



COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	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										
<i>Introduction to PC's</i>		R 1,595.00	1	On Request			On Request			On Request			On Request			On Request												
<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	1-3	24-26		5-7	21-23		3-5	26-28		9-11	28-30		11,13												
EXCEL	Level 1 - Basic	R 3,195.00	2	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			7,8		19,20		
	Level 2 - Intermediate	R 3,195.00	2	15,16	22,23	29,30	15,16	29,30	12,13	21,22	28,29	7,8		3,4	12,13	26,27		31,1	7,8	16,17	28,29			5,6		21,22		
	Level 3 - Data Management	R 5,745.00	2	3,4	15,16	29,30	10,11		12,13	21,22		19,20		5,6	19,20			24,25	7,8		23,24			7,8		19,20		
	Level 4 - Advanced Formulas & Functions	R 5,745.00	2	1,2		24,25	29,30		7,8	19,20				10,11		24,25	19,20		2,3	14,15				5,6		21,22		
	Level 5 - PivotTables & Dashboard	R 5,745.00	2	10,11		22,23	29,30		5,6		26,27	28,29			17,18	31,1			2,3	16,17	30,1			7,8		19,20		
	<b>NEW</b> Level 6 - Business Data Analysis	R 5,745.00	2		17,18					19,20					12,13						30,1							
	Excel Data Visualization	R 1,945.00	1	5						12		16				28			4			30,1						
	Excel Master Class	R 9,995.00	3	1-3					14-16					5-7					2-4					5-7				
	Power BI	R 5,745.00	2		17,18		17,18		5,6		26,27				17,18		17,18		2,3		28,29					14,15		
Visual Basic for Applications	R 7,450.00	3	3-5					14,15					On Request					On Request					On Request					
WORD	Level 1 - Basic	R 3,195.00	2	1,2				5,6					3,4					2,3						12,13				
	Level 2 - Intermediate	R 3,195.00	2			22,23			14,15				10,11						14,15					14,15				
	Level 3 - Advanced	R 4,795.00	2			29,23					28,29				31,1	26,27				31,1				14,15				
	Word Refresher	R 2,195.00	1	5									14						11									
POWERPOINT	Level 1 - Basic	R 1,595.00	1	5				2					14					4					2					
	Level 2 - Intermediate	R 3,195.00	2	10,11				5,6	7,8		5,6		10,11						16,17				12,13					
	Level 3 - Advanced	R 4,795.00	2			22,23				14,15				12,13		24,25				23,24			12,13					
	PowerPoint Refresher	R 2,195.00	1			26							7					4					2					
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			29,30			12,13					19,20					23,24									
	Level 3 - Advanced	R 5,995.00	2											24,25					30,1									
OUTLOOK	Email Management & Etiquette	R 4,600.00	2	24,25					14,15					19,20					14,15					1,2				
PROJECT	Level 1 - Fundamentals	R 5,745.00	2	1,2				14,15					5,6					9,10					5,6					
	Level 2 - Intermediate	R 5,745.00	2			17,18				26,27				17,18					21,22				14,15					
	Level 3 - Advanced	R 5,995.00	2					5,6						31,1										19,20				
<i>Publisher</i>		R 4,495.00	2	On Request					On Request					On Request					On Request					On Request				
<i>VISO</i>		R 4,495.00	2	On Request					14,15					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.