



COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	January			February			March			April			May			June															
				At Keybase		On-Line	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 1,595.00	1	On Request			On Request			On Request			On Request			On Request			On Request															
Introduction to Windows		R 1,595.00	1	On Request			On Request			On Request			On Request			On Request			On Request															
Typing Skills		R 1,595.00	1	On Request			On Request			On Request			On Request			On Request			On Request															
Internet/E-mail		R 1,595.00	1	On Request			On Request			On Request			On Request			On Request			On Request															
Computer Literacy		R 4,700.00	3	10-12	26-28		14-16	30-1			14-16	30-1		11-13		4-6	23-25		1-3	20-22														
EXCEL	Level 1 - Basic	R 3,195.00	2	10,11	19,20	26,27	12,13	31,1	7,8	16,17	23,24		21,22	7,8	16,17	28,29	2,3		6,7	19,20	28,29	4,5		9,10	18,19	30,31	3,4		8,9	20,21	29,30	1,2		
	Level 2 - Intermediate	R 3,195.00	2	10,11	17,18	26,27		24,25	9,10	16,17	28,1	2,3		9,10	22,23	30,31		24,25	11,12	21,22	25,26		13,14	5,6	16,17	25,26	3,4		6,7	22,23	27,28	1,2		
	Level 3 - Data Management	R 5,745.00	2	12,13				31,1	2,3	14,15				28,1	2,3		28,29	14,15		13,14		25,26			11,12		23,24		30,31	8,9		20,21		29,30
	Level 4 - Advanced Formulas & Functions	R 5,745.00	2		19,20			17,28	7,8					16,17	7,8	22,23		2,3		4,5	21,22			25,26	3,4	18,19			30,31	1,2	13,14			29,30
	Level 5 - PivotTables & Dashboard	R 5,745.00	2	12,13				26,27	9,10					21,22		16,17			6,7		25,26				3,4		25,26	3,4		8,9		29,30	1,2	
	Level 6 - Business Data Analysis	R 2,195.00	1			28				18																								
	Excel Data Visualization	R 1,945.00	1		21					18				4		18	18		8							13					3			24
	Excel Master Class	R 9,995.00	3	10-12				2-4				16-18								11-13				13-15										
	Power BI	R 5,745.00	2	10,11						16,17				22,23		22,23			19,20		19,20				16,17		16,17			13,14		13,14		
	Visual Basic for Applications	R 7,450.00	3	On Request				On Request				On Request				On Request				On Request				On Request				On Request						
WORD	Level 1 - Basic	R 3,195.00	2	12,13				7,8					2,3					4,5							11,12				8,9					
	Level 2 - Intermediate	R 3,195.00	2		17,18		17,18		14,15		14,15		22,23					21,22							18,19				13,14					
	Level 3 - Advanced	R 4,795.00	2		24,25		24,25		23,24		23,24		28,29					28,29							30,31				29,30					
	Word Refresher	R 2,195.00	1	14				4					4					8						13				3						
POWERPOINT	Level 1 - Basic	R 1,595.00	1	14				4				18					8							20				10						
	Level 2 - Intermediate	R 3,195.00	2		12,13		17,18		14,15		14,15		2,3		30,31			19,20						5,6		23,24		8,9		27,28				
	Level 3 - Advanced	R 4,795.00	2		24,25				23,24		23,24		22,23				6,7								30,31			20,21						
	PowerPoint Refresher	R 2,195.00	1		28				25																									
ACCESS	Level 1 - Basic	R 3,995.00	2	12,13				16,17				30,31												9,10										
	Level 2 - Intermediate	R 5,745.00	2		24,25				28,1				22,23					19,20							18,19			13,14						
	Level 3 - Advanced	R 5,995.00	2					2,3																										
OUTLOOK	Email Management & Etiquette	R 4,600.00	2	17,18				16,17				22,23				13,14				23,24				20,21										
PROJECT	Level 1 - Fundamentals	R 5,745.00	2	10,11				2,3				7,8						11,12						16,17										
	Level 2 - Intermediate	R 5,745.00	2		19,20				23,24				22,23					25,26							23,24			27,28						
	Level 3 - Advanced	R 5,995.00	2		24,25								28,29											3,4										
Publisher		R 4,495.00	2																															
VISIO		R 4,495.00	2																															

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.