	
š		Mail Merge Workshop Long Document Workshop	R D	1 645.00 1 645.00	1																	
Н		Level 1: Basic	D.	1 395.00	1											10					5-6	
		Level 1: basic Level 2: Intermediate	R D		2		8-9					6-7				10	10-11				3-0	
	PowerPoint	Level 3: Advanced	R 2 845.00 2 R 4 195.00 2		6-9	22-23				0-7		20-21			10-11		24-25					
		Refresher	R	1 945.00	1			22 23						20 21				24-	24 23			
ep P	Adobe Acrobat (S	Scheduled on Demand)	D	4 945.00	2																	
≥		eduled on Demand)	D	5 495.00	3																	
auc		pe Photoshop(Scheduled on Demand) isher (Scheduled on Demand)		5 495.00	3																	
ję.			R	3 195.00	2																	
rab		Scheduled on Demand)	R	1 945.00	1																	
٥		TML (Scheduled on Demand)		5 435.00	3																	
	DreamWeaver (S	cheduled on Demand)	R	5 435.00	3																	
	Visio (Scheduled	on Demand)	R	4 945.00	2																	
	Flash (Scheduled	on Demand)	R	5 435.00	3																	
ase		Level 1: Basic	R	3 495.00	2																	
Databas	Access	Level 2: Intermediate	R	4 995.00	2	1-2										3-4				1-2		
Da		Level 3: Advanced	R	5 295.00	2					29-30			27-28									
Mail	Outlook	Level 1: Mail	R	1 395.00	1	5										7			1-2			
		Level 2: Personal Management	R	1 395.00	1						3				31						9	
ščt		Level 1: Fundamentals	R	4 995.00	2																	
Project	Project	Level 2: Intermediate	R	4 995.00	2				22-23					20-21					24-25			
		Level 3: Advanced	R	5 295.00	2					25-26					29-30							
		Scheduled are Scheduled on Demand																				
1	Assertiveness Ski		R	2 495.00	1																	
	Business & Telep		R	2 495.00	1		12					10					14					
	Business Writing		R	2 495.00	1		10															
	Conflict Manager		R	2 495.00				19							20							
	Customer Service		K	2 495.00	2			19							29							
	Diversity Emotional Intellig	gonco	K D	4 795.00 2 495.00	1																	
1	Grammar Essenti		R D	2 495.00	1		9															
<u>s</u>	Leadership Skills		R	2 495.00	1		,						13									
Ski	Leadership & Sup		R	4 795.00	2								13									
30 ft	Minute Taking		R	2 495.00	1		11															
۰,	Presenting Skills			2 495.00	1																	
	Negotiation Skills		R	2 495.00	1																	
		Presenting with PowerPoint		4 795.00	2																	
	Problem Solving		R	2 495.00	1						3											
1	Professional Office	ce Assistant	R	2 495.00	1																	
1	Professional Sales	s Skills	R	4 795.00	2																	
	Stress Manageme	ent	R	2 495.00	1																	
	Time Manageme	nt	R	2 495.00	1									24					28			