

# ICT PROFESSIONAL MICROSOFT OFFICE SCHEDULE MIDRAND



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ICT PROFESSIONAL: MICROSOFT OFFICE MIDRAND																
Version	Course Name	Unit Standards	Duration (Days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cost (Excl VAT)
<b>END USER TRAINING (START DATE)</b>																
Intro	Basic Computer Skills <small>(Intro to PC's, Windows, Typing, Word, Excel, Outlook, Internet)</small>	Refer to Overview	3		6	6	10		12		21		16			R 3 475
Windows 8	Windows 8 for End-Users	-	1	12	2	1	5	4	7	5	2	7	4	2	7	R 1 175
Windows 10	Transitioning from Windows 7	-	1				12		14		17		11		7	POA
Office 2016	Transitioning from Office 2007 / 2010	-	1			8		11		12		7		9		POA
Windows 10	Windows 10 for End-Users	-	1		9		13		15		24		19		14	R 1 175
Office 365	55154: Office 365, Including Skype for Business	-	1	9		9		11		12		14		16	11	R 1 175
<b>MICROSOFT WORD TRAINING (START DATE)</b>																
2013	Word Essentials - Level 1	117925, 258898	1	9	8	7	4	9	6	11	1	5	2	6	5	R 1 175
	Word Intermediate - Level 2	117925, 258898, 116942, 119078, 285877	1	10	9	8	5	10	7	12	2	6	3	7	6	R 1 275
	Word Advanced Features - Level 3	116942, 119078, 258877	1	19	16	14	11	11	13	18	17	12	12	9	14	R 1 275
2016	Word Essentials - Level 1	117925, 258898	1	9	8	7	4	9	6	11	1	5	2	6	5	R 1 175
	Word Styles and Formatting - Level 2	117925, 258898, 116942, 119078, 285877	1	10	9	8	5	10	7	12	2	6	3	7	6	R 1 275
	Word Advanced Features - Level 3	116942, 119078, 258877	1	19	16	14	11	11	13	18	17	12	12	9	14	R 1 275
<b>MICROSOFT OUTLOOK TRAINING (START DATE)</b>																
2013	Outlook Essentials - Level 1	116935, 116945, 258897, 114984	1	16	20	14	18	15	13	18	7	12	3	22	6	R 1 175
	Outlook Advanced Features - Level 2	116935, 116945, 258897, 114984	1	17	21	15	19	16	14	19	8	13	4	23	7	R 1 175
2016	Outlook Essentials - Level 1	116935, 116945, 258897, 114984	1	Presently offered on demand for closed group training sessions												R 1 175
	Outlook Advanced Features - Level 2	116935, 116945, 258897, 114984	1	Presently offered on demand for closed group training sessions												R 1 175

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<b>MICROSOFT EXCEL TRAINING (START DATE)</b>																
2010	Excel Essentials – Level 1	116937, 116940	1	3,8,15,22,29	5,12,19,26	5,12,19,26	9,16,23,30	7,14,21,28	4,11,18,25	2,9,16,23,30	6,13,20,27	3,10,17	1,8,15,22,29	5,12,19,26	3,10,17	R 1 175
	Excel Data Analysis – Level 2	116943	2	4,9,16,23,30	6,13,20,27	6,13,20	3,10,17,24	2,8,15,22,29	5,12,19,26	3,10,17,24,31	7,14,21,28	4,11,18,25	2,9,16,23,30	6,13,20,27	4,11,18	R 2 475
	Excel Advanced Features – Level 3	116940, 25882	2	11,18,25	1,8,15,22	1,8,15	5,12,19	10,17,24,31	7,14,21,28	5,12,19,26	2,16,23,30	6,13,20,27	4,11,18,25	8,15,22,29	6,13,20	R 2 475
2013	Excel Essentials – Level 1	116937, 116940	1	3,8,15,22,29	5,12,19,26	5,12,19,26	9,16,23,30	7,14,21,28	4,11,18,25	2,9,16,23,30	6,13,20,27	3,10,17	1,8,15,22,29	5,12,19,26	3,10,17	R 1 175
	Excel Data Analysis – Level 2	116943	2	4,9,16,23,30	6,13,20,27	6,13,20	3,10,17,24	2,8,15,22,29	5,12,19,26	3,10,17,24,31	7,14,21,28	4,11,18,25	2,9,16,23,30	6,13,20,27	4,11,18	R 2 475
	Excel Advanced Features – Level 3	116940, 25882	2	11,18,25	1,8,15,22	1,8,15	5,12,19	10,17,24,31	7,14,21,28	5,12,19,26	2,16,23,30	6,13,20,27	4,11,18,25	8,15,22,29	6,13,20	R 2 475
2016	Excel Essentials – Level 1	116937, 116940	1	Presently offered on demand for closed group training sessions												R 1 175
	Excel Data Analysis – Level 2	116943	2	Presently offered on demand for closed group training sessions												R 2 475
	Excel Advanced Features – Level 3	116940, 25882	2	Presently offered on demand for closed group training sessions												R 2 475
	Excel Creating Digital Dashboards	-	3	17		14		7		18		3		21	12	R 3 975
2010	Excel Amazing Macros	-	1	11	20	22	19	25	8	18	15		11		12	R 1 195
2010/13	Excel VBA	-	5	22		11		7	25	16	20	3	22	12	3	R 6 875
<b>MICROSOFT POWERPOINT TRAINING (START DATE)</b>																
2013	PowerPoint Essentials - Level 1	117923, 116930, 258880	1	10	20	8	25	16	21	18	14	3	9	22	13	R 1 175
	PowerPoint Advanced Features - Level 2	117923, 116930, 258880	1	11	21	9	26	17	22	19	15	4	10	23	14	R 1 175
2016	PowerPoint Essentials - Level 1		1	Presently offered on demand for closed group training sessions												R 1 175
	PowerPoint Advanced Features - Level 2			Presently offered on demand for closed group training sessions												R 1 175
<b>MICROSOFT DATABASE TRAINING (START DATE)</b>																
2013	Access Essentials - Level 1	116936, 117927, 258875, 258881	1		21		10		19		14		10		4	R 1 275
	Access Intermediate - Level 2	116936, 117927, 258875, 258881	1		22		11		20		15		11		5	R 1 275
	Access Advanced Features - Level 3	-	1		23		12		21		16		12		6	R 1 275
2016	Access Essentials - Level 1	116936, 117927, 258875, 258881	1	Presently offered on demand for closed group training sessions												R 1 275
	Access Intermediate - Level 2	116936, 117927, 258875, 258881	1	Presently offered on demand for closed group training sessions												R 1 275
	Access Advanced Features - Level 3	-	1	Presently offered on demand for closed group training sessions												R 1 275
<b>MICROSOFT SHAREPOINT TRAINING (START DATE)</b>																
2010	SharePoint End User	-	1	15	5		9		11	23	6,27	3	22	12	3	R 1 375
	55035 : SharePoint Site Owner	-	1	16	6		10		12	24	7,28	4	23	13	4	R 1 375
2013	SharePoint End User	-	1	22	20	13	23	14	19	2	13	25	1	26	3	R 1 375
	55035 : SharePoint Site Owner	-	1	23	21	14	24	15	20	3	14	26	2	27	4	R 1 375
2016	SharePoint End User	-	1	29	0	26	0	28	0	23	0	24	0	26	0	R 1 375
	55035 : SharePoint Site Owner	-	1	30	0	27	0	29	0	24	0	25	0	27	0	R 1 375
<b>MICROSOFT PROJECT TRAINING (START DATE)</b>																
2013	Project Essentials - Level 1	-	1	29		5	23	15	18	2	27	10	17	21	6	R 1 275
	Project Advanced Features - Level 2	-	1	30		6	24	16	19	3	28	11	18	22	7	R 1 275

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2016	Project Essentials - Level 1	-	1	Presently offered on demand for closed group training sessions												R 1 275
	Project Advanced Features - Level 2	-	1	Presently offered on demand for closed group training sessions												R 1 275

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<b>OTHER (START DATE)</b>																
2013	Visio Essentials - Level 1	-	1		5		16		6		29		2		10	R 1 275
	Visio Advanced Features - Level 2	-	1		6		17		7		30		3		11	R 1 275
2016	Visio Essentials - Level 1	-	1	Offered on Demand for Closed Group Training Sessions												R 1 275
	Visio Advanced Features - Level 2	-	1	Offered on Demand for Closed Group Training Sessions												R 1 275
2016	MS One Note	-	0.5	Offered on Demand for Closed Group Training Sessions												R 875

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.







