



Computer Courses 2021

	Course Price Excl. VAT	No. of Days	March		April				May				June				July						
			At Keybase		On-Line	At Keybase		On-Line	At Keybase		On-Line	At Keybase		On-Line	At Keybase		On-Line						
			10-12	29-31	14-16	28-30	10-12	17-18	26-28	7-9	23-25	7-9	26-28										
Introduction to PC's	R 1,395.00	1	On Request		On Request				On Request				On Request										
Introduction to Windows	R 1,395.00	1	On Request		On Request				On Request				On Request										
Typing Skills	R 1,395.00	1	On Request		On Request				On Request				On Request										
Internet/E-mail	R 1,395.00	1	On Request		On Request				On Request				On Request										
Computer Literacy	R 4,095.00	3	10-12	29-31	14-16	28-30	10-12	17-18	26-28	7-9	23-25	7-9	26-28										
EXCEL	Level 1 - Basic	R 2,845.00	2	1,2	17,18	29,30	8,9	6,7	14,15	28,29	8,9	5,6	17,18	26,27	3,4	2,3	9,10	21,22	23,24	30,1	12,13	28,29	7,8
	Level 2 - Intermediate	R 2,845.00	2	10,11	15,16	31,1	3,4	12,13	21,22	28,29	19,20	5,6	19,20	26,27	8,9	7,8	17,18	28,29	28,29	5,6	20,21	28,29	7,8
	Level 3 - Data Management	R 4,995.00	2	1,2	15,16	31,1	17,18	6,7	21,22		8,9	5,6		24,25	3,4	2,3	9,10	21,22	9,10	30,1	12,13	28,29	7,8
	Level 4 - Advanced Formulas & Functions	R 4,995.00	2	10,11	23,24		3,4	6,7			19,20	10,11		24,25	8,9	7,8		28,29	7,8	5,6	14,15		12,13
	Level 5 - PivotTables & Dashboard	R 4,995.00	2	1,2		29,30	8,9	12,13			19,20	10,11		24,25	3,4	2,3	14,15	30,1	14,15		12,13	26,27	12,13
	NEW Level 6 - Business Data Analysis	R 2,450.00	1		12			1		28			14			4		25			16		
	Excel Data Visualization	R 1,945.00	1		26		23		23				21		31	4			18	2		23	9
	Excel Master Class	R 8,900.00	1	17 - 19				19 - 21				17 - 19				23 - 25				12-14			
	Power BI	R 4,995.00		1,2	29,30		8,9	12,13			19,20	10,11	19,20		31,1	2,3		23,24	21,22	5,6		26,27	
Visual Basic for Applications	R 5,885.00	3	On Request												On Request								
WORD	Level 1 - Basic	R 2,845.00	2	1,2			3,4		21,22			24,25		8,9			30,1	28,29		14,15			
	Level 2 - Intermediate	R 2,845.00	2	10,11			17,18	6,7		14,15	8,9	5,6		3,4	31,1	2,3		30,1	23,24		20,21		12,13
	Level 3 - Advanced	R 4,195.00	2		15,16				28,29				19,20		31,1		21,22		2,3	7,8			19,20
	Word Refresher	R 1,945.00	1													11		4		16		9	
POWERPOINT	Level 1 - Basic	R 1,395.00	1		26		23		23			21		28	4			11	2		23	9	
	Level 2 - Intermediate	R 2,845.00	2		15,16		8,9	12,13		19,20	10,11			17,18	7,8			23,24	5,6		19,20	26,27	
	Level 3 - Advanced	R 4,195.00	2		23,24				28,29				12,13	26,27		17,18				20,21			
	PowerPoint Refresher	R 1,945.00	1												4				2				
ACCESS	Level 1 - Basic	R 3,495.00	2			31,1			28,29			12,13		17,18		9,10				12,13			
	Level 2 - Intermediate	R 4,995.00	2		15,16			12,13			5,6			26,27		21,22				14,15			
	Level 3 - Advanced	R 5,295.00	2														28,29				26,27		
OUTLOOK	NEW Email Management & Etiquette	R 4,600.00	2	17,18				12,13				19,20				17,18				14,15			
PROJECT	Level 1 - Fundamentals	R 4,995.00	2		24,25				21,22			10,11		17,18		17,18						19,20	
	Level 2 - Intermediate	R 4,995.00	2			31,1			28,29	14,15			24,25	26,27			23,24					26,27	
	Level 3 - Advanced	R 5,295.00	2														30,1					28,29	
Publisher	R 4,495.00	2	On Request																				
VISO	R 4,495.00	2	On Request																				

All courses can be run at Keybase in Benoni, virtually online, or on-site at your offices - additional dates and cost available on request. Dates may change depending on demand.

Computer Courses 2021

		August		September			October			November			December							
		At Keybase		On-Line	At Keybase		On-Line	At Keybase		On-Line	At Keybase		On-Line	At Keybase		On-Line				
Introduction to PC's		On Request		On Request			On Request			On Request			On Request							
Introduction to Windows																				
Typing Skills																				
Internet/E-mail																				
Computer Literacy		9-11		25-27		5-7		21-23		11-13		27-29		8-10		24-26		6-8		
EXCEL	Level 1 - Basic	10,11	18,19	30,31	2,3	1,2	15,16	27,28	6,7	6,7	18,19	27,28	4,5	8,9	17,18	29,30	1,2	6,7	13,14	1,2
	Level 2 - Intermediate	2,3	18,19	30,31	2,3	8,9	20,21	29,30	8,9	11,12	20,21	25,26	4,5	1,2	10,11	22,23	3,4	1,2	13,14	1,2
	Level 3 - Data Management	10,11		23,24	4,5	6,7		22,23	13,14	4,5	20,21		6,7	1,2	17,18		3,4	1,2	13,14	6,7
	Level 4 - Advanced Formulas & Functions	2,3	16,17	30,31	4,5	8,9	20,21		13,14	6,7	13,14	25,26	6,7		10,11	22,23	17,18	6,7		
	Level 5 - PivotTables & Dashboard		18,19		10,11	1,2		22,23	13,14	4,5	18,19	27,28		8,9		24,25	3,4	8,9		
	NEW Level 6 - Business Data Analysis	6		27			17			8		29			19			3		
	Excel Data Visualization		13		20	10			3	8		29			19			3		
	Excel Master Class			16-18				20-22						3 - 5						
	Power BI		12,13		25,26	1,2		27,28		11,12		27,28			10,11	29,30			13,14	
	Visual Basic for Applications	On Request			On Request			On Request			On Request			On Request						
WORD	Level 1 - Basic	4,5			2,3	6,7				4,5				1,2				1,2		
	Level 2 - Intermediate		16,17		16,17	8,9			15,16	6,7			18,19	3,4			17,18	6,7		1,2
	Level 3 - Advanced		12,13		16,17		15,16			18,19				15,16						
	Word Refresher			20			17			8				19						
POWERPOINT	Level 1 - Basic		13			3				8			5					3		
	Level 2 - Intermediate		12,13		30,31	1,2			20,21	4,5		25,26		8,9		29,30			13,14	
	Level 3 - Advanced		18,19				13,14			18,19				15,16				8,9		
	PowerPoint Refresher	6				3				15										
ACCESS	Level 1 - Basic									13,14				15,16						
	Level 2 - Intermediate	10,11				6,7				18,19				22,23						
	Level 3 - Advanced			23,24																
OUTLOOK	NEW Email Management & Etiquette	12,13			13,14				13,14											
PROJECT	Level 1 - Fundamentals		16,17			15,16				13,14				22,23						
	Level 2 - Intermediate			30,31		27,28				18,19				29,30						
	Level 3 - Advanced			25,26			29,30													
Publisher		On Request																		
VISIO		On Request																		
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