Johannesburg Schedule 2020 - End User

THINK360

FUNDAMENTALS						
COURSE	DAYS	Availability	MAR	APR	MAY	JUNE
Introduction to Computers	1	Scheduled			11	12.23
Windows 7, 8		All On Request				
Windows 10	1	Scheduled				19
MICROSOFT OFFICE 2010/2013		All On Request				

MICROSOFT OFFICE 2016						
COURSE	DAYS		MAR	APR	MAY	JUNE
MS Outlook 2016 L1	1	Scheduled		6	13	10
MS Outlook 2016 L2	1	On Request		9	26	17
MS Excel 2016 L1	1	Scheduled	3	1	12.27	
MS Excel 2016 L2	1	Scheduled	13	3	14.29	22
MS Excel 2016 L3	1	Scheduled		7	25	24
MS Excel L4	1	On Request				
MS Data Analysis Using Pivot Tables	1	On Request				
MS Excel Dashboards	1	On Request				
MS Word 2016 L1	1	On Request				
MS Word 2016 L2	1	Scheduled				9.26
MS Word 2016 L3	1	Scheduled	31			
MS Project 2016 L1	1	On Request				
MS Project 2016 L2	1	On Request				
MS Visio 2016 L1	1	On Request				
MS Visio 2016 L2	1	On Request				
MS PowerPoint 2016 L1	1	Scheduled			28	25
MS PowerPoint 2016 L2	1	Scheduled	27			8
MS Access 2016 L1	1	On Request				
MS Access 2016 L2	1	On Request				
MS Access 2016 L3	1	On Request				

SOFT SKILLS						
COURSE	DAYS		MAR	APR	MAY	JUNE
Telephone Skills A-Z	1	On Request				
Becoming a Sucessful Supervisor	1	On Request				
Business Ettiqutte	1	On Request				
Effective Presentation Skills	1	On Request				
Customer Service	1	On Request				
CBP Business Etiquette	2	On Request				
Email Etiquette	5	On Request				
Effective Business Writing	1	On Request				
Effective Time Management	1	On Request				
Project Management	1	On Request				