


Computer Courses				ONLINE COURSE SCHEDULE																			
		Course Price Excl. VAT	No. of Hours	May				June				July				August				September			
				Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4
EXCEL	Level 1 - Basic	R 1,200.00	12	18	20	25	27					6	8	13	15	3	5	11	13	7	9	14	16
	Level 2 - Intermediate	R 1,200.00	12	19	21	26	28	1	3	8	10	7	9	14	16	3	5	11	13	1	3	8	10
	Level 3 - Data Management	R 2,400.00	12	19	21	26	28	2	4	9	11	20	22	27	29	4	6	12	14				
	Level 4 - Advanced Formulas & Functions	R 2,400.00	12					23	25	30	2					18	20	25	27	21	23	28	30
	Level 5 - PivotTables & Dashboard	R 2,400.00	12					23	25	30	2	6	8	13	15					1	3	8	10
WORD	Level 1 - Basic	R 1,200.00	12					22	24	29	1					17	19	24	26				
	Level 2 - Intermediate	R 1,200.00	12									20	22	27	29					21	23	28	30
	Level 3 - Advanced	R 2,400.00	12																				
POWERPOINT	Level 1 - Basic	R 600.00	6					5	12			3	10							15	17		
	Level 2 - Intermediate	R 1,200.00	12					1	3	8	10					18	20	25	27				
	Level 3 - Advanced	R 2,400.00	12									20	22	27	29								
OUTLOOK	Level 1 - Email Management	R 600.00	6							17	19												
	Level 2 - Personal Management	R 600.00	6							17	19		17	24						21	23		
PROJECT	Level 1 - Fundamentals	R 2,400.00	12					1	3	8	10												
	Level 2 - Intermediate	R 2,400.00	12					22	24	29	1					3	5	11	13				
	Level 3 - Advanced	R 2,400.00	12																				

All courses can be scheduled to run at Keybase or on-site at your offices once lockdown has been lifted - dates and cost available on request.
 Dates may change depending on demand.