

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 1 900,00	1	On Request			On Request			On Request			On Request			On Request			On Request								
Introduction to Windows		R 1 900,00	1	On Request			On Request			On Request			On Request			On Request			On Request								
Typing Skills		R 1 900,00	1	On Request			On Request			On Request			On Request			On Request			On Request								
Internet/E-mail		R 1 900,00	1	On Request			On Request			On Request			On Request			On Request			On Request								
Computer Literacy		R 6 000,00	3	11-15		29-30	Not Advised	10-12		26-28	Not Advised	10-12		26-28	Not Advised	7-9		23-26	Not Advised	5-7		28-30	Not Advised	9-11		30-2	Not Advised
Microsoft Office Essentials Level 1		R 7 000,00	3		20-22		Not Advised	3-5			Not Advised	3-5			Not Advised	2-4			Not Advised	12-14			Not Advised	2-4			Not Advised
Microsoft Office Essentials Level 2		R 7 000,00	3			8-10	Not Advised		12-14		Not Advised		17-19		Not Advised		14-16		Not Advised		21-23		Not Advised	11-13			Not Advised
Power BI Intermediate		R 6 300,00	2				Not Advised	5,6			Not Advised		19,20		Not Advised	7,8			Not Advised	12,13			Not Advised	9,10			Not Advised
NEW Power BI Advanced		R 6 300,00	2				Not Advised		17,18		Not Advised		24,25		Not Advised		23,24		Not Advised		19,20		Not Advised		18,19		Not Advised
EXCEL	Level 1 - Basic	R 3 700,00	2	8,9	20,21	29,30	On Request	5,6	17,18	26,27	On Request	5,6	17,18	26,27	On Request	7,8		22,23	On Request	5,6	21,22	28,29	On Request	2,3	17,18	30,1	On Request
	Level 2 - Intermediate	R 3 700,00	2	13,14		22,23	On Request	3,4		19,20	On Request	3,4	19,20	24,25	On Request	2,3	14,15	29,30	On Request	7,8	19,20	26,27	On Request	4,5	18,19	30,1	On Request
	Level 3 - Data Management	R 6 300,00	2	6,7	20,21	27,28	On Request	3,4	19,20		On Request	5,6		19,20	On Request	31,1		22,23	On Request	5,6		19,20	On Request	4,5		19,20	On Request
	Level 4 - Advanced Formulas & Functions	R 6 300,00	2	13,14		27,28	On Request	5,6	19,20		On Request	3,4	24,25		On Request	2,3	29,30		On Request	7,8		21,22	On Request	9,10		23,24	On Request
	Level 5 - PivotTables & Dashboard	R 6 300,00	2	6,7			On Request			24,25	On Request			31,1	On Request		24,25		On Request		14,15		On Request			25,26	On Request
	Level 6 - Business Data Analysis	R 6 300,00	2		22,23		On Request		12,13		On Request		17,18		On Request		14,15		On Request	7,8			On Request	11,12			On Request
	Excel Data Visualization	R 2 500,00	1		17		On Request		14		On Request		21		On Request		11		On Request			26,27	On Request		23,24		On Request
	Excel Master Class	R 9 900,00	3	20-22					12-14				3-5				14-16				12-14				2-4		
Visual Basic for Applications	R 9 900,00	3	On Request					On Request				On Request				On Request				On Request				On Request			
WORD	Level 1 - Basic	R 3 700,00	2		13,14		On Request	5,6			On Request	3,4			On Request	1,2			On Request	7,8			On Request	4,5			On Request
	Level 2 - Intermediate	R 3 700,00	2		20,21		On Request		17,18		On Request		19,20		On Request	9,10			On Request		12,13		On Request		18,19		On Request
	Level 3 - Advanced	R 5 300,00	2			29,30	On Request			26,27	On Request			31,1	On Request		16,17		On Request			21,22	On Request		23,24		On Request
	Word Refresher	R 2 500,00	1		24		On Request		21		On Request		14		On Request		11		On Request		23		On Request		20		On Request
POWERPOINT	Level 1 - Basic	R 2 900,00	1		11		On Request		14		On Request		21		On Request		25		On Request		16		On Request		6		On Request
	Level 2 - Intermediate	R 4 500,00	2	6,7			On Request		17,18		On Request		24,25		On Request		22,23		On Request		19,20		On Request		18,19		On Request
	Level 3 - Advanced	R 5 100,00	2			29,30	On Request			26,27	On Request			31,1	On Request		29,30		On Request			28,29	On Request		30,1		On Request
	PowerPoint Refresher	R 2 500,00	1		24		On Request		21		On Request		28		On Request		25		On Request		19		On Request		20		On Request
ACCESS	Level 1 - Basic	R 4 500,00	2				On Request	3,4			On Request	12,13			On Request	2,3			On Request	5,6			On Request	9,10			On Request
	Level 2 - Intermediate	R 6 300,00	2		22,23		On Request		19,20		On Request		19,20		On Request		14,15		On Request		12,13		On Request		23,24		On Request
	Level 3 - Advanced	R 6 600,00	2				On Request			24,25	On Request			31,1	On Request		22,23		On Request			28,29	On Request		30,1		On Request
OUTLOOK	Level 1 - Mail	R 2 500,00	1		11		On Request		7		On Request		14		On Request		4		On Request		16		On Request		13		On Request
	Level 2 - Personal Management	R 2 500,00	1		18		On Request		21		On Request		21		On Request		11		On Request		23		On Request		20		On Request
	Email Management & Etiquette	R 5 100,00	2		20,21		On Request		24,25		On Request		26,27		On Request		22,23		On Request		12,13		On Request		25,26		On Request
PROJECT	Level 1 - Fundamentals	R 5 300,00	2	13,14			On Request		17,18		On Request	3,4			On Request	9,10			On Request	7,8			On Request	2,3			On Request
	Level 2 - Intermediate	R 5 300,00	2		29,30		On Request				On Request		12,13		On Request		16,17		On Request		19,20		On Request		18,19		On Request
	Level 3 - Advanced	R 6 600,00	2				On Request	3,4			On Request			26,27	On Request		29,30		On Request		26,27		On Request		25,26		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.