

MICROSOFT OFFICE COURSE SCHEDULE



END-USER									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
Intro	Basic Computer Skills (Windows, Typing, Word, Excel, Outlook)	3 Days	R 4 452,00		2		4		6
MICROSOFT OUTLOOK									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2016 / 2019	Outlook Essentials - Level 1	1 Day	R 1 564,00		5		7		9
2016 / 2019	Outlook Advanced Features - Level 2	1 Day	R 1 564,00		6		8		10
MICROSOFT WORD									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2016 / 2019	Word Essentials - Level 1	1 Day	R 1 564,00	14	2	7	11	2	13
2016 / 2019	Word Intermediate - Level 2	1 Day	R 1 643,00	15	3	8	12	3	14
2016 / 2019	Word Advanced Features - Level 3	1 Day	R 1 643,00	16	4	9	13	4	15
GEN AI									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
-	Getting the Most from Your Spreadsheets with GenAI	1 Day	R 1 564,00						
-	Getting the Most from Your Documents with GenAI	Half Day	R 990,00						
-	Getting the Most from Your Presentations with GenAI	Half Day	R 990,00						
MICROSOFT COPILOT									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
MS-4004	Empower your workforce with Copilot for Microsoft 365 Use Cases	1 Day	R 2 900,00	5	9	14	18	9	13
MS-4005	Craft Effective Prompts with Copilot for Microsoft 365	1 Day	R 2 900,00	6	10	15	19	10	14
MS-4006	Copilot for Microsoft 365 for Administrators	1 Day	R 2 900,00	7	11	16	20	11	15

MICROSOFT EXCEL									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2016 / 2019	Excel Essentials – Level 1	1 Day	R 1 564,00	12, 26	9	7	18	9	20
2016 / 2019	Excel Data Analysis - Level 2	2 Days	R 3 170,00	13, 27	10	8	19	10	21
2016 / 2019	Excel Advanced Formulas - Level 3	2 Days	R 3 170,00	15, 29	12	10	21	12	23
2016	Excel Creating Digital Dashboards	3 Days	R 5 060,00		25		25		27
2016	Excel Programming in Visual Basic	5 Days	R 8 427,00			14		9	
2016	Excel Financial Modeling	2 Days	R 5 830,00		25		28		30
2016	Excel Maximising Pivot Tables	1 Day	R 1 643,00		23		4		6
2016	Excel Amazing Macros	1 Day	R 1 643,00		27		5		7
-	Storytelling and Presenting with Data	2 Days	R 5 900,00	21		5		17	
MICROSOFT POWERPOINT									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2016 / 2019 / 365	PowerPoint Essentials	1 Day	R 1 564,00	12	5	10	14	5	16
2016 / 2019 / 365	PowerPoint Advanced Features	1 Day	R 1 564,00	13	6	11	15	6	17
MICROSOFT ACCESS									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2016 / 2019	Access Essentials - Level 1	1 Day	R 1 643,00	5				2	
2016 / 2019	Access Intermediate - Level 2	1 Day	R 1 643,00	6				3	
2016 / 2019	Access Advanced Features - Level 3	1 Day	R 1 643,00	7				4	
MICROSOFT PROJECT									
Course Code	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2016 / 2019	Project Essentials - Level 1	1 Day	R 1 643,00	26		7		5	
2016 / 2019	Project Advanced Features - Level 2	1 Day	R 1 643,00	27		8		6	
MICROSOFT VISIO									
Course Code	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
2019	Visio Essentials - Level 1	1 Day	R 1 643,00	28		9		5	
2019	Visio Advanced - Level 2	1 Day	R 1 643,00	29		10		6	

MICROSOFT 365									
Version	Course Name	Duration	Price excl. VAT	Aug	Sep	Oct	Nov	Dec	Jan
M365	Microsoft Power Apps for End Users	2 Days	R 3 710,00	5		14		2	
M365	Microsoft Power Automate for End Users	1 Day	R 1 855,00	7		16		4	
M365	Microsoft Lists for End Users	1 Day	R 1 855,00	8		17		5	
M365	Microsoft TEAMS for End Users	1 Day	R 1 855,00	12		18		6	
M365	Microsoft Office 365 for the End-User	1 Day	R 1 643,00	13		23		9	
M365	Microsoft Office 365 Power User	3 Days	R 5 565,00	14		25		10	
M365	Microsoft OneDrive	1 Day	R 1 855,00	21		2		13	
-	Power BI Level I	1 Day	R 1 650,00	19		3		17	
-	Power BI Level II	1 Day	R 1 650,00	20		4		18	

TRAINING DELIVERY OPTIONS

Corporate Training Centres

Johannesburg, Melrose Arch - 087 941 5764

Cape Town, Foreshore - 087 941 5764

Durban, Broadlands - 087 941 5764

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