Dynamix Learning Solutions

Dynamix Learning Solution Centres

Dynamix Centre	5th Floor, Tygerlakes,	3rd Floor,
8 Millcliff Rd	Tygerfalls, Carl Cronje Drive	80 Strand Street
SUNNINGHILL	TYGERVALLEY	CBD
Johannesburg	Cape Town	Cape Town
T: +27 (0) 21 234 5555	+27 (0) 21 914 2878	+27 (0) 21 418 8760
T: 086 539 5550	086 609 2878	086 539 7323

P.O. BOX 11383, BLOUBERGRANT, 7443

www.dynamix.co.za Sunninghill@Dynamix.co.za Tygervalley@Dynamix.co.za Cape@Dynamix.co.za

CompTIA Authorized Partner Program

Microsoft Partner
Gold Learning
Silver Desktop
Silver Server Platform

isett seta
COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR
Accreditation No.: ACC02 000 077

Sunninghill, Johannesburg Attendance Guidelines

How to find us

Classroom training is conducted our secure office park in Paulshof just 2 minutes from Rivonia centre and 20 minutes from Sandton City CBD. The actual address is Dynamix Learning Solutions, 8 Millcliff Road, Paulshof. Consult our map below or use the following specific directions.

Directions from the East:

If you are exiting the freeway coming from the East, turn **left** at the traffic lights at the bottom of the off ramp. This will take you under the freeway. Take the **left** turning into the **R564**, better known as **Witkoppen** road. Just down Witkoppen road, take the second right into Milcliff Road and find us on your right hand side about 200 meters down, number 8 Milcliff Road.

From the West:

If you are exiting the freeway coming from the West, take the Witkoppen offramp. Take the first left turning into the R564, better known as Witkoppen road. Then turn immediately into the first road to the right which is Milcliff Road and find us on your right hand side about 200 meters down, number 8 Milcliff Road. Note that the GPS coordinates for the Sunninghill branch are **26° 2'8.02"S, 28° 3'25.36"E**. You can either enter these coordinates into your GPS system or on Google Earth.

Registration & Duration

Delegates should arrive by no later than 8:15am to register at reception for the start of course at 8:30 am. Please advise us if you are going to arrive later than 15 minutes as delegates arriving past 8:45 am may lose their seat to a client on standby. To prevent untimely disruptions delegates arriving more than 30 minutes late will not be permitted to join the class unless prior arrangements have been made. Courses run through to approximately 3:00 pm depending on class size and knowledge levels. Generally there is a 45-minute lunch and two 10-15 minute tea breaks.

Evening classes start at 18:00 and end at approximately 21:00.

Refreshments

Biscuits, sweets, tea and coffee are provided. Cool drinks, crisps and chocolates are on sale in the delegate's lounge at lunchtimes. There are many restaurants and take aways in close proximity that serve a variety of lunches and tastes at reasonable prices.

Features

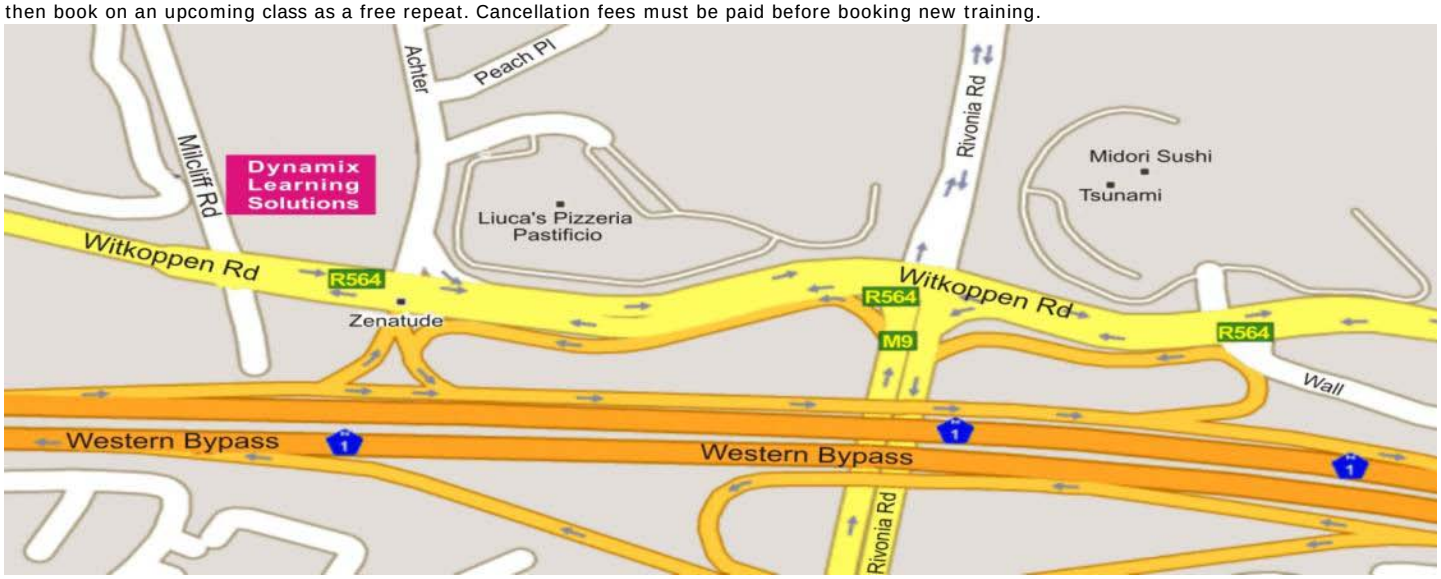
All delegates receive a user-friendly Authorised courseware manual and the use of free telephone & Email help-desk support for a period of 24 months. Delegates may also re-attend any Application course free of charge for 24 months after. Please bring your manual if you are repeating. Updated manuals may be purchased at minimal cost, if desired. On successful completion of a course at Dynamix Computer Training Centre you will receive a certificate stating the course completed. We reserve the right to withhold this certificate from delegates that have not attended at least 90% of said course.

Exercise files are available for most courses. Please bring along a stiffy disk if you would like said exercises and your work files from class. Alternatively one may purchase a CD with all of Dynamix course exercises plus many other tools for R30.

Cancellation & Substitution

We must be notified of any cancellations and rescheduling at least 5 business days prior to the reserved class. This ensures we can strive to keep resources used to a maximum and thus guarantee competitive pricing. If you are unable to make your class, consider sending a substitute at no additional cost.In the event that we do not receive fair notification for cancellations or rescheduling:

If a Corporate Voucher was used to make the booking we will consider that Voucher to be redeemed.

Dynamix Membership holders or Technical classes will be charged a R200 cancellation fee for non attendance per day.

Paid classes will be deemed as "used". Outstanding invoices plus the cancellation fee for that class are payable immediately without delay. One may then book on an upcoming class as a free repeat. Cancellation fees must be paid before booking new training.