

<b>FUNDAMENTALS</b>							
COURSE	DAYS	Availability	JAN	FEB	MAR	APR	MAY
Introduction to Computers	1	Scheduled		6	5		15
Windows 10	1	Scheduled			17		27
<b>MICROSOFT OFFICE 2016</b>							
COURSE	DAYS		JAN	FEB	MAR	APR	MAY
MS Outlook 2016 L1	1	Scheduled			4	17	
MS Outlook 2016 L2	1	Scheduled			18		12
MS Excel 2016 L1	1	Scheduled	13		20		28
MS Excel 2016 L2	1	Scheduled	15			14	
MS Excel 2016 L3	1	Scheduled	17			28	
MS Excel L4	1	On Request					
MS Excel Dashboards	1	On Request					
MS Word 2016 L1	1	Scheduled	21			15	29
MS Word 2016 L2	1	Scheduled	23			29	
MS Word 2016 L3	1	Scheduled					11
MS Project 2016 L1	1	Scheduled			3		13
MS Project 2016 L2	1	Scheduled			16		25
MS Visio 2016 L1	1	On Request					
MS Visio 2016 L2	1	On Request					
MS PowerPoint 2016 L1	1	Scheduled		7		16	
MS PowerPoint 2016 L2	1	Scheduled			2	30	
MS Access 2016 L1	1	Scheduled			6		14
MS Access 2016 L2	1	Scheduled			19		26
MS Access 2016 L3	1	On Request					
<b>SOFT SKILLS</b>							
COURSE	DAYS		JAN	FEB	MAR	APR	MAY
Telephone Skills A-Z	1	On Request					
Supervisory Skills	1	On Request					
Excellence in Service - Basic	1	On Request					
Excellence in Service - Advanced	1	On Request					
Customer Service	1	On Request					
Business Etiquette	1	On Request					
Social Media Marketing	1	On Request					
Strategic Decision Making	1	On Request					
Project Management	1	On Request					
<b>ALL TECHNICAL COURSES AVAILABLE ON REQUEST</b>							