COURSE SCHEDULE

Feb 2024 – June 2024

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

ADDED ADVANTAGE ACADEMY

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

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Introduction to Computers
30 January 2024
29 February 2024
28 March 2024
24 April 2024
30 May 2024
27 June 2024
Windows Introduction (File Management)
05 February 2024
04 March 2024
06 May 2024
03 June 2024
Word Introduction (Level 1)
06 February 2024
05 March 2024
08 April 2024
07 May 2024
04 June 2024
Outlook Mail (Level 1)
07 February 2024
06 March 2024
10 April 2024
02 May 2024
05 June 2024
Excel Introduction (Level 1)
08 February 2024
07 March 2024
09 April 2024
09 May 2024
06 June 2024

PowerPoint Introduction (Level 1 & 2)
09 February 2024
08 March 2024
12 April 2024
10 May 2024
07 June 2024
Word Intermediate (Level 2)
13 February 2024
12 March 2024
15 April 2024
14 May 2024
10 June 2024
Excel Intermediate (Level 2)
19 February 2024
14 March 2024
11 April 2024
16 May 2024
13 June 2024
Word Advanced (Level 3)
20 February 2024
18 March 2024
23 April 2024
21 May 2024
17 June 2024
Excel Advanced (Level 3)
22 February 2024
19 March 2024
18 April 2024
23 May 2024
20 June 2024
PowerPoint Advanced (Level 2 & 3)
27 February 2024
28 May 2024
25 June 2024
Excel Super User day 1 (Level 4)
18 March 2024

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Excel Super User day 2 (Level 4)
16 April 2024
MS Excel Power BI Introduction Day 1
11 June 2024
MS Excel Power BI Introduction Day 2
18 June 2024
MS Excel Power BI Introduction Day 3
23 July 2024
Word Super User (Level 4)
Scheduled on Request
Access Introduction (Level 1)
Scheduled on Request
Access Intermediate (Level 2)
Scheduled on Request
MS Outlook Additional Features (Level 2)
Scheduled on Request
MS Teams
Scheduled on Request
MS Project Introduction (Level 1)
Scheduled on Request
Ms Project Intermediate (Level 2)
Scheduled on Request

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