

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) |
| END USER TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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 |
| MICROSOFT WORD TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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 |
| MICROSOFT OUTLOOK TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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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| MICROSOFT EXCEL TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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 |
| MICROSOFT POWERPOINT TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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 |
| MICROSOFT DATABASE TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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 |
| MICROSOFT SHAREPOINT TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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 |
| MICROSOFT PROJECT TRAINING (START DATE) | | | | | | | | | | | | | | | | |
| 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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| OTHER (START DATE) | | | | | | | | | | | | | | | | |
| 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.

