
			Cost per person per course / workshop Excluding VAT	No of Days	January 2019				February 2019				March 2019				April 2019				May 2019				June 2019			
Intro	Introduction to PC's - Keyboard skills		R 1 395.00	1			23			4				11			8			6			3					
	Introduction to Windows		R 1 395.00	1			24			5				12			9			7			4					
	Typing Skills		R 1 395.00	1																								
	Computer Literacy		R 4 095.00	3			23-25			4-6				11-13			8-10			6-8			3-5					
Spreadsheets	Excel	Basic	R 2 845.00	2	9-10		21-22					18-19		14-15		25-26		23-24	2-3	6-8		20-21		12-13				
		Intermediate	R 2 845.00	2		16-17					11-12		25-26		27-28		10-11		29-30		13-14	22-23		18-19				
		Advanced - Data Management	R 4 995.00	2			30-31						4-5				3-4		15-16			27-28		10-11	24-25			
		Advanced - Complex Formulas	R 4 995.00	2							13-14										9-10							
		Bridging Workshop	R 1 945.00	1											29						15-16			6-7				
		PivotTable Workshop	R 1 645.00	1											20													
		Dashboard Reporting	R 2 845.00	1		11						22							23				24					
		PivotTable & Dashboard	R 4 995.00	2																				20-21				
		Chart Workshop	R 1 645.00	1																								
		Visual Basic in Excel	R 6 495.00	3															24-26									
Word Processing	Word	Basic	R 2 845.00	2	9-10					7-8			27-28		25-26		15-16		9-10				13-14					
		Intermediate	R 2 845.00	2		16-17					20-21						11-12					22-23		18-19				
		Advanced	R 4 195.00	2			30-31						4-5					25-26				27-28		24-25				
		Bridging Workshop	R 1 945.00	1																								
		Mail Merge Workshop	R 1 645.00	1																								
		Long Document Workshop	R 1 645.00	1																								
		Basic	R 1 395.00	1		18									29													
		Intermediate	R 2 845.00	2			28-29			13-14			6-7			3-4				15-16			29-30		10-11			
		Advanced	R 1 945.00	1				1		15			8			5				17			31		12			
		Bridging Workshop	R 1 945.00	1																								
Graphic and Web	Adobe Acrobat		R 4 945.00	2													1-2					20-21						
	CorelDRAW		R 5 495.00	3										11-13					6-8									
	Adobe Photoshop		R 5 495.00	3																								
	Publisher		R 3 195.00	2								27-28																
	Internet/E-mail		R 1 945.00	1																								
	HTML		R 5 435.00	3																								
	DreamWeaver		R 5 435.00	3																								
	Visio		R 4 945.00	2		14-15							6-7						2-3				5-6					
	Flash		R 5 435.00	3																								
	Database	Access	Basic	R 3 495.00	2		21-22																		26-27			
Intermediate			R 4 995.00	2																								
Advanced			R 5 295.00	2			28-29					18-19				27-28							13-14		20-21			
Mail	Outlook	Mail	R 1 395.00	1								1	8															
		Personal Management	R 1 395.00	1				1																				
Project	Project	Intermediate	R 4 995.00	2					7-8															28				
		Advanced	R 5 295.00	2							25-26													3-4				
Soft Skills	Assertiveness Skills		R 2 495.00	1																								
	Business & Telephone Etiquette		R 2 495.00	1	11																17							
	Business Writing Skills		R 2 495.00	1		24			5					19								30		27				
	Conflict Management		R 2 495.00	1													5											
	Customer Service		R 2 495.00	1									1											14				
	Diversity		R 4 795.00	2		14-15																						
	Emotional Intelligence		R 2 495.00	1		18																						
	Grammar Essentials		R 2 495.00	1			23		4					18								29		7	26			
	Leadership Skills		R 4 795.00	2																								
	Leadership & Supervisory Skills		R 4 795.00	2							11-12																	
	Minute Taking		R 2 495.00	1			25			6				20									31		28			
	Presenting Skills		R 2 495.00	1													12											
	Negotiation Skills		R 2 495.00	1																								
	Presenting with PowerPoint		R 4 795.00	2								20-21																
	Problem Solving		R 2 495.00	1																								
	Professional Office Assistant		R 2 495.00	1																								
	Professional Sales Skills		R 4 795.00	2										14-15														
	Stress Management		R 2 495.00	1							22																	
	Time Management		R 2 495.00	1						15													24					

Please Note: Course dates subject to change without notification.

		Cost per person per course / workshop Excluding VAT	No of Days	July 2019				August 2019				September 2019				October 2019				November 2019				December 2019		
Type	Introduction to PC's - Keyboard skills	R 1 395.00	1		8		29		5		21				25			16			13			11		
	Introduction to Windows	R 1 395.00	1		9		30		6		22				26			17			14			12		
	Typing Skills	R 1 395.00	1									4														
	Computer Literacy	R 4 095.00	3		8-10		29-31		5-7		21-23				25-27			16-18			13-15			11-13		
Spreadsheet	Basic	R 2 845.00	2	3-4						12-13		21-23						7-8			4-5			27-28	4-5	11-13
	Intermediate	R 2 845.00	2		10-11						19-20		26-27		5-6					28-29		11-12			2-3	
	Advanced - Data Management	R 4 995.00	2			22-23												14-15				18-19			9-10	
	Advanced - Complex Formulas	R 4 995.00	2			17-18			5-6					9-10						30-31				25-26		
	Bridging Workshop	R 1 945.00	1					2						27					24				29	6		
	PivotTable Workshop	R 1 645.00	1																							
	Dashboard Reporting	R 2 845.00	1																							
	PivotTable & Dashboard	R 4 995.00	2															11								
	Chart Workshop	R 1 645.00	1																							
	Visual Basic in Excel	R 6 495.00	3																							
Word Processing	Basic	R 2 845.00	2		8-9					12-13		28-30		5-6			30	1			6-7					
	Intermediate	R 2 845.00	2			22-23					19-20		26-27		9-10				9-10			13-14		2-3	11-12	
	Advanced	R 4 195.00	2										26-27		16-17					4-5				9-10		
	Bridging Workshop	R 1 945.00	1																							
	Mail Merge Workshop	R 1 645.00	1																							
	Long Document Workshop	R 1 645.00	1																							
	Basic	R 1 395.00	1											11-12							15					
	Intermediate	R 2 845.00	2			17-18								13				21-22			20-21		4-5			
	Advanced	R 1 945.00	1			19												23			22		6			
	Bridging Workshop	R 1 945.00	1																							
Graphics and Web	Adobe Acrobat	R 4 945.00	2																							
	CorelDRAW	R 5 495.00	3	3-5													2-4									
	Adobe Photoshop	R 5 495.00	3																							
	Publisher	R 3 195.00	2					1-2												28-29						
	Internet/E-mail	R 1 945.00	1		12			1																		
	HTML	R 5 435.00	3			24-26				14-16																
	DreamWeaver	R 5 435.00	3																							
	Visio	R 4 945.00	2																		6-8					
	Flash	R 5 435.00	3											2-4							11-12					
	Access	R 3 495.00	2																							
Database	Intermediate	R 4 995.00	2	1-2										18-19					24-25							
	Advanced	R 5 295.00	2			15-16												14-15								
Email	Outlook	R 1 395.00	1	5												2					8					
	Personal Management	R 1 395.00	1			19					23			20										13		
Project	Intermediate	R 4 995.00	2						7-8					30	1					1			27-28			
	Advanced	R 5 295.00	2								21-22									30-31			18-19			
Soft skills	Assertiveness Skills	R 2 495.00	1							16																
	Business & Telephone Etiquette	R 2 495.00	1		12							29		12	20								29			
	Business Writing Skills	R 2 495.00	1			25												22			21					
	Conflict Management	R 2 495.00	1																							
	Customer Service	R 2 495.00	1																							
	Diversity	R 4 795.00	2	1-2							14-15															
	Emotional Intelligence	R 2 495.00	1															11								
	Grammar Essentials	R 2 495.00	1			24						28		11					21			20				
	Leadership Skills	R 4 795.00	2																							
	Leadership & Supervisory Skills	R 4 795.00	2													3-4										
	Minute Taking	R 2 495.00	1			26						30		13					23			22				
	Presenting Skills	R 2 495.00	1																							
	Negotiation Skills	R 2 495.00	1																							
	Presenting with PowerPoint	R 4 795.00	2			15-16																		25-26		
	Problem Solving	R 2 495.00	1																							
	Professional Office Assistant	R 2 495.00	1																							
	Professional Sales Skills	R 4 795.00	2											2-3					25							
	Stress Management	R 2 495.00	1																							
	Time Management	R 2 495.00	1						8												1					

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