

KEYBASE TRAINING SOLUTIONS		Cost per person per course / workshop Excluding VAT	No of Days	January 2020				February 2020				March 2020				April 2020			
Intro	Introduction to P.C's	R 1 395.00	1	8					17			16					28		
	Introduction to Windows	R 1 395.00	1	9					18			17					29		
	Typing Skills	R 1 395.00	1																
	Computer Literacy	R 4 095.00	3	8-10					17-19			16-18					28-30		
Spreadsheets	Excel	Level 1: Basic	R 2 845.00	2	6-7		22-23	3-4		19-20	2-3	18-19		30-31		16-17	28-29		
	Level 2: Intermediate	R 2 845.00	2		15-16			12-13			11-12	25-26			8-9	22-23			
	Level 3: Data Management	R 4 995.00	2			20-21			17-18			16-17			14-15				
	Level 4: Complex Formulas	R 4 995.00	2				29-30			26-27		25-26				22-23			
	Level 5: PivotTable & Dashboard	R 4 995.00	2				3-4												
	Chart Workshop	R 2 300.00	1																
	Visual Basic in Excel	R 6 495.00	3					5-7						1-3					
	Data Visualisation	R 1 945.00	1		14					28				27			24		
	Essentials Level 1	R 2 450.00	1		17			14				13							
	Essentials Level 2	R 2 450.00	1			24			21			20							
Master Class	R 8 900.00	3								4-6									
Word Processing	Word	Level 1: Basic	R 2 845.00	2	8-9			5-6			4-5				1-2				
	Level 2: Intermediate	R 2 845.00	2		15-16			12-13				11-12			8-9				
	Level 3: Advanced	R 4 195.00	2			20-21	29-30		20-21			19-20			14-15				
	Refresher	R 1 945.00	1																
	Mail Merge Workshop	R 1 645.00	1																
	Long Document Workshop	R 1 645.00	1																
Graphic and Web	PowerPoint	Level 1: Basic	R 1 395.00	1			31							27					
	Level 2: Intermediate	R 2 845.00	2		13-14			10-11			9-10				6-7				
	Level 3: Advanced	R 4 195.00	2				27-28			24-25			23-24			20-21			
	Refresher	R 1 945.00	1																
	Adobe Acrobat (Scheduled on Demand)	R 4 945.00	2																
	CorelDRAW (Scheduled on Demand)	R 5 495.00	3																
	Adobe Photoshop(Scheduled on Demand)	R 5 495.00	3																
	Publisher (Scheduled on Demand)	R 3 195.00	2																
	Internet/E-mail (Scheduled on Demand)	R 1 945.00	1																
	HTML (Scheduled on Demand)	R 5 435.00	3																
Database	DreamWeaver (Scheduled on Demand)	R 5 435.00	3																
	Visio (Scheduled on Demand)	R 4 945.00	2																
	Flash (Scheduled on Demand)	R 5 435.00	3																
	Access	Level 1: Basic	R 3 495.00	2															
Mail	Outlook	Level 2: Intermediate	R 4 995.00	2	6-7				10-11	26-27	2-3			30-31		16-17			
	Level 3: Advanced	R 5 295.00	2																
	Level 1: Mail	R 1 395.00	1	10							6						30		
Project	Project	Level 2: Personal Management	R 1 395.00	1				7											
	Level 1: Fundamentals	R 4 995.00	2																
	Level 2: Intermediate	R 4 995.00	2			27-28				24-25			23-24			20-21			
Level 3: Advanced	R 5 295.00	2									9-10								
Any Soft Skills not Scheduled are Scheduled on Demand																			
Soft Skills	Assertiveness Skills	R 2 495.00	1					14											
	Business & Telephone Etiquette	R 2 495.00	1		17				17			13							
	Business Writing Skills	R 2 495.00	1			23									6				
	Conflict Management	R 2 495.00	1		17														
	Customer Service	R 2 495.00	1					14			6								
	Diversity	R 4 795.00	2																
	Emotional Intelligence	R 2 495.00	1				30	5											
	Grammar Essentials	R 2 495.00	1			22								3					
	Leadership Skills	R 2 495.00	1						20-21										
	Leadership & Supervisory Skills	R 4 795.00	2									19-20							
	Minute Taking	R 2 495.00	1			24									7				
	Presenting Skills	R 2 495.00	1																
	Negotiation Skills	R 2 495.00	1														30		
	Presenting with PowerPoint	R 4 795.00	2						10-11										
	Problem Solving	R 2 495.00	1				31			28									
	Professional Office Assistant	R 2 495.00	1		17								23						
	Professional Sales Skills	R 4 795.00	2																
	Stress Management	R 2 495.00	1			24				28									
	Time Management	R 2 495.00	1														24		

Please Note: Course dates subject to change without notification.

DATE	KEYBASE TRAINING SOLUTIONS		Cost per person per course / workshop Excluding VAT	No of Days	May 2020			June 2020				July 2020				August 2020			
Intro	Introduction to P.C's		R 1 395.00	1		11				17				15			11		
	Introduction to Windows		R 1 395.00	1		12				18				16			12		
	Typing Skills		R 1 395.00	1															
	Computer Literacy		R 4 095.00	3		11-13				17-19				15-17			11-13		
Spreadsheets	Excel	Level 1: Basic	R 2 845.00	2		4-5			1-2	17-18				15-16		27-28		13-14	
		Level 2: Intermediate	R 2 845.00	2		6-7		20-21		10-11		29-30		8-9		22-23		5-6	24-25
		Level 3: Data Management	R 4 995.00	2			11-12	28-29				22-23	29-30		13-14			11-12	
		Level 4: Complex Formulas	R 4 995.00	2				21-22				24-25			22-23			20-21	
		Level 5: PivotTable & Dashboard	R 4 995.00	2						8-9				6-7			3-4		
		Chart Workshop	R 2 300.00	1															
		Visual Basic in Excel	R 6 495.00	3				27-29								29-31		26-28	
		Data Visualisation	R 1 945.00	1							26							26	
		Essentials Level 1	R 2 450.00	1		8				12				10			7	27	
		Essentials Level 2	R 2 450.00	1			15			19				17				28	
		Master Class	R 8 900.00	3					3-5				1-3						
Word Processing	Word	Level 1: Basic	R 2 845.00	2		6-7			3-4						29-30				
		Level 2: Intermediate	R 2 845.00	2			13-14			10-11			8-9			5-6			
		Level 3: Advanced	R 4 195.00	2			14-15					24-25		13-14			19-20		
		Refresher	R 1 945.00	1															
		Mail Merge Workshop	R 1 645.00	1															
		Long Document Workshop	R 1 645.00	1															
Graphic and Web	PowerPoint	Level 1: Basic	R 1 395.00	1												7			
		Level 2: Intermediate	R 2 845.00	2		4-5				8-9			6-7			3-4			
		Level 3: Advanced	R 4 195.00	2				18-19				22-23			20-21		17-18		
		Refresher	R 1 945.00	1															
	Adobe Acrobat (Scheduled on Demand)	R 4 945.00	2																
	CorelDRAW (Scheduled on Demand)	R 5 495.00	3				25-27												
	Adobe Photoshop(Scheduled on Demand)	R 5 495.00	3																
	Publisher (Scheduled on Demand)	R 3 195.00	2																
	Internet/E-mail (Scheduled on Demand)	R 1 945.00	1																
	HTML (Scheduled on Demand)	R 5 435.00	3																
DreamWeaver (Scheduled on Demand)	R 5 435.00	3																	
Database	Access	Level 1: Basic	R 3 495.00	2															
		Level 2: Intermediate	R 4 995.00	2					1-2						27-28		24-25		
Level 3: Advanced		R 5 295.00	2																
Mail	Outlook	Level 1: Mail	R 1 395.00	1					5					24		14			
		Level 2: Personal Management	R 1 395.00	1								3			31				
Project	Project	Level 1: Fundamentals	R 4 995.00	2															
		Level 2: Intermediate	R 4 995.00	2										20-21					
		Level 3: Advanced	R 5 295.00	2															
Any Soft Skills not Scheduled are Scheduled on Demand																			
Soft Skills	Assertiveness Skills		R 2 495.00	1		8													
	Business & Telephone Etiquette		R 2 495.00	1					12				10						
	Business Writing Skills		R 2 495.00	1				19		10								18	
	Conflict Management		R 2 495.00	1															
	Customer Service		R 2 495.00	1						19					29				
	Diversity		R 4 795.00	2															
	Emotional Intelligence		R 2 495.00	1															
	Grammar Essentials		R 2 495.00	1				18		9								17	
	Leadership Skills		R 2 495.00	1										13					
	Leadership & Supervisory Skills		R 4 795.00	2															
	Minute Taking		R 2 495.00	1				20		11								19	
	Presenting Skills		R 2 495.00	1															
	Negotiation Skills		R 2 495.00	1															
	Presenting with PowerPoint		R 4 795.00	2				25-26											
	Problem Solving		R 2 495.00	1									3						
	Professional Office Assistant		R 2 495.00	1															
	Professional Sales Skills		R 4 795.00	2															
	Stress Management		R 2 495.00	1														21	
	Time Management		R 2 495.00	1				22			26				24				

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KEYBASE TRAINING SOLUTIONS		Cost per person per course / workshop Excluding VAT	No of Days	September 2020				October 2020				November 2020				December 2020					
Intro	Introduction to P.C's	R 1 395.00	1			17				15				19			7				
	Introduction to Windows	R 1 395.00	1			18				16				20			8				
	Typing Skills	R 1 395.00	1																		
	Computer Literacy	R 4 095.00	3			17-19				15-17				19-21			7-9				
Spreadsheets	Excel	Level 1: Basic	R 2 845.00	2	1-2		17-18		29-30		15-16		27-28	3-4		19-20		1-2	14-15		
		Level 2: Intermediate	R 2 845.00	2		10-11				8-9				12-13				14-15			
		Level 3: Data Management	R 4 995.00	2			15-16				13-14				17-18			12-13			
		Level 4: Complex Formulas	R 4 995.00	2				25-26				22-23				26-27		5-6			
		Level 5: PivotTable & Dashboard	R 4 995.00	2		8-9				6-7											
		Chart Workshop	R 2 300.00	1																	
		Visual Basic in Excel	R 6 495.00	3									29-31								
		Data Visualisation	R 1 945.00	1									24		11		28				
		Essentials Level 1	R 2 450.00	1		12				10					14						
		Essentials Level 2	R 2 450.00	1			19				17				21						
		Master Class	R 8 900.00	3	3-5					1-3				5-7							
Word Processing	Word	Level 1: Basic	R 2 845.00	2	3-4								5-6			26-27					
		Level 2: Intermediate	R 2 845.00	2		10-11				8-9				12-13				7-8			
		Level 3: Advanced	R 4 195.00	2			15-16				13-14				17-18			12-13			
		Refresher	R 1 945.00	1																	
		Mail Merge Workshop	R 1 645.00	1																	
		Long Document Workshop	R 1 645.00	1																	
Graphic and Web	PowerPoint	Level 1: Basic	R 1 395.00	1									10					5-6			
		Level 2: Intermediate	R 2 845.00	2		8-9				6-7				10-11							
		Level 3: Advanced	R 4 195.00	2			22-23					20-21				24-25					
		Refresher	R 1 945.00	1																	
	Adobe Acrobat (Scheduled on Demand)	R 4 945.00	2																		
	CorelDRAW (Scheduled on Demand)	R 5 495.00	3																		
	Adobe Photoshop(Scheduled on Demand)	R 5 495.00	3																		
	Publisher (Scheduled on Demand)	R 3 195.00	2																		
	Internet/E-mail (Scheduled on Demand)	R 1 945.00	1																		
	HTML (Scheduled on Demand)	R 5 435.00	3																		
Database	Access	Level 1: Basic	R 3 495.00	2																	
		Level 2: Intermediate	R 4 995.00	2	1-2								3-4				1-2				
		Level 3: Advanced	R 5 295.00	2				29-30					27-28								
	Mail	Outlook	Level 1: Mail	R 1 395.00	1	5								7							
			Level 2: Personal Management	R 1 395.00	1					3				31				9			
		Project	Project	Level 1: Fundamentals	R 4 995.00	2															
				Level 2: Intermediate	R 4 995.00	2			22-23					20-21				24-25			
				Level 3: Advanced	R 5 295.00	2				25-26					29-30						
			Any Soft Skills not Scheduled are Scheduled on Demand																		
			Soft Skills	Assertiveness Skills		R 2 495.00	1														
Business & Telephone Etiquette		R 2 495.00		1		12				10				14							
Business Writing Skills		R 2 495.00		1		10															
Conflict Management		R 2 495.00		1																	
Customer Service		R 2 495.00		1			19						29								
Diversity		R 4 795.00		2																	
Emotional Intelligence		R 2 495.00		1																	
Grammar Essentials		R 2 495.00		1		9															
Leadership Skills		R 2 495.00		1							13										
Leadership & Supervisory Skills		R 4 795.00		2																	
Minute Taking		R 2 495.00		1		11															
Presenting Skills		R 2 495.00		1																	
Negotiation Skills		R 2 495.00		1																	
Presenting with PowerPoint		R 4 795.00		2																	
Problem Solving		R 2 495.00		1						3											
Professional Office Assistant		R 2 495.00		1																	
Professional Sales Skills		R 4 795.00		2																	
Stress Management		R 2 495.00		1																	
Time Management		R 2 495.00		1								24				28					

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