


23/06/2023 10:00 		Cost per person per course / workshop Excluding VAT	No of Days	October 2023				November 2023				December 2023				
Intro	Introduction to P.C's	R 1 745.00	1		11				8					6		
	Introduction to Windows	R 1 745.00	1		12				9					7		
	Typing Skills	R 1 745.00	1				27				24			15		
	Computer Literacy	R 5 200.00	3		11-13				8-10					6-8		
Spreadsheets	Excel	Level 1: Basic	R 3 495.00	2		9-10				6-7				4-5		
		Level 2: Intermediate	R 3 495.00	2	2-3		23-24				20-21			11-12		
		Level 3: Data Management	R 6 295.00	2			16-17				13-14				18-19	
		Level 4: Complex Formulas	R 6 295.00	2					30-31				30	1		
		Level 5: PivotTable & Dashboard	R 6 295.00	2									30	1		
		Level 6: Business Data Analysis	R 6 295.00	2												
		Visual Basic for Applications	R 8 095.00	3									27-29			
		Data Visualisation	R 2 395.00	1	6											
		Master Class	R 10 900.00	3						1-3				27-29		
Word Process	Word	Level 1: Basic	R 3 495.00	2		9-10				6-7				4-5		
		Level 2: Intermediate	R 3 495.00	2	4-5			25-26				22-23			13-14	
		Level 3: Advanced	R 5 295.00	2			18-19				15-16					
		Refresher	R 2 395.00	1												
Presentations	PowerPoint	Level 1: Basic	R 1 745.00	1			20									
		Level 2: Intermediate	R 3 495.00	2		11-12				8-9				6-7		
		Level 3: Advanced	R 5 295.00	2			16-17				13-14				18-19	
		Refresher	R 2 395.00	1												
		CoreIDRAW	R 6 915.00	3						1-3						
Database	Access	Level 1: Basic	R 4 395.00	2	2-3			23-24			17	20-21		11-12		
		Level 2: Intermediate	R 6 315.00	2			18-19				15-16					
		Level 3: Advanced	R 6 585.00	2			20									
Mail	Outlook	Level 1: Mail	R 1 745.00	1		13				10				8		
		Level 2: Personal Management	R 1 745.00	1							17					
Project	Project	Level 1: Fundamentals	R 6 315.00	2												
		Level 2: Intermediate	R 6 315.00	2				25-26				22-23			13-14	
		Level 3: Advanced	R 6 585.00	2	4-5											
<b>Any Soft Skills not Scheduled are Scheduled on Demand</b>																
Soft Skills	Assertiveness Skills	R 3 135.00	1				27									
	Business & Telephone Etiquette	R 3 135.00	1											15		
	Business Writing Skills	R 3 135.00	1													
	Conflict Management	R 3 135.00	1													
	Customer Service	R 3 135.00	1													
	Diversity	R 6 270.00	2													
	Emotional Intelligence	R 3 135.00	1								24					
	Grammar Essentials	R 3 135.00	1													
	Leadership Skills	R 3 135.00	1													
	Leadership & Supervisory Skills	R 6 270.00	2													
	Minute Taking	R 3 135.00	1													
	Presenting Skills	R 3 135.00	1													
	Negotiation Skills	R 3 135.00	1													
	Presenting with PowerPoint	R 6 270.00	2													
	Problem Solving	R 3 135.00	1													
	Professional Office Assistant	R 3 135.00	1													
	Professional Sales Skills	R 6 270.00	2													
	Stress Management	R 3 135.00	1	6												
	Time Management	R 3 135.00	1													

Please Note: Course dates subject to change without notification.