

## **COURSE SCHEDULE**

### **June 2023 – Dec 2023**

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 cc  
Ck. No.: 2011/052139/23

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|-----------------------------------------------|
| <b>Introduction to Computers</b>              |
| 20 July 2023                                  |
| 31 August 2023                                |
| 28 September 2023                             |
| 26 October 2023                               |
| 23 November 2023                              |
|                                               |
| <b>Windows Introduction (File Management)</b> |
| 03 July 2023                                  |
| 31 July 2023                                  |
| 04 September 2023                             |
| 02 October 2023                               |
| 30 October 2023                               |
| 27 November 2023                              |
|                                               |
| <b>Word Introduction (Level 1)</b>            |
| 06 June 2023                                  |
| 04 July 2023                                  |
| 01 August 2023                                |
| 05 September 2023                             |
| 03 October 2023                               |
| 31 October 2023                               |
| 06 November 2023                              |
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| <b>Outlook Mail (Level 1)</b>                 |
| 07 July 2023                                  |
| 04 August 2023                                |
| 11 September 2023                             |
| 12 October 2023                               |
| 01 December 2023                              |

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| <b>Excel Introduction (Level 1)</b>              |
| 08 June 2023                                     |
| 06 July 2023                                     |
| 03 August 2023                                   |
| 07 September 2023                                |
| 05 October 2023                                  |
| 02 November 2023                                 |
| 28 November 2023                                 |
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| <b>PowerPoint Introduction (Level 1 &amp; 2)</b> |
| 10 July 2023                                     |
| 07 August 2023                                   |
| 08 September 2023                                |
| 06 October 2023                                  |
| 09 November 2023                                 |
| 30 November 2023                                 |
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| <b>Word Intermediate (Level 2)</b>               |
| 13 June 2023                                     |
| 11 July 2023                                     |
| 14 August 2023                                   |
| 12 September 2023                                |
| 09 October 2023                                  |
| 13 November 2023                                 |
| 04 December 2023                                 |
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| <b>Excel Intermediate (Level 2)</b>              |
| 15 June 2023                                     |
| 27 July 2023                                     |
| 17 August 2023                                   |
| 14 September 2023                                |
| 10 October 2023                                  |
| 07 November 2023                                 |
| 05 December 2023                                 |
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| <b>Word Advanced (Level 3)</b>                   |
| 19 June 2023                                     |
| 18 July 2023                                     |
| 31 August 2023                                   |
| 18 September 2023                                |
| 16 October 2023                                  |
| 20 November 2023                                 |
| 11 December 2023                                 |

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| <b>Excel Advanced (Level 3)</b>              |
| 22 June 2023                                 |
| 25 July 2023                                 |
| 29 August 2023                               |
| 19 September 2023                            |
| 17 October 2023                              |
| 20 November 2023                             |
| 07 December 2023                             |
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| <b>PowerPoint Advanced (Level 2 &amp; 3)</b> |
| 27 June 2023                                 |
| 24 July 2023                                 |
| 26 September 2023                            |
| 23 October 2023                              |
| 21 November 2023                             |
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| <b>Excel Super User day 1 (Level 4)</b>      |
| 15 August 2023                               |
|                                              |
| <b>Excel Super User day 2 (Level 4)</b>      |
| 22 August 2023                               |
|                                              |
| <b>MS Excel Power BI Introduction Day 1</b>  |
| Scheduled on Request                         |
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| <b>MS Excel Power BI Introduction Day 2</b>  |
| Scheduled on Request                         |
|                                              |
| <b>MS Excel Power BI Introduction Day 3</b>  |
| Scheduled on Request                         |
|                                              |
| <b>Word Super User (Level 4)</b>             |
| Scheduled on Request                         |
|                                              |
| <b>Access Introduction (Level 1)</b>         |
| Scheduled on Request                         |
|                                              |
| <b>Access Intermediate (Level 2)</b>         |
| Scheduled on Request                         |

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| <b>MS Outlook Additional Features (Level 2)</b> |
| Scheduled on Request                            |
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| <b>MS Teams</b>                                 |
| Scheduled on Request                            |
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| <b>MS Project Introduction (Level 1)</b>        |
| Scheduled on Request                            |
|                                                 |
| <b>Ms Project Intermediate (Level 2)</b>        |
| Scheduled on Request                            |