

PRICELIST: 01 OCT 2025 - 30 SEP 2026

CONTACT DETAILS:

+27 982 1651 / +27 83 565 0915
 admin@otts.co.za
 To make a booking, contact us or fill
 in the booking form on our website

OTHER DETAILS:

Vanderbijlpark, South Africa
 P.O. Box 495, Park South, 1910, South Africa
 REG No: 2019/449154/07
 VAT No: 4090288871



MICROSOFT OFFICE COURSES

Presented by Microsoft Certified Trainers
 (courses available for Office 2016, 2019, 2021 & O365 versions)

Code	Course Name	Days	VAT Excluded	
			Face-to-face Price P/P	Virtual Online Price P/P
MS-1NOT	Microsoft OneNote	1	R 1 410.00	R 1 340.00
MS-ACC-P1	Microsoft Access - Part 1	2	R 2 810.00	R 2 670.00
MS-ACC-P2	Microsoft Access - Part 2	3	R 4 220.00	R 4 010.00
MS-ACC-P3	Microsoft Acces - Part 3	2	R 2 810.00	R 2 670.00
MS-DAV	Data Analysis and Visualization with MS Excel	3	R 4 220.00	R 4 010.00
MS-EXC-INT	Microsoft Excel - Introduction	1	R 1 410.00	R 1 340.00
MS-EXC-P1	Microsoft Excel - Part 1	2	R 2 810.00	R 2 670.00
MS-EXC-P2	Microsoft Excel - Part 2	2	R 2 810.00	R 2 670.00
MS-EXC-P3	Microsoft Excel - Part 3	2	R 2 810.00	R 2 670.00
MS-EXC-VBA	Microsoft Excel with VBA	3	R 5 740.00	R 5 460.00
MS-INT-COM	Intro to Computers & Microsoft Office	3	R 4 130.00	R 3 930.00
MS-MOP	Microsoft Office Program	5	R 6 480.00	R 6 160.00
MS-OUT-P1	Microsoft Outlook - Part 1	2	R 2 810.00	R 2 670.00
MS-OUT-P2	Microsoft Outlook - Part 2	2	R 2 810.00	R 2 670.00
MS-PRJ-P1	Microsoft Project - Part 1	2	R 3 840.00	R 3 650.00
MS-PRJ-P2	Microsoft Project - Part 2	2	R 3 840.00	R 3 650.00
MS-PUB	Microsoft Publisher	1	R 1 410.00	R 1 340.00
MS-PWP-P1	Microsoft PowerPoint - Part 1	2	R 2 810.00	R 2 670.00
MS-PWP-P2	Microsoft PowerPoint - Part 2	2	R 2 810.00	R 2 670.00
MS-VIS-P1	Microsoft Visio - Part 1	2	R 2 810.00	R 2 670.00
MS-VIS-P2	Microsoft Visio - Part 2	2	R 2 810.00	R 2 670.00
MS-WRD-INT	Microsoft Word - Introduction	1	R 1 410.00	R 1 340.00
MS-WRD-P1	Microsoft Word - Part 1	2	R 2 810.00	R 2 670.00
MS-WRD-P2	Microsoft Word - Part 2	2	R 2 810.00	R 2 670.00
MS-WRD-P3	Microsoft Word - Part 3	2	R 2 810.00	R 2 670.00

ON-SITE PRICES, DISCOUNTS & CERTIFICATION:

On-site Prices and Discounts for Microsoft Office Courses: (minimum of 3 candidates)

Discounts are also available for on-site training or group bookings of 6 or more candidates. (Maximum of 12 candidates per classroom.)

Onetrust Certification:

Onetrust Training Solutions has received full accreditation as a MERSETA training provider. Certification number: 17-QA/ACC/2313/21. We are also in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a **Onetrust Training Solutions** certificate for the relevant courses.

Microsoft Office Specialist Exams (Optional) :

Microsoft Office Specialist certifications give you a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the **Microsoft Office Specialist (MOS)** certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel or PowerPoint.