

# Schedule: First Semester 2009

No.	Course Name	Course Code	Start Date	End Date	Start Time	End Time	Prerequisites	Course Language	Course Fee
01	Introduction to Computers	COL0129	12 Jan	14 Jan	08:30	12:30	Must have access to a computer	Afrikaans	R420.00
02	GroupWise	GW0129	15 Jan	15 Jan	08:30	12:30	Microsoft Windows	Afrikaans	R160.00
03	UP Portal	UP0129	16 Jan	16 Jan	08:30	11:30	Microsoft Windows	Afrikaans	None
04	Microsoft Windows	WIN0129	19 Jan	20 Jan	08:30	12:30	Introduction to Computers	Afrikaans	R320.00
05	Microsoft Excel Basic 2003	EB0129	21 Jan	23 Jan	08:30	12:30	Microsoft Windows	Afrikaans	R420.00
06	Microsoft PowerPoint 2003	PPNT0129	26 Jan	28 Jan	08:30	12:30	Microsoft Windows	Afrikaans	R420.00
07	AdminTool	ADT0129	29 Jan	29 Jan	08:30	11:30	Microsoft Windows	Afrikaans	None
08	Microsoft Office 2007 Environment	OE0129	30 Jan	30 Jan	09:00	10:00	Microsoft Windows Knowledge of Office 2003	Afrikaans	R105.00
09	IP Phones	IP0129	30 Jan	30 Jan	10:30	11:30	None	Afrikaans	R105.00
10	Microsoft Word Basic 2003	WB0129	02 Feb	04 Feb	08:30	12:30	Microsoft Windows	Afrikaans	R420.00
11	OpenCms	CMS0129	05 Feb	05 Feb	08:30	12:30	Microsoft Windows Basic knowledge of web page design	Afrikaans	R160.00
12	Microsoft Internet Explorer	IE0129	06 Feb	06 Feb	08:30	12:30	Microsoft Windows	Afrikaans	R160.00
13	EA:Formula & Functions 2003	EAFF0129	09 Feb	09 Feb	08:30	12:30	Microsoft Windows Microsoft Excel Basic	Afrikaans	R160.00
14	GroupWise	GW0229	10 Feb	10 Feb	08:30	12:30	Microsoft Windows	English	R160.00
15	Microsoft Excel Basic 2007	EB0229	11 Feb	13 Feb	08:30	12:30	Microsoft Windows Microsoft Office 2007 Environment	English	R420.00
16	Microsoft PowerPoint 2007	PPNT0229	16 Feb	18 Feb	08:30	12:30	Microsoft Windows Microsoft Office 2007 Environment	English	R420.00
17	EA: Database Features 2003	EADF0129	19 Feb	19 Feb	08:30	12:30	Microsoft Windows Microsoft Excel Basic	Afrikaans	R160.00
18	WA: Graphics & Effects 2003	WAG0129	20 Feb	20 Feb	08:30	12:30	Microsoft Windows Microsoft Word Basic	Afrikaans	R160.00
19	EA: Data Anal. & Pivot Tables 2003	EADA0129	23 Feb	23 Feb	08:30	12:30	Microsoft Windows Microsoft Excel Basic EA: Formula & Functions	Afrikaans	R160.00
20	AdminTool	ADT0229	23 Feb	23 Feb	13:00	16:00	Microsoft Windows	English	None
21	WA: Merge & Labels 2003	WAM0129	24 Feb	24 Feb	08:30	12:30	Microsoft Windows Microsoft Word Basic	Afrikaans	R160.00
22	Microsoft Office 2007 Environment	OE0229	24 Feb	24 Feb	14:00	15:00	Microsoft Windows Knowledge of Office 2003	English	R105.00
23	Microsoft Access Basic	ACB0129	25 Feb	27 Feb	08:30	12:30	Microsoft Windows Microsoft Excel Basic	Afrikaans	R420.00

No.	Course Name	Course Code	Start Date	End Date	Start Time	End Time	Prerequisites	Course Language	Course Fee
24	Introduction to Computers	COL0229	02 March	04 March	08:30	12:30	Must have access to a computer	English	R420.00
25	Microsoft Windows	WIN0229	05 March	06 March	08:30	12:30	Introduction to Computers	English	R320.00
26	GroupWise	GW0329	09 March	09 March	08:30	12:30	Microsoft Windows	Afrikaans	R160.00
27	WA: Advanced Editing 2003	WAE0129	10 March	12 March	08:30	12:30	Microsoft Windows Microsoft Word Basic	Afrikaans	R420.00
28	AdminTool	ADT0329	13 March	13 March	08:30	11:30	Microsoft Windows	Afrikaans	None
29	Microsoft Word Basic 2007	WB0229	16 March	18 March	08:30	12:30	Microsoft Windows Microsoft Office 2007 Environment	English	R420.00
30	Microsoft Access Intermediate	ACI0129	19 March	19 March	08:30	12:30	Microsoft Windows Microsoft Access Basic	Afrikaans	R160.00
31	Microsoft Office 2007 Environment	OE0329	20 March	20 March	08:30	09:30	Microsoft Windows Knowledge of Office 2003	Afrikaans	R105.00
32	IP Phone	IP0229	20 March	20 March	10:00	11:30	None	English	R105.00
33	Microsoft Publisher	PUB0129	23 March	24 March	08:30	12:30	Microsoft Windows WA: Graphics & Effects	Afrikaans	R320.00
34	UP Portal	UP0229	25 March	25 March	08:30	11:30	Microsoft Windows	English	None
35	Microsoft Internet Explorer	IE0229	26 March	26 March	08:30	12:30	Microsoft Windows	English	R160.00
36	Nero Express	NCD0129	27 March	27 March	09:00	10:00	Microsoft Windows	Afrikaans	R55.00
37	Document Scanning	SC0129	27 March	27 March	10:30	11:30	Microsoft Windows	Afrikaans	R55.00
38	Microsoft Excel Basic 2003	EB0329	30 March	01 April	08:30	12:30	Microsoft Windows	Afrikaans	R420.00
39	OpenCms	CMS0229	02 April	02 April	08:30	12:30	Microsoft Windows Basic knowledge of web page design	English	R160.00
40	AdminTool	ADT0429	03 April	03 April	08:30	11:30	Microsoft Windows	English	None
41	Microsoft PowerPoint 2003	PPNT0329	06 April	08 April	08:30	12:30	Microsoft Windows	Afrikaans	R420.00
42	GroupWise	GW0429	09 April	09 April	08:30	12:30	Microsoft Windows	English	R160.00
43	Microsoft Office 2007 Environment	OE0429	14 April	14 April	08:30	09:30	Microsoft Windows Knowledge of Office 2003	English	R105.00
44	IP Phone	IP0329	14 April	14 April	10:00	11:30	None	Afrikaans	R105.00
45	EA: Formula & Functions 2007	EAFF0229	15 April	15 April	08:30	12:30	Microsoft Windows Microsoft Excel Basic	English	R160.00
46	EA: Database Features 2007	EADF0229	16 April	16 April	08:30	12:30	Microsoft Windows Microsoft Excel Basic	English	R160.00
47	EA: Data Anal. & Pivot Tables 2007	EADA0229	17 April	17 April	08:30	12:30	Microsoft Windows Microsoft Excel Basic	English	R160.00

No.	Course Name	Course Code	Start Date	End Date	Start Time	End Time	Prerequisites	Course Language	Course Fee
48	Microsoft Word Basic 2003	WB0329	20 April	22 April	08:30	12:30	Microsoft Windows	English	R420.00
49	WA: Graphics & Effects 2007	WAG0229	23 April	23 April	08:30	12:30	Microsoft Windows Microsoft Word Basic	English	R160.00
50	WA: Merge & Labels 2007	WAM0229	24 April	24 April	08:30	12:30	Microsoft Windows Microsoft Word Basic	English	R160.00
51	Microsoft Excel Basic 2007	EB0249	28 April	30 April	08:30	12:30	Microsoft Windows Microsoft Office 2007 Environment	English	R420.00
52	WA: Advanced Editing 2007	WAE0229	04 May	06 May	08:30	12:30	Microsoft Windows Microsoft Word Basic 2007	English	R420.00
53	AdminTool	ADT0529	07 May	07 May	08:30	11:30	Microsoft Windows	Afrikaans	None
54	Microsoft Office 2007 Environment	OE0529	08 May	08 May	09:00	10:00	Microsoft Windows Knowledge of Office 2003	Afrikaans	R105.00
55	Microsoft PowerPoint 2007	PPNT0429	11 May	13 May	08:30	12:30	Microsoft Windows	English	R420.00
56	GroupWise	GW0529	14 May	14 May	08:30	12:30	Microsoft Windows	Afrikaans	R160.00
57	Processing Student Marks Onderstepoort	PSM0129	15 May	15 May	08:30	12:30	Microsoft Windows Microsoft Excel Basic	English	R160.00
58	Microsoft Excel Basic 2003	EB0529	18 May	20 May	08:30	12:30	Microsoft Windows	Afrikaans	R420.00
59	Processing Student Marks	PSM0229	21 May	21 May	08:30	12:30	Microsoft Windows Microsoft Excel Basic	Afrikaans	R160.00
60	Processing Student Marks	PSM0329	22 May	22 May	08:30	12:30	Microsoft Windows Microsoft Excel Basic	English	R160.00
61	Microsoft Access Basic 2003	ACB0229	25 May	27 May	08:30	12:30	Microsoft Windows	English	R420.00
62	OpenCms	CMS0329	28 May	28 May	08:30	12:30	Microsoft Windows Basic knowledge of web page design	Afrikaans	R160.00
63	Nero Express	NCD0229	29 May	29 May	08:30	09:30	Microsoft Windows	English	R55.00
64	Document Scanning	SC0229	29 May	29 May	10:00	11:00	Microsoft Windows	English	R55.00
65	Introduction to Computers	COL0329	01 June	03 June	08:30	12:30	Must have access to a computer	Afrikaans	R420.00
66	Microsoft Windows	WIN0329	04 June	05 June	08:30	12:30	Introduction to Computers	Afrikaans	R320.00
67	Microsoft Access Intermediate	ACI0229	08 June	08 June	08:30	12:30	Microsoft Windows Microsoft Access Basic	English	R160.00
68	GroupWise	GW0629	09 June	09 June	08:30	12:30	Microsoft Windows	English	R160.00
69	AdminTool	ADT0629	10 June	10 June	08:30	11:30	Microsoft Windows	English	None
70	Microsoft Internet Explorer	IE0329	11 June	11 June	08:30	12:30	Microsoft Windows	Afrikaans	R160.00
71	Microsoft Office 2007 Environment	OE0629	12 June	12 June	09:00	10:00	Microsoft Windows Knowledge of Office 2003	English	R105.00

No.	Course Name	Course Code	Start Date	End Date	Start Time	End Time	Prerequisites	Course Language	Course Fee
72	EA: Formula & Functions <b>2003</b>	EAFF0329	17 June	17 June	08:30	12:30	Microsoft Windows Microsoft Excel Basic	<b>Afrikaans</b>	R160.00
73	EA: Database Features <b>2003</b>	EADF0329	18 June	18 June	08:30	12:30	Microsoft Windows Microsoft Excel Basic	<b>Afrikaans</b>	R160.00
74	EA: Data Anal. & Pivot Tables <b>2003</b>	EADA0329	19 June	19 June	08:30	12:30	Microsoft Windows Microsoft Excel Basic	<b>Afrikaans</b>	R160.00
75	Microsoft Visio	VIS0129	22 June	24 June	08:30	12:30	Microsoft Windows	<b>Afrikaans</b>	R420.00
76	UP Portal	UP0329	25 June	25 June	08:30	11:30	Microsoft Windows	<b>Afrikaans</b>	None
77	IP Phones	IP0429	26 June	26 June	08:30	10:00	None	<b>English</b>	R105.00

## Onderstepoort (Arnold Theiler Building):

### First Semester 2009

No.	Course Name	Code	Start Date	End Date	Start Time	End Time	Prerequisites	Course Language	Course Fee
57	Processing Student Marks	PSM0129	15 May	15 May	08:30	12:30	Microsoft Windows Microsoft Excel Basic	<b>English</b>	R160.00

