

COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	April		May		June		July		August		September		October								
				Classroom	On-Line	Classroom	On-Line	Classroom	On-Line	Classroom	On-Line	Classroom	On-Line	Classroom	On-Line	Classroom	On-Line							
Introduction to PC's		R 1 700,00	1	On Request		Not Advised		On Request		On Request		On Request		On Request		On Request								
Introduction to Windows		R 1 700,00	1																					
Typing Skills		R 1 700,00	1																					
Internet/E-mail		R 1 700,00	1	On Request		Not Advised		On Request		On Request		On Request		On Request		On Request								
Computer Literacy		R 5 000,00	3																					
Microsoft Office Essentials Level 1		R 6 000,00	3																					
Microsoft Office Essentials Level 2		R 6 000,00	3	24-26	24-26	8-10	22-23	5-7	26-28	8-10	22,24	5-7	20-22	2-4	18-20	2-4	23-25							
POWER BI		R 6 100,00	2	17,18		20,21		12,14		16-18		14,15	26-28	18-20		14-16								
EXCEL	Level 1 - Basic	R 3 400,00	2	4,5	22,23	29,30	13,14	22,23	3,4	12,13	24,25	3,4	17,18	29,30	5,6	19,20	28,29	2,3	16,17	25,26	7,8	23,24	30,31	
	Level 2 - Intermediate	R 3 400,00	2	2,3	10,11	29,30	8,9	15,16	13,14	29,30	5,6	10,11	20,21	1,2	15,16	29,30	7,8	12,13	21,22	4,5	11,12	30,1	9,10	21,22
	Level 3 - Data Management	R 6 100,00	2	10,11		22,23	10,11	8,9	20,21	3,4	20,21	10,11		14,15				2,3	18,19	30,1	9,10		21,22	
	Level 4 - Advanced Formulas & Functions	R 6 100,00	2	2,3			13,14			12,13	24,25	On Request	1,2	22,23	On Request	1,2	26,27	On Request	9,10	25,26	On Request	7,8	23,24	On Request
	Level 5 - PivotTables & Dashboard	R 6 100,00	2		22,23	29,30		20,21		3,4		10,11		19,20					11,12			2,3		
	Level 6 - Business Data Analysis	R 6 100,00	2		10,11			13,14		12,13			24,25		12,13				11,12			9,10		
	Excel Data Visualization	R 2 300,00	1		12			24		14		12		16					13				18	
	Excel Master Class	R 9 995,00	3	8-10		15-17		12-14		19-20		25-27		18-20		14-16								
Visual Basic for Applications	R 8 000,00	3	On Request		On Request		On Request		On Request		On Request		On Request		On Request									
WORD	Level 1 - Basic	R 3 400,00	2	10,11			8,9		10,11			22,23		1,2	26,27		18,19				7,8			
	Level 2 - Intermediate	R 3 400,00	2	2,3		22,23		13,14	On Request	20,21	On Request	10,11	On Request	19,20	On Request	4,5		On Request	9,10	On Request		23,24	On Request	
	Level 3 - Advanced	R 5 100,00	2		22,23			29,30			3,4			21,22			25,26							
	Word Refresher	R 2 300,00	1	12				24		14				16				13				18		
POWERPOINT	Level 1 - Basic	R 1 700,00	1				10			28		5		23			13					11		
	Level 2 - Intermediate	R 3 400,00	2	10,11		4,5		13,14	On Request	10,11	On Request	8,9	On Request	21,22	On Request		16,17	On Request			14,15	On Request		
	Level 3 - Advanced	R 5 100,00	2	2,3				27,28	On Request	20,21	On Request	1,2	On Request	5,6	On Request		30,1	On Request				30,31	On Request	
	PowerPoint Refresher	R 2 300,00	1		12		10				28		12		2			6				11		
ACCESS	Level 1 - Basic	R 4 300,00	2		15,16		8,9		3,4		8,9		19,20		9,10						2,3			
	Level 2 - Intermediate	R 6 100,00	2		22,23		On Request	20,21	On Request	20,21	On Request	22,23	On Request	26,27	On Request	16,17	On Request				9,10	On Request		
	Level 3 - Advanced	R 6 400,00	2	8,9				27,28			26,27			1,2			25,26					23,24		
OUTLOOK	Level 1 - Mail	R 1 700,00	1		12		10			14			26			30						11		
	Level 2 - Personal Management	R 1 700,00	1		12		On Request	17	On Request	12	On Request	19	On Request	23	On Request	6	On Request				6	On Request		
	Email Management & Etiquette	R 4 800,00	2	10,11				27,28			26,27		10,11		12,13							30,1	On Request	
PROJECT	Level 1 - Fundamentals	R 6 100,00	2		15,16		8,9		12,13			15,16		5,6			2,3					9,10	On Request	
	Level 2 - Intermediate	R 6 100,00	2	2,3			On Request	20,21	On Request	26,27	On Request		30,31	On Request	21,22	On Request	9,10	On Request				14,15	On Request	
	Level 3 - Advanced	R 6 400,00	2		24,25			29,30				1,2			14,15							30,1		

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.