

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									
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	Not Advised		14-16	26-28	Not Advised		13-15	Not Advised		3-5	24-26	Not Advised		15-17	Not Advised		5-7	26-28	Not Advised							
NEW Microsoft Office Basic		R 6,000.00	3	29 - 30	Not Advised		14-16		Not Advised		13-15	Not Advised		3-5	22-24	Not Advised		8-10	22-23	Not Advised		5-7		Not Advised						
NEW Microsoft Office Standard		R 6,000.00	3	17 - 19	Not Advised				Not Advised		6-8	Not Advised		24-26		Not Advised		22-23		Not Advised		12-14		Not Advised						
NEW Microsoft Office Advanced		R 9,995.00	3	29 - 30	Not Advised		14-16		Not Advised		13-15	Not Advised		8-10		Not Advised		8-10		Not Advised		5-7		Not Advised						
NEW Power BI		R 6,100.00	2	22, 23	Not Advised		21, 22		Not Advised		18, 19	Not Advised		17, 18		Not Advised		20, 21		Not Advised		20, 21		Not Advised						
EXCEL	Level 1 - Basic	R 3,400.00	2	10,11	17,18	24,25		5,6	14,15	26,27	14,15		4,5	18,19	27,28	20,21		10,11	22,23	29,30		13,14	22,23	29,30		3,4	12,13	24,25		
	Level 2 - Intermediate	R 3,400.00	2		22, 23		31,1	5,6	19,20	28,29		26,27	6,7	13,14	25,26	20,21		2,3	15,16	29,30	15,16		6,7	13,14	29,30		5,6	10,11	20,21	
	Level 3 - Data Management	R 6,100.00	2	10,11		24,25	15,16		12,13	26,27		26,27	6,7	18,19			25,26	10,11		22,23	10,11		8,9	20,21		8,9	3,4	18,19	26,27	
	Level 4 - Advanced Formulas & Functions	R 6,100.00	2		17,18		31,1	7,8	21,22				11,12	25,26		25,26	2,3						13,14	22,23			12,13	24,25		
	Level 5 - PivotTables & Dashboard	R 6,100.00	2		22, 23		29,30		12,13	26,27			11,12	27,28					22,23				6,7	20,21			3,4	18,19		
	NEW 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				On Request	5,6		28,29		On Request		11,12			10,11					8,9				10,11				On Request
	Level 2 - Intermediate	R 3,400.00	2		22, 23		On Request		12,13	28,29		On Request			25,26		On Request		2,3					13,14			20,21			On Request
	Level 3 - Advanced	R 5,100.00	2				On Request		19,20			On Request	6,7				On Request		22,23			22,23		29,30	13,14					On Request
	Word Refresher	R 2,300.00	1				On Request		16			On Request		22			On Request		12				24							On Request
POWERPOINT	Level 1 - Basic	R 1,700.00	1	12			On Request		16			On Request			22		On Request		19				10					28		On Request
	Level 2 - Intermediate	R 3,400.00	2	10,11			On Request		19,20			On Request	4,5		25,26		On Request		10,11				13,14			10,11				On Request
	Level 3 - Advanced	R 5,100.00	2			24,25	On Request			28,29		On Request		13,14			On Request		2,3				27,28			20,21				On Request
	PowerPoint Refresher	R 2,300.00	1		19		On Request		23			On Request		22			On Request		19				10				28			On Request
ACCESS	Level 1 - Basic	R 4,300.00	2				On Request	5,6				On Request	11,12				On Request		15,16				8,9				3,4			On Request
	Level 2 - Intermediate	R 6,100.00	2				On Request		19,20			On Request			25,26		On Request		22,23				20,21			20,21				On Request
	Level 3 - Advanced	R 6,400.00	2				On Request			26,27		On Request					On Request		8,9				27,28							On Request
OUTLOOK	Level 1 - Mail	R 1,700.00	1		26		On Request		23			On Request		15			On Request					19				14				On Request
	Level 2 - Personal Management	R 1,700.00	1		26		On Request		23			On Request		22			On Request					12				12		12		On Request
	Email Management & Etiquette	R 4,800.00	2		29,30		On Request		19,20			On Request	6,7		6,7		On Request		10,11				27,28							On Request
PROJECT	Level 1 - Fundamentals	R 6,100.00	2				On Request	7,8				On Request		25,26			On Request		15,16				8,9				12,13			On Request
	Level 2 - Intermediate	R 6,100.00	2				On Request		12,13			On Request					On Request		2,3				20,21			26,27				On Request
	Level 3 - Advanced	R 6,400.00	2				On Request					On Request	4,5				On Request					24,25			29,30					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.