

COURSE SCHEDULE

Added Advantage Academy cc
Ck. No.: 2011/052139/23

197 Peter Mokaba Road

(North Ridge)
Morningside, Durban, 4001

P O Box 70584,
Overport 4067

Tel: 031 818 9050

Fax: 031 818 9055

pippa@added.co.za

January – June 2020

Course dates may change due to courses being fully booked and new dates scheduled. Please check with us before confirming your booking.

Introduction to Computers
16 Jan 2020
31 Jan 2020
26 Feb 2020
27 Mar 2020
29 April 2020
29 May 2020
02 July 2020
Windows Introduction (File Management)
20 Jan 2020
03 Feb 2020
02 March 2020
30 March 2020
04 April 2020
04 May 2020
01 June 2020
Word Introduction (Level 1)
21 Jan 2020
04 Feb 2020
03 March 2020
31 March 2020
05 April 2020
05 May 2020
01 June 2020
Outlook Mail (Level 1)
22 Jan 2020
05 Feb 2020
04 March 2020
01 April 2020
06 May 2020
01 June 2020

Excel Introduction (Level 1)
23 Jan 2020
06 Feb 2020
05 March 2020
02 April 2020
07 May 2020
01 June 2020
PowerPoint Introduction (Level 1 & 2)
24 Jan 2020
07 Feb 2020
06 March 2020
03 April 2020
08 May 2020
01 June 2020
Word Intermediate (Level 2)
28 Jan 2020
11 Feb 2020
10 March 2020
07 April 2020
12 May 2020
09 June 2020
Excel Intermediate (Level 2)
30 Jan 2020
13 Feb 2020
12 March 2020
09 April 2020
14 May 2020
11 June 2020
MS Outlook Additional Features (Level 2)
Scheduled on Request
MS One Note
Scheduled on Request

Word Advanced (Level 3)
18 Feb 2020
17 March 2020
21 April 2020
19 May 2020
17 June 2020
Excel Advanced (Level 3)
20 Feb 2020
19 March 2020
23 April 2020
21 May 2020
18 June 2020
PowerPoint Advanced (Level 2 & 3)
25 Feb 2020
24 March 2020
28 April 2020
26 May 2020
21 June 2020
Excel Super User day 1 (Level 4)
Scheduled on Request
Excel Super User day 2 (Level 4)
Scheduled on Request
Excel Dashboard Day 1 (Level 4)
Scheduled on Request
Excel Dashboard Day 2 (Level 4)
Scheduled on Request
Word Super User (Level 4)
Scheduled on Request
Access Introduction (Level 1)
Scheduled on Request
Access Intermediate (Level 2)
Scheduled on Request

MS Project Introduction (Level 1)
Scheduled on Request
Ms Project Intermediate (Level 2)
Scheduled on Request