



COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	March			April			May			June			July			August																	
				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			Not Advised			On Request			Not Advised			On Request			Not Advised																	
Introduction to Windows		R 1 595,00	1																																	
Typing Skills		R 1 595,00	1																																	
Internet/E-mail		R 1 595,00	1																																	
Computer Literacy		R 4 700,00	3		14-16	28-30		11-13			4-6		23-25		1-3		20-22		4-6		20-22		1-3		24-26											
EXCEL	Level 1 - Basic	R 3 195,00	2	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		11,12	20,21	27,28	4,5		10,11	17,18	29,30	1,2				
	Level 2 - Intermediate	R 3 195,00	2	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	6,7	18,19	27,28		6,7	3,4	15,16	29,30		3,4			
	Level 3 - Data Management	R 5 745,00	2	2,3		28,29	14,15		13,14		25,26			11,12		23,24			30,31	8,9		20,21			29,30	4,5	18,19	27,28		18,19	3,4	15,16	29,30		10,11	
	Level 4 - Advanced Formulas & Functions	R 5 745,00	2	7,8	22,23		2,3		4,5	21,22			25,26	3,4	18,19				30,31	1,2	13,14				29,30	11,12		25,26		25,26	1,2		24,25	29,30		
	Level 5 - PivotTables & Dashboard	R 5 745,00	2		16,17			16,17	6,7		25,26			3,4		25,26		3,4	8,9		29,30		1,2	13,14		25,26		13,14		10,11	22,23	29,30				
	Level 6 - Business Data Analysis	R 5 745,00	2		22,23					21,22				16,17						22,23				13,14						17,18						
	Excel Data Visualization	R 1 945,00	1	4		18	18		8					13					3				24	7				7	5							
	Excel Master Class	R 9 995,00	3	16 - 18									11 - 13			13 - 15			4-6			1-3														
	Power BI	R 5 745,00	2		22,23		22,23			19,20		19,20			16,17		16,17			13,14		13,14			18,19		18,19			17,18		17,18				
Visual Basic for Applications	R 7 450,00	3	8 - 10			On Request			On Request			On Request			On Request																					
WORD	Level 1 - Basic	R 3 195,00	2	2,3					4,5					11,12					8,9					4,5				1,2								
	Level 2 - Intermediate	R 3 195,00	2		22,23					21,22					18,19					13,14				13,14				13,14		22,23						
	Level 3 - Advanced	R 4 795,00	2			28,29					28,29					30,31					29,30				20,21		20,21			29,23						
	Word Refresher	R 2 195,00	1	4					8					13					3					7				5								
POWERPOINT	Level 1 - Basic	R 1 595,00	1			18			8				20						10					7				5								
	Level 2 - Intermediate	R 3 195,00	2	2,3		30,31		24,25		19,20				5,6		23,24		3,4	8,9		27,28			20,21	11,12		25,26		25,26	10,11						
	Level 3 - Advanced	R 4 795,00	2		22,23				6,7		4,5				30,31		23,24				20,21					20,21		4,5			22,23					
	PowerPoint Refresher	R 2 195,00	1																				15							26						
ACCESS	Level 1 - Basic	R 3 995,00	2			30,31							9,10								29,30							1,2								
	Level 2 - Intermediate	R 5 745,00	2		22,23					19,20				18,19						13,14					20,21					29,30						
	Level 3 - Advanced	R 5 995,00	2																						27,28											
OUTLOOK	Email Management & Etiquette	R 4 600,00	2	22,23						13,14						23,24						20,21						11,12						24,25		
PROJECT	Level 1 - Fundamentals	R 5 745,00	2	7,8					11,12					16,17										4,5				1,2								
	Level 2 - Intermediate	R 5 745,00	2		22,23					25,26					23,24					27,28					18,19		18,19			17,18						
	Level 3 - Advanced	R 5 995,00	2			28,29								3,4											27,28					31,1						
Publisher	R 4 495,00	2	On Request			On Request			On Request			On Request			On Request			On Request			On Request															
VISIO	R 4 495,00	2	On Request			On Request			On Request			On Request			On Request			On Request			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.