

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				
NEW	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	17 - 19		14-16	26-28		13-15		3-5	24-26		15-17					
	Microsoft Office Basic	R 6,000.00	3		29 - 30				13-15		3-5	22-24		8-10	22-23				
	Microsoft Office Standard	R 6,000.00	3	17 - 19					6-8			24-26		22-23					
	Microsoft Office Advanced	R 9,995.00	3		29 - 30		14-16		13-15			8-10		8-10					
	Power BI	R 6,100.00	2		22, 23		21,22		18,19			17,18		20,21					
EXCEL	Level 1 - Basic	R 3,400.00	2	10,11		24,25		12,13	4,5	18,19	27,28	10,11	22,23	29,30	13,14	22,23	3,4		
	Level 2 - Intermediate	R 3,400.00	2		22, 23		5,6	19,20	6,7		25,26	2,3	15,16	29,30	13,14		29,30	10,11	
	Level 3 - Data Management	R 6,100.00	2	10,11		24,25		12,13	6,7			10,11		22,23	8,9	20,21		3,4	
	Level 4 - Advanced Formulas & Functions	R 6,100.00	2		17,18			21,22		11,12			2,3		13,14		20,21	12,13	24,25
	Level 5 - PivotTables & Dashboard	R 6,100.00	2		22, 23			12,13		11,12			22,23		20,21			3,4	
	Level 6 - Business Data Analysis	R 6,100.00	2				5,6				27,28		15,16		13,14			12,13	
	Excel Data Visualization	R 2,300.00	1		19			16		15			19		24			14	
	Excel Master Class	R 9,995.00	3	17 - 19		14 - 16		6-8		8-10		15-17		12-14					
	Visual Basic for Applications	R 8,000.00	3	On Request		On Request		On Request		On Request		On Request		On Request					
WORD	Level 1 - Basic	R 3,400.00	2			5,6		28,29		11,12		10,11			8,9			10,11	
	Level 2 - Intermediate	R 3,400.00	2		22, 23			12,13	28,29		25,26		2,3			13,14			20,21
	Level 3 - Advanced	R 5,100.00	2			5,6				6,7			22,23		29,30				On Request
	Word Refresher	R 2,300.00	1				16			22		12			24				
POWERPOINT	Level 1 - Basic	R 1,700.00	1	12			16			22		19			10				28
	Level 2 - Intermediate	R 3,400.00	2	10,11			19,20			25,26		10,11			13,14			10,11	
	Level 3 - Advanced	R 5,100.00	2			24,25		28,29		13,14		2,3			27,28			20,21	
	PowerPoint Refresher	R 2,300.00	1		19		23			22		19			10				28
ACCESS	Level 1 - Basic	R 4,300.00	2			5,6			11,12			15,16		8,9			3,4		
	Level 2 - Intermediate	R 6,100.00	2				19,20			25,26		22,23		20,21			20,21		
	Level 3 - Advanced	R 6,400.00	2					26,27				8,9			27,28				
OUTLOOK	Level 1 - Mail	R 1,700.00	1		26		23			15			19		10			14	
	Level 2 - Personal Management	R 1,700.00	1		26		23			22			12		17			12	
	Email Management & Etiquette	R 4,800.00	2		29,30		19,20		6,7			10,11			27,28				
PROJECT	Level 1 - Fundamentals	R 6,100.00	2			7,8				25,26		15,16			8,9			12,13	
	Level 2 - Intermediate	R 6,100.00	2				12,13					2,3			20,21			26,27	
	Level 3 - Advanced	R 6,400.00	2						4,5				24,25		29,30				

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.