

UNIVERSITY OF PRETORIA ITS COMPUTER 1

Staff Category	Course Name	Status	Fee	Duration	Time		
All Staff	Windows XP to Windows 7	ITS	R 0.00	2 hours	08:30-11:00 or 11:00-13:00 or 13:00-15:00	03-Feb	04-Feb
All Staff	Introduction to Computers	ITS	R 450.00	12 hours	08:30-12:30	20-22 Jan	02-04 Apr
All Staff	Computer Orientation	ITS	R 150.00	1.5 hours	13:30-15:00	12-Jan	02-Apr
All Staff	AV Technology in an Educational Environment	ITS	R 150.00	1 hour	13:30-14:30 or 09:00-10:00 or 08:30-09:30	22-Jan	23 Jan OP
All Staff	Microsoft Windows	ITS	R 350.00	8 hours	08:30-12:30	23-24 Jan	07-08 Apr
All Staff	GroupWise Mail	ITS	R 200.00	4 hours	08:30-12:30	27-Jan	07-Mar
All Staff	GroupWise Calendar	ITS	R 200.00	4 hours	08:30-12:30	28-Jan	10-Mar
All Staff	UP Portal	ITS	R 0.00	2 hours	08:30-10:00	06-Feb	20-Mar
All Staff	IP Phone	ITS	R 150.00	1 hour	10:30-11:30	06-Feb	20-Mar
All Staff	IT Service Catalogue	ITS	R 0.00	1 hour	13:30-14:30 or 10:00-11:00	06-Feb	21-Feb
All Staff	UP Staff Intranet	ITS	R 200.00	4 hours	08:30-12:30	07-Feb	27-Mar
All Staff	Info Ed Rims	ITS	R 0.00	2 hours	08:30-10:30 or 11:00-13:00	24-Feb	24-Feb
All Staff	Oracle Collaboration Spaces	ITS	R 200.00	3 hours	08:30-11:00	13-Feb	28-Mar
All Staff	Ms Word Basic	ITS	R 450.00	12 hours	08:30-12:30	29-31 Jan	17-19 Mar
All Staff	Ms Excel Basic	ITS	R 450.00	12 hours	08:30-12:30	03-05 Feb	24-26 Mar
All Staff	Ms PowerPoint	ITS	R 450.00	12 hours	08:30-12:30	10-12 Feb	15-17 Apr
All Staff	Ms Project Basic	ITS	R 750.00	12 hours	08:30-12:30	12-14 Mar	
All Staff	Ms Access Basic	ITS	R 450.00	12 hours	08:30-12:30	17-19 Feb	22-24 Apr
All Staff	Ms Access Intermediate	ITS	R 200.00	4 hours	08:30-12:30	11-Mar	23-Jun
All Staff	Ms Publisher	ITS	R 350.00	8 hours	08:30-12:30	09-10 Apr	
All Staff	Video and Sound in PowerPoint	ITS	R 200.00	2 hours	08:00-10:00 or 13:00-15:00	25-Feb	12-May
All Staff	PowerPoint Effects	ITS	R 200.00	2 hours	10:30-12:30 or 13:00-15:00	25-Feb	13-May
All Staff	Insert Table of Contents	ITS	R 200.00	2 hours	13:00-15:00	25-Feb	14-May
All Staff	WA: Advanced Editing	ITS	R 450.00	12 hours	08:20-12:30	26-28 Feb	26-28 Feb OP
All Staff	EA: Formula and Functions	ITS	R 200.00	4 hours	08:30-12:30	03-Mar	31-Mar
All Staff	EA: Data Analysis & Pivot Tables	ITS	R 200.00	4 hours	08:30-12:30	04-Mar	01-Apr
All Staff	Adobe Acrobat Pro X	ITS	R 200.00	4 hours	08:30-12:30	20-Feb	14-Apr
All Staff	Microsoft Internet Explorer	ITS	R 200.00	4 hours	08:30-12:30	14-Feb	08-May
All Staff	Microsoft Visio	ITS	R 450.00	12 hours	08:30-12:30	12-14 May	
All Staff	WA: Graphics & Effects	ITS	R 200.00	4 hours	08:30-12:30	05-Mar	29-Apr
All Staff	WA: Merge & Labels	ITS	R 200.00	4 hours	08:30-12:30	06-Mar	30-Apr
All Staff	Processing Student Marks	ITS	R 200.00	4 hours	08:30-12:30	26-May	30-May

RAINING JANUARY TO JUNE 2014

Dates of Course Presented on Main Campus and Onderstepoort (OP)

05-Feb	10-Feb	11-Feb	12-Feb	17-Feb	18-Feb	19-Feb	20-Feb	05-Mar	06-Mar	11-Mar	13:00-15:00		
02-04 June											08:30-12:30		
02-Jun											13:30-15:00		
28-Jan	13-Feb	21-Feb	04-Mar	18-Mar	03-Apr	22-Apr	07-May	15 May OP	26-Jun		13:30-14:30	09:00-10:00	08:30-09:30
05-06 June											08:30-12:30		
25-Apr	22-May										08:30-12:30		
02-May	23-May										08:30-12:30		
09-May	25-Jun										08:30-10:00		
09-May	25-Jun										10:30-11:30		
20-Mar	09-May	25-Jun									13:30-14:30	10:00-11:00	
15-May	18-Jun										08:30-12:30		
11-Apr	11-Apr										08:30-10:30	11:00-13:00	
16-May	19-Jun										08:30-11:00		
19-21 May											08:30-12:30		
27-29 May											08:30-12:30		
11-13 June											08:30-12:30		
											08:30-12:30		
											08:30-12:30		
											08:30-12:30		
											08:30-12:30		
											08:00-10:00	13:00-15:00	
											10:30-12:30	13:00-15:00	
											13:00-15:00	13:00-15:00	
05-07 May											08:30-12:30		
31 Mar OP	09-Jun										08:30-12:30		
01 Apr OP	10-Jun										08:30-12:30		
27-Jun											08:30-12:30		
20-Jun											08:30-12:30		
											08:30-12:30		
											08:30-12:30		
											08:30-12:30		
											08:30-12:30		