

APSOLOGO TRAINING SCHEDULE FOR FEBRUARY 2018 – JULY 2018

R Date = Request Date

INTRODUCTION COURSES	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
Computers Induction	1 Day	1	15	25	14	25	11	R895.00
2 Day Computer Induction	2 Days	1 & 2	15 & 16	25 & 26	14 & 15	25 & 26	11 & 12	R1790.00

MAIL	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Outlook 2007/2010	1 Day	19	7	R Date	4	4	R Date	R895.00

SPREADSHEETS	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Excel Beginners	1 Day	6, 21	1, 22	3, 18	7, 22	5, 20	3, 23	R895.00
MS Excel Intermediate	1 Day	7, 22	2, 23	4, 19	8, 23	6, 21	4, 24	R895.00
MS Excel Advanced	1 Day	8, 23	5, 26	5, 20	9, 24	7, 22	5, 25	R895.00

MS Excel Power Users	1 Day	13	R Date	24	31	11	16	R955.00
Excel PivotTable WorkShop	½ Day	9	R Date	23	18	29	13	R550.00

WORD PROCESSING	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Word Beginners	1 Day	R Date	6	6	3	1	2	R895.00
MS Word Intermediate	1 Day	5	12	11	21	8	6	R895.00
MS Word Advanced	1 Day	14	14	16	25	13	27	R895.00

PRESENTATIONS	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
PowerPoint Beg – Adv	2 Days	15 & 16	8 & 9	12 & 13	10 & 11	14 & 15	19 & 20	R1790.00

DATABASES	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Access Beg – Int	2 Days	26 & 27	R Date	9 & 10	R Date	R Date	30 & 31	R1790.00
MS Access Advanced	2 Days	R Date	12 & 13	R Date	R Date	18 & 19	R Date	R1790.00

PROJECT MANAGEMENT	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Project Beg - Int	2 Days	R Date	19 & 20	R Date	28 & 29	R Date	17 & 18	R1790.00

DESKTOP PUBLISHING	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Publisher	2 Days	R Date	R Date	R Date	R Date	R Date	R Date	R1790.00

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WEB	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
HTML Beginners	1 Day	12	27	R Date	2	27	R Date	R955.00
HTML Advanced	1 Day	20	R Date	R Date	16	R Date	10	R955.00
SharePoint Designer Beg	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R955.00
SharePoint Designer Adv	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R955.00

BUSINESS DIAGRAMS	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
MS Visio 2003/2007	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R895.00

APSOL TRAINING SOFT SKILLS TRAINING SCHEDULE

SOFT SKILLS	Duration	FEB	MAR	APR	MAY	JUN	JUL	Price (Ex Vat)
Business Etiquette	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R995.00
Effective Presentations	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R995.00
Email Etiquette	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R995.00
Customer Service	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R995.00
Call Centre	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R995.00
Time Management	1 Day	R Date	R Date	R Date	R Date	R Date	R Date	R995.00

ONSITE TRAINING

Contact us for Dates and Pricing

R Date = Request any appropriate date

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