



Computer Courses 2021

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

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.

		December					
		At Keybase			On-Line		
<i>Introduction to PC's</i>		On Request					
<i>Introduction to Windows</i>							
<i>Typing Skills</i>							
<i>Internet/E-mail</i>							
<i>Computer Literacy</i>		6-8					
EXCEL	Level 1 - Basic	6,7	13,14		1,2		
	Level 2 - Intermediate	1,2	13,14		1,2		
	Level 3 - Data Management	1,2	13,14		6,7		
	Level 4 - Advanced Formulas & Functions	6,7					
	Level 5 - PivotTables & Dashboard	8,9					
	NEW Level 6 - Business Data Analysis	3					
	Excel Data Visualization	3			3		
	Excel Master Class						
	Power BI		13,14				
	Visual Basic for Applications	On Request					
WORD	Level 1 - Basic	1,2					
	Level 2 - Intermediate	6,7			1,2		
	Level 3 - Advanced						
	Word Refresher						
POWERPOINT	Level 1 - Basic	3					
	Level 2 - Intermediate		13,14				
	Level 3 - Advanced	8,9					
	PowerPoint Refresher						
ACCESS	Level 1 - Basic						
	Level 2 - Intermediate						
	Level 3 - Advanced						
OUTLOOK	NEW Email Management & Etiquette						
PROJECT	Level 1 - Fundamentals						
	Level 2 - Intermediate						
	Level 3 - Advanced						
<i>Publisher</i>							
<i>VISIO</i>							