



2023 - A YEAR OF PROGRESS & GROWTH



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COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	July			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	At Keybase		On-Line								
Introduction to PC's		R 1,700.00	1	On Request			On Request			On Request			On Request			On Request			On Request										
Introduction to Windows		R 1,700.00	1	On Request			On Request			On Request			On Request			On Request			On Request										
Typing Skills		R 1,700.00	1	On Request			On Request			On Request			On Request			On Request			On Request										
Internet/E-mail		R 1,700.00	1	On Request			On Request			On Request			On Request			On Request			On Request										
Computer Literacy		R 5,000.00	3	3 - 5	24 - 26		16 - 18	28 - 30		11 - 13	27 - 29		16 - 18	30 - 1		13 - 15	29 - 1		11 - 13										
NEW Microsoft Office Basic		R 6,000.00	3		24 - 26		16 - 18			27 - 29			30 - 1			29 - 1													
NEW Microsoft Office Standard																													
NEW Microsoft Office Advanced		R 9,995.00			26 - 28					20 - 22			2 - 4			6 - 8													
NEW Power BI		R 6,100.00	2	17,18		3,4		14,15		2,3		18,19		2,3	30,31			15,16		4,5									
EXCEL	Level 1 - Basic	R 3,400.00	2	5,6	19,20	31,1	3,4		10,11	21,22	30,31	2,3		6,7	13,14	18,19	11,12		2,3	11,12	23,24		1,2	15,16	27,28		6,7	13,14	
	Level 2 - Intermediate	R 3,400.00	2	10,11	19,20			26,27	7,8	16,17	28,29	14,15	30,31	4,5	13,14	26,27	6,7		4,5	16,17	25,26		1,2	8,9	20,21		4,5	13,14	
	Level 3 - Data Management	R 6,100.00	2	3,4	12,13			26,27		16,17	28,29				11,12	28,29	13,14			11,12	23,24		6,7		22,23		4,5		
	Level 4 - Advanced Formulas & Functions	R 6,100.00	2	5,6			5,6		2,3	7,8	23,24	23,24			18,19	26,27				16,17	30,31		8,9		27,28		6,7		
	Level 5 - PivotTables & Dashboard	R 6,100.00	2	10,11				24,25		14,15			30,31	6,7						4,5	25,26				13,14			11,12	
	NEW Level 6 - Business Data Analysis	R 6,100.00	2		12,13				7,8					6,7							11,12					1,2			11,12
	Excel Data Visualization	R 2,300.00	1		14					18				8		22				6	27			10				1	
	Excel Master Class	R 9,995.00	3				21 - 23			20 - 22			4 - 6			22 - 24													
Visual Basic for Applications	R 8,000.00	3				14 - 16						16 - 18						13 - 15											
WORD	Level 1 - Basic	R 3,400.00	2	3,4					2,3					4,5					4,5				6,7					6,7	
	Level 2 - Intermediate	R 3,400.00	2		12,13				10,11			30,31			11,12					9,10				8,9				11,12	
	Level 3 - Advanced	R 5,100.00	2			24,25				14,15					26,27						18,19				27,28				
	Word Refresher	R 2,300.00	1	7						18					22									10				1	
POWERPOINT	Level 1 - Basic	R 1,700.00	1		21				4		25			8					6	27				17				8	
	Level 2 - Intermediate	R 3,400.00	2	10,11					10,11			7,8			18,19					9,10				6,7		29,30		13,14	
	Level 3 - Advanced	R 5,100.00	2			24,25				21,22					20,21						16,17				15,16				
	PowerPoint Refresher	R 2,300.00	1		14					18											13				17				8
ACCESS	Level 1 - Basic	R 4,300.00	2	3,4					2,3					4,5					4,5					6,7					
	Level 2 - Intermediate	R 6,100.00	2		19,20				10,11						20,21					9,10					22,23				
	Level 3 - Advanced	R 6,400.00	2			26,27						30,31									30,31					29,30			
OUTLOOK	Level 1 - Mail	R 1,700.00	1						2	14				15						13				17				1	
	Level 2 - Personal Management	R 1,700.00	1							25						22				27					24			8	
	Email Management & Etiquette	R 4,800.00	2		17,18					14,15					11,12					9,10					13,14			6,7	
PROJECT	Level 1 - Fundamentals	R 6,100.00	2			31,1							6,7							11,12				20,21					
	Level 2 - Intermediate	R 6,100.00	2		24,25					21,22					13,14						18,19					27,28			
	Level 3 - Advanced	R 6,400.00	2			24,25					28,29					28,29					25,26							4,5	
Publisher	R 3,400.00	2	On Request			On Request			On Request			On Request			On Request			On Request											
VISIO	R 3,400.00	2	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. Last Update: 2023/07/21 at 09:38 AM