



IMPROVING YOUR SKILLS TODAY.
GROWING YOUR TOMORROW

WWW.KEYBASETRAINING.CO.ZA

011 894-2077

STANDARD COURSES		Cost per Learner from	Number of Days	October 2018				November 2018				December 2018			
<i>Introduction to PC's - Keyboard skills</i>		R 1,295.00	1	1		15		5		21		3		19	
<i>Introduction to Windows</i>		R 1,295.00	1	2		16		9		22		4		20	
<i>Typing Skills</i>		R 1,295.00	1	5		26		2		23		7			
<i>Internet/E-mail</i>		R 1,295.00		5		26		9		23		7			
<i>Computer Literacy</i>		R 3,795.00	3	1 - 3		15 - 17		5 - 7		21 - 23		3 - 5		19 - 21	
EXCEL	Level 1 - Basic	R 2,595.00	2	1,2	10,11	15,16	24,25	7,8		19,20	28,29	5,6		18,19	
	Level 2 - Intermediate	R 2,595.00	2	3,4	15,16	22,23	29,30	31,1	12,13	21,22	26,27	3,4	10,11		
	Level 3 - Data Management	R 4,495.00	2	1,2		17,18		5,6		21,22		3,4			
	Level 4 - Advanced Formulas & Functions	R 4,495.00	2	3,4	15,16	22,23	29,30	7,8		19,20	28,29	5,6			
	Level 5 - PivotTables & Dashboard Reporting	R 4,495.00		8,9		22,23		5,6		21,22			12,13		
	Excel Refresher	R 1,795.00	1	5		19		2		23			7		
WORD	Level 1 - Basic	R 2,595.00	2	8,9		22,23			14,15			3,4			
	Level 2 - Intermediate	R 2,595.00	2		10,11		24,25		12,13			5,6			
	Level 3 - Advanced	R 3,895.00	2					31,1		19,20			12,13		
	Word Refresher	R 1,795.00	1			19			16				14		
POWERPOINT	Level 1 - Basic	R 1,295.00	1		12		26		16			7			
	Level 2 - Intermediate	R 2,595.00	2	3,4		15,16		31,1		21,22			18,19		
	Level 3 - Advanced	R 1,795.00	1	5		19		9			30		14		
	Presenting with PowerPoint	R 3,300.00							12,13						
	PowerPoint Refresher	R 1,795.00	1		12										
ACCESS	Level 1 - Basic	R 3,195.00	1				29,30			19,20			12,13		
	Level 2 - Intermediate	R 4,495.00	2	3,4					14,15				18,19		
	Level 3 - Advanced	R 4,795.00	2			17,18					28,29		20,21		
OUTLOOK	Level 1 - Email Management	R 1,295.00	1		12				16				14		
	Level 2 - Personal Management	R 1,295.00	1			26				23			14		
MS PROJECT	Level 1 - Fundamentals	R 4,495.00	2	1,2				31,1							
	Level 2 - Intermediate	R 4,495.00	2		10,11				14,15						
	Level 3 - Advanced	R 4,795.00	2			22,23					26,27				
SPECIALISED COURSES				October 2018				November 2018				December 2018			
EXCEL	Excel Essentials - Level 1	R 2,300.00	1	5				1					13		
	Excel Essentials - Level 2	R 2,300.00	1			19		2					14		
	Excel Master Class	R 8,900.00	3			22 - 24			14 - 16			3 - 5			
	Financial Functions in Excel (dates on request)	R 2,500.00	1												
	Excel Chart Workshop	R 2,200.00	1		21			2						21	
	Visual Basic for Applications	R 5,885.00	3				24 - 26				28 - 30				
WORD	Word Essentials - Level 1	R 2,300.00	1		12			1					13		
	Word Essentials - Level 2	R 2,300.00	1			19		2					14		
	Word Master Class (dates on request)	R 8,900.00	3												
	Mail Merge Workshop	R 2,200.00	1				26				30			21	
	Long Document Workshop	R 2,200.00	1			19								18	
POWERPOINT	PowerPoint Essentials - Level 1	R 2,300.00	1	1					12				13		
	PowerPoint Essentials - Level 2	R 2,300.00	1	2					13				14		
	PowerPoint Master Class	R 8,900.00	3	3 - 5					14 - 15				10 - 12		
OneNote	OneNote Fundamentals	R 2,300.00	1			19				23			11		
VISIO	Visio Fundamentals	R 4,495.00	2	8,9				31 - 1					12,13		

All courses can be run on-site at your offices - dates and cost available on request.
Dates may change depending on demand.