

LEVEL 2 BBBEE CONTRIBUTOR • ACCREDITED TRAINING PROVIDER • LEADERS IN THE INDUSTRY

COMPUTER COURSES TIMETABLE		Course Price Excl. VAT	No. of Days	April			May			June			July			August			September								
				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			Not Advised			On Request			Not Advised			On Request			Not Advised			On Request			Not Advised		
Introduction to Windows		R 1 900,00	1																								
Typing Skills		R 1 900,00	1																								
Internet/E-mail		R 1 900,00	1																								
Computer Literacy		R 6 000,00	3	9-11	23-26	5-7	28-30	9-11	30-2	7-9	23-25	11-13	27-29	8-10	24-26												
Microsoft Office Essentials Level 1		R 7 000,00	3	14-16	12-14	2-4	6-8	1-3	2-4	14-16	18-20	10-12															
Microsoft Office Essentials Level 2		R 7 000,00	3	12,13	11-13	14,15	3,4	10-12	11-13	14,15	11,12	3,4	10-12														
Power BI Introduction		R 6 300,00	2	7,8	12,13	9,10	3,4	10-12	14,15	11,12	3,4	10-12															
Power BI Advanced Visuals <span style="color:red">NEW</span>		R 6 300,00	2	23,24	19,20	19,20	17,18	10-12	23,24	27,28	17,18	10-12															
EXCEL	Level 1 - Basic	R 3 700,00	2	7,8	22,23	5,6	21,22	28,29	2,3	17,18	30,1	7,8	16,17	28,29	4,5	18,19	27,28	1,2	17,18	29,30							
	Level 2 - Intermediate	R 3 700,00	2	2,3	14,15	29,30	7,8	19,20	26,27	4,5	19,20	30,1	9,10	21,22	30,31	6,7	18,19	27,28	3,4	15,16	24,25						
	Level 3 - Data Management	R 6 300,00	2	14,15	22,23	5,6	19,20	4,5	11,12	19,20	1,2	14,15	28,29	8,9	22,23	4,5	20,21	3,4	24,25	On Request							
	Level 4 - Advanced Formulas & Functions	R 6 300,00	2	9,10	22,23	7,8	21,22	On Request	9,10	23,24	On Request	14,15	30,31	On Request	6,7	20,21	On Request	3,4	24,25	On Request							
	Level 5 - PivotTables & Dashboard	R 6 300,00	2	2,3	14,15	24,25	5,6	26,27	9,10	25,26	7,8	23,24	15,16	22,23	18,19	25,26	5	26	22,23	22,23							
	Level 6 - Power Query & Data Connections	R 6 300,00	2	14,15	11	16	13	18	8	18	8	25,26	22,23	22,23													
	Excel Data Visualization	R 2 500,00	1	11	16	13	18	8	8	18	8	25,26	22,23	22,23													
	Excel Master Class	R 9 900,00	3	14-16	12-14	2-4	8	18	8	18	8	25,26	22,23	22,23													
Visual Basic for Applications	R 9 900,00	3	On Request	On Request	On Request	On Request	On Request	On Request	On Request	On Request	On Request	On Request	On Request														
WORD	Level 1 - Basic	R 3 700,00	2	1,2	7,8	4,5	17,18	11,12	23,24	4	9,10	13,14	8,9	24,25	8,9	17,18	24,25	24,25	24,25								
	Level 2 - Intermediate	R 3 700,00	2	9,10	12,13	11,12	23,24	4	9,10	13,14	8,9	17,18	24,25	24,25													
	Level 3 - Advanced	R 5 300,00	2	16,17	21,22	11,12	23,24	4	9,10	13,14	8,9	17,18	24,25	24,25													
	Word Refresher	R 2 500,00	1	11	23	20	8	26	8	26	8	26	26														
POWERPOINT	Level 1 - Basic	R 2 900,00	1	25	16	6	11	1	12	1	12	12	12														
	Level 2 - Intermediate	R 3 700,00	2	14,15	19,20	17,18	14,15	6,7	8,9	6,7	8,9	8,9	8,9														
	Level 3 - Advanced	R 5 100,00	2	29,30	28,29	30,1	28,29	13,14	15,16	13,14	15,16	15,16	15,16														
	PowerPoint Refresher	R 2 500,00	1	25	19	20	25	22	29,30	22	29,30	29,30	29,30														
ACCESS	Level 1 - Basic	R 4 500,00	2	2,3	5,6	9,10	30,1	4,5	1,2	4,5	1,2	4,5	1,2														
	Level 2 - Intermediate	R 6 300,00	2	14,15	12,13	23,24	16,17	20,21	10,11	20,21	10,11	20,21	10,11														
	Level 3 - Advanced	R 6 600,00	2	22,23	28,29	30,1	23,24	27,28	29,30	27,28	29,30	29,30	29,30														
OUTLOOK	Level 1 - Mail	R 2 500,00	1	4	16	13	4	1	12	1	12	12	12														
	Level 2 - Personal Management	R 2 500,00	1	11	23	20	11	15	12	15	12	12	12														
	Email Management & Etiquette	R 5 100,00	2	22,23	12,13	25,26	16,17	20,21	15,16	20,21	15,16	15,16	15,16														
PROJECT	Level 1 - Fundamentals	R 6 100,00	2	9,10	7,8	2,3	2,3	13,14	1,2	13,14	1,2	13,14	1,2														
	Level 2 - Intermediate	R 6 100,00	2	16,17	19,20	19,20	14,15	25,26	17,18	14,15	25,26	17,18	17,18														
	Level 3 - Advanced	R 6 600,00	2	29,30	26,27	25,26	30,31	27,28	22,23	27,28	22,23	22,23	22,23														

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.