

ICT PROFESSIONAL: DESKTOP SCHEDULE

Version	Course	Unit Standard	Duration (Days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cost (Excl VAT)
END USER																
Windows 7	Windows 7 for End-Users	25883	1	11	1,29		4	3	6	4	1	1	3	1	1	R 1 050
Windows 8	Windows 8 for End-Users	-	1	12	2	1	5	4	7	5	2	2	4	2	2	R 1 050
Windows 7 Office 2010	Basic Computer Skills (<i>Basic Concepts, Windows, Word, Excel & PowerPoint</i>)	Refer to Overview	4	14	1, 29		4	3	6	4	1	5	3, 31	6	5	R 4 125
Windows 7 Office 2010	Basic Computer Skills (Basic Concepts, Windows, Word, Excel, PowerPoint, Internet & Outlook)	Refer to Overview	5	8	1, 29		4	3	6	4	1	5	3, 31	6	5	R 5 150
Office 365	Office 365 for the End-user	Refer to Overview	1	8		10		12		14		15		17		R 1 250
MICROSOFT WORD TRAINING																
2010	MS Word Essentials – Level 1	117924	1	9	8	7	6	10	8	11	2	5	5	7	5	R 1 050
	MS Word Styles and Formatting – Level 2	119078	1	14	9	8	7	11	9	12	4	6	6	8	6	R 1 150
	MS Word Advanced Functions – Level 3	116942	1	8	12	11	8	13	10	15	5	9	7	11	9	R 1 150
2013	MS Word Essentials – Level 1	117924	1	18	3	2	25	5	27	6	15	26	17	28	14	R 1 050
	MS Word Styles and Formatting – Level 2	119078	1	19	4	3	26	6	28	7	16	27	18	29	15	R 1 150
	MS Word Advanced Functions – Level 3	116492	1	22	5	4	29	9	30	8	19	30	21	30		R 1 150
MICROSOFT EXCEL TRAINING																
2010	MS Excel Essentials – Level 1	116937 116940	1	4,18	1,15,29	14,29	11,21	16,30	13,27	11,25	8,22	5,19	3,17,31	14,28	12	R 1 050
	MS Excel Data Analysis – Level 2	116943	2	5,19	2,16	1,15,30	12,25	3,17,31	14,28	12,26	11,23	6,20	4,18	1,15,29	13	R 2 275
	MS Excel Advanced Formulas – Level 3	116940 25882	2	7,21	4,18	3,17	14,28	5,19	2,20,30	14,28	15,25	8,22	6,20	3,17	1	R 2 275
2013	MS Excel Essentials – Level 1	116937 116940	1	11,25	8,22	7,22	4,18	9,23	6,22	4,18	1,17,29	12,26	10,24	7,21	5	R 1 050
	MS Excel Data Analysis – Level 2	116943	2	12, 26	9,23	8,23	5,19	10,24	7,23	5,19	1,18,30	13,27	11,25	8,22	6	R 2 275
	MS Excel Advanced Formulas – Level 3	116940 25882	2	14,28	11,25	10	7	12, 26	9	7,21	4-5	1,15,29	13,27	10,24	8	R 2 275
2010	MS Excel Secrets of Excel	-	2	20	22	10	25	12-13	23	14	22	26-27	24	28		R 2 275
	MS Excel Amazing Macros	-	1	27	17	16	20	18	20	20	17	30	12	25		R 1 150
2013	MS Excel Creating Digital Dashboards		3	11				25			15		12		5	R 3 650
MICROSOFT OUTLOOK TRAINING																
2010	MS Outlook Productivity – Level 1 & 2	116945 258897	1	15	19	18	15	20	17	22	8	16	10	18	12	R 1 050
2013	MS Outlook Productivity – Level 1 & 2	116945 258897	1	20	26	24	28	30	29	25	17	28	19	30	15	R 1 050
MICROSOFT POWERPOINT TRAINING																

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2010	MS PowerPoint Workshop - Level 1 and Level 2	117923 116930	2	21	18	22	21	19	21	26	29	28	10	17	12	R 2 275
2010	MS PowerPoint: Infusing Magnificent Multimedia	-	1	14	18	17	14	19	17	21	8	29	26	15	15	R 1 350
2013	MS PowerPoint Workshop - Level 1 and Level 2	117923 116930	2	28	24	17	28	23	2	21	18	1	13	3	7	R 2 275

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MICROSOFT OFFICE DATABASE TRAINING																
2010	MS Access Essentials – Level 1 and Level 2	25881 258875 116936	3	13	8-10	7	11	9	13	11	10	12	17	7		R 3 400
	MS Access Advanced Workshop – Level 3	-	2	18	15	14	14	16	20	18	15	15	20	10		R 2 675
2013	MS Access Essentials – Level 1 and Level 2	25881 258875 116936	3	25	22	22	18	23	22	25	22	19	24	21		R 3 400
	MS Access Advanced Workshop – Level 3	-	2	28	25	29	21	26	27	28	25	22	27	24		R 2 675
MICROSOFT SHAREPOINT																
2010	SharePoint End User	-	1	16	6		10		12							R 1 250
	SharePoint Site Owner	-	2	17	7		11		13							R 2 900
2013	SharePoint End User	-	1	23	13	6	18	8	19							R 1 250
	SharePoint Site Owner	-	2	24	14	7	19	9	20							R 2 900
OTHER																
2010	MS Visio Workshop – Level 1 and Level 2	-	2	25	10	9	18	26	29	28	25	19	27	21		R 2 675
	MS One Note	-	1	14	18	31	22	31	17	14	29	8	20	14	15	R 1 350
MICROSOFT OFFICE PROJECT WORKSHOPS																
2010	MS Project Essentials – Level 1	120385	2		22		11		13		10			24	1	R 2 675
	MS Project Advanced Workshop – Level 2	120378	1		17		13		15		12			26	14	R 1 550
2013	MS Project Essentials – Level 1	120385	2	11		14		16		18		12		14		R 2 675
	MS Project Advanced Workshop – Level 2	120378	1	13		16		18		20		14		16		R 1 550

* Please note that SAQA Unit Standards aligned courses do not imply assessment on the NQF. For more information consult the Bytes People Solutions contact person

TRAINING DELIVERY OPTIONS

-At the premises of Bytes People Solutions	- Closed Group Training
- On-site at your venue (using staff laptops or a company equipped training room)	- Customised Training
- On-site at your venue (using computer equipment provided by Bytes People Solutions)	- Medium to long-term training projects

Note:

- Microsoft Office 2003 courses available on request.
- Also see the Durban Soft Skills Schedule for alternative course offerings and dates.

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Bytes People Solutions reserves the right to reschedule, cancel or change the venue of courses at its discretion. Should this be the case, the client will be advised at least two working days in advance via fax / email and telephonically.