

COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	May		June		July		August		September		October		November			
				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																	
Introduction to Windows	R 1,700.00	1																	
Typing Skills	R 1,700.00	1																	
Internet/E-mail	R 1,700.00	1																	
Computer Literacy	R 5,000.00	3		15-17		5-7	26-28	8-10	22,24	5-7	20-22	2-4	18-20	2-4	23-25	6-8	25-27		
<b>NEW</b> Microsoft Office Essentials Level 1	R 6,000.00	3	8-10	22-23		5-7		3,5		12,14		9-11		30-2		13-15			
<b>NEW</b> Microsoft Office Essentials Level 2	R 6,000.00	3		22-23		12-14		16-18		26-28		18-20		14-16		20-22			
<b>NEW</b> POWER BI	R 6,100.00	2		20,21		20,21		8,9		14,15		25,26		16,17		4,5			
Level 1 - Basic	R 3,400.00	2	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		
Level 2 - Intermediate	R 3,400.00	2	13,14	27,28	On Request	5,6	10,11	20,21	1,2	15,16	29,30	On Request	7,8	12,13	21,22	On Request	4,5	11,12	30,1
Level 3 - Data Management	R 6,100.00	2	8,9	20,21		3,4	18,19		10,11			14,15		2,3	18,19	30,1	9,10	21,22	
Level 4 - Advanced Formulas & Functions	R 6,100.00	2	13,14	27,28		12,13	24,25		1,2	22,23		1,2	26,27	9,10	11,12	25,26	7,8	23,24	
Level 5 - PivotTables & Dashboard	R 6,100.00	2		20,21		12,13	24,25		10,11			19,20			11,12		2,3		23,24
<b>NEW</b> Level 6 - Business Data Analysis	R 6,100.00	2		13,14			12,13			24,25				11,12			9,10		
Excel Data Visualization	R 2,300.00	1		24			14		12			16			13			18	
Excel Master Class	R 9,995.00	3		15-17		12-14		17-19		26-28		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		On Request	
Level 1 - Basic	R 3,400.00	2	8,9			10,11		22,23		1,2	26,27		18,19		7,8		4,5		18,19
Level 2 - Intermediate	R 3,400.00	2		13,14		20,21		10,11		19,20		4,5		9,10		23,24		25,26	
Level 3 - Advanced	R 5,100.00	2		27,28	On Request			3,4		21,22	On Request		25,26	On Request					25,26
Word Refresher	R 2,300.00	1		24		14		12		16		13		18		15			
Level 1 - Basic	R 1,700.00	1	10				28	5		23		13		11		8			
Level 2 - Intermediate	R 3,400.00	2		13,14		10,11		8,9		21,22		16,17		14,15		11,12			
Level 3 - Advanced	R 5,100.00	2		27,28	On Request	20,21		1,2		5,6		30,1		30,31		27,28			
PowerPoint Refresher	R 2,300.00	1	10				28	12		2		6		11		15			
Level 1 - Basic	R 4,300.00	2	8,9			3,4		8,9		19,20		9,10		2,3		6,7			
Level 2 - Intermediate	R 6,100.00	2		20,21		20,21		22,23		26,27	On Request	16,17		9,10		13,14			
Level 3 - Advanced	R 6,400.00	2		27,28			26,27			1,2		25,26		23,24		25,26			
Level 1 - Mail	R 1,700.00	1	10			14			26		30		6		11		8		
Level 2 - Personal Management	R 1,700.00	1		17		12		19		23		6		25		15			
Email Management & Etiquette	R 4,800.00	2		27,28			26,27	10,11		12,13		12,13		30,1		20,21			
Level 1 - Fundamentals	R 6,100.00	2	8,9			12,13		15,16		5,6		2,3		9,10		11,12			
Level 2 - Intermediate	R 6,100.00	2				3,4			30,31		21,22		9,10		14,15		18,19		
Level 3 - Advanced	R 6,400.00	2						1,2		14,15				30,1		27,28			

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.