



COMPUTER COURSES TIMETABLE		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										
<i>Introduction to PC's</i>		R 1,595.00	1	On Request			Not Advised			Not Advised			Not Advised			On Request			Not Advised									
<i>Introduction to Windows</i>		R 1,595.00	1																									
<i>Typing Skills</i>		R 1,595.00	1																									
<i>Internet/E-mail</i>		R 1,595.00	1																									
<i>Computer Literacy</i>		R 4,700.00	3	4 - 6		20-22		1-3		24-26		5 - 7		21 - 23		3-5		26-28		9 - 11		28 - 30						
EXCEL	Level 1 - Basic	R 3,195.00	2	11,12	20,21	27,28	4,5		10,11	17,18	29,30	1,2		7,8	19,20	28,29	5,6		5,6	17,18	31,1		26,27	9,10	21,22	31,1		
	Level 2 - Intermediate	R 3,195.00	2	6,7	18,19	27,28	6,7		3,4	15,16	29,30	3,4		12,13	21,22	28,29	14,15		3,4	12,13	26,27		31,1	7,8	16,17	28,29		
	Level 3 - Data Management	R 5,745.00	2	4,5	18,19	27,28		18,19	3,4	15,16	29,30	10,11		12,13	21,22		21,22		5,6	19,20			24,25	7,8		23,24		
	Level 4 - Advanced Formulas & Functions	R 5,745.00	2	11,12		25,26		25,26	1,2		24,25	29,30		7,8	19,20				10,11		24,25	19,20			2,3	14,15		
	Level 5 - PivotTables & Dashboard	R 5,745.00	2	13,14		25,26	13,14		10,11		22,23	29,30		5,6		26,27	28,29			17,18	31,1			2,3	16,17	30,1		
	Excel Data Visualization	R 1,945.00	1	8			7		5					2			16		7			28		4				
	Excel Master Class	R 9,995.00	3	4-6					1-3					14 - 16					5-7					2 - 4				
	Power BI	R 5,745.00	2		18,19		18,19			17,18		17,18		5,6		26,27				17,18		17,18		2,3		28,29		
Visual Basic for Applications	R 7,450.00	3	On Request					On Request					On Request					On Request					On Request					
WORD	Level 1 - Basic	R 3,195.00	2	4,5				1,2					5,6						3,4					2,3				
	Level 2 - Intermediate	R 3,195.00	2	13,14			13,14				22,23			14,15					10,11						14,15			
	Level 3 - Advanced	R 4,795.00	2		20,21			20,21			29,23					28,29					31,1	26,27				31,1		
	Word Refresher	R 2,195.00	1	8					5										14						11			
POWERPOINT	Level 1 - Basic	R 1,595.00	1	8				5					2						14					4				
	Level 2 - Intermediate	R 3,195.00	2	11,12		25,26		25,26	10,11				7,8						10,11						16,17			
	Level 3 - Advanced	R 4,795.00	2		20,21		4,5				22,23			14,15						12,13		24,25				23,24		
	PowerPoint Refresher	R 2,195.00	1	15							26								7					4				
ACCESS	Level 1 - Basic	R 3,995.00	2					1,2					7,8						12,13					7,8				
	Level 2 - Intermediate	R 5,745.00	2		20,21					29,30			12,13						19,20						23,24			
	Level 3 - Advanced	R 5,995.00	2			27,28														24,25					30,1			
OUTLOOK	Email Management & Etiquette	R 4,600.00	2	11,12					24,25					14,15					19,20					14,15				
PROJECT	Level 1 - Fundamentals	R 5,745.00	2	4,5				1,2					14,15						5,6					9,10				
	Level 2 - Intermediate	R 5,745.00	2		18,19		18,19		17,18				26,27						17,18					21,22				
	Level 3 - Advanced	R 5,995.00	2			27,28					31,1									31,1								
<i>Publisher</i>		R 4,495.00	2	On Request					On Request					On Request					On Request					On Request				
<i>VISIO</i>		R 4,495.00	2	On Request					On Request					On Request					On Request					On Request				

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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.