


PRICE LIST - EFFECTIVE 1 JANUARY 2019

		Per person, per course at Keybase		
		Duration	Excl. VAT	Incl. VAT
Basics	<i>Introduction to PC's</i>	1	1 395.00	1 604.25
	<i>Introduction to Windows</i>	1	1 395.00	1 604.25
	<i>Typing Skills</i>	1	1 395.00	1 604.25
	<i>Computer Literacy</i>	3	4 095.00	4 709.25
Spreadsheets	<i>Excel</i> Level 1: Basic	2	2 845.00	3 271.75
	Level 2: Intermediate	2	2 845.00	3 271.75
	Level 3: Data Management	2	4 995.00	5 744.25
	Level 4: Complex Formulas	2	4 995.00	5 744.25
	Level 5: PivotTable and Dashboard	2	4 995.00	5 744.25
	Excel Essentials Level 1	1	2 450.00	2 817.50
	Excel Essentials Level 2	1	2 450.00	2 817.50
	Chart Workshop	1	2 300.00	2 645.00
	Excel Data Visualisation	1	1 345.00	1 546.75
	Excel Master Class	3	8 900.00	10 235.00
	Visual Basic for Applications	3	6 495.00	7 469.25
Word Processing	<i>Word</i> Level 1: Basic	2	2 845.00	3 271.75
	Level 2: Intermediate	2	2 845.00	3 271.75
	Level 3: Advanced	2	4 195.00	4 824.25
	Refresher	1	1 945.00	2 236.75
	Mail Merge Workshop	½	1 645.00	1 891.75
	Long Document Workshop	½	1 645.00	1 891.75
Graphics	<i>PowerPoint</i> Level 1: Basic	1	1 395.00	1 604.25
	Level 2: Intermediate	2	2 845.00	3 271.75
	Level 3: Advanced	2	4 195.00	4 824.25
	Refresher	1	1 945.00	2 236.75
	<i>Adobe Photoshop</i>	3	5 495.00	6 319.25
	<i>Adobe DreamWeaver</i>	3	5 495.00	6 319.25
	<i>Adobe Flash</i>	3	5 495.00	6 319.25
	<i>CorelDRAW</i>	3	5 495.00	6 319.25
	<i>Publisher</i>	2	3 195.00	3 674.25
Database	<i>Access</i> Level 1: Basic	2	3 495.00	4 019.25
	Level 2: Intermediate	2	4 995.00	5 744.25
	Level 3: Advanced	2	5 295.00	6 089.25
E-Mail	<i>Outlook</i> Level 1: Mail	1	1 395.00	1 604.25
	Level 2: Personal Management	1	1 395.00	1 604.25
Other	<i>Project</i> Level 1: Fundamentals	2	4 995.00	5 744.25
	Level 2: Intermediate	2	4 995.00	5 744.25
	Level 3: Advanced	2	5 295.00	6 089.25
	<i>Internet/E-mail</i>	1	1 945.00	2 236.75
	<i>Adobe Acrobat</i>	2	4 945.00	5 686.75
	<i>Visio</i>	2	4 945.00	5 686.75
	<i>FrontPage</i>	1	1 845.00	2 121.75
	<i>HTML</i>	3	5 495.00	6 319.25
	<i>Customised Courses (One-on-one)</i>	1	4 395.00	5 054.25
Soft Skill Workshops	<i>Communication</i> Business & Telephone Etiquette	1	2 495.00	2 869.25
	Customer Service	1	2 495.00	2 869.25
	Presenting with PowerPoint	2	4 795.00	5 514.25
	Presenting Skills	1	2 495.00	2 869.25
	Assertiveness Skills	1	2 495.00	2 869.25
	<i>Writing Skills</i> Business Writing & Minute Taking	2	4 795.00	5 514.25
	Business Writing Skills	1	2 495.00	2 869.25
	Grammar Essentials	1	2 495.00	2 869.25
	Minute Taking	1	2 495.00	2 869.25
	<i>Development</i> Leadership & Supervisory Skills	2	4 795.00	5 514.25
	Stress Management	1	2 495.00	2 869.25
	Time Management	1	2 495.00	2 869.25
	Conflict Management	1	2 495.00	2 869.25
	Negotiation Skills	1	2 495.00	2 869.25
	Emotional Intelligence	1	2 495.00	2 869.25
	Professional Office Assistant	1	2 495.00	2 869.25



PRICING OPTIONS

OPTION 1: Standard Prices

As per our standard pricing schedule on Page 1.

10% discount will be allowed on a booking of six or more delegates.

OPTION 2: Days Up Front

1. Purchase a minimum of 50 days of training up front at R1100.00 per person, per day excluding VAT.

2. Purchase a minimum of 100 days of training up front at R1050.00 per person, per day excluding VAT.

This option is ideal for the corporate client who wishes to train large numbers of learners over a period of time, keeping administration to a minimum and saving on costs.

OPTION 3: On-Site Training

Keybase provides on-site training which is ideal for companies with their own training facilities.

Standard Basic and Intermediate Computer Courses: R9 600.00 per day, excluding VAT.

(Maximum of 8 delegates)

Specialised and Advanced Computer Courses: R12 000.00 per day, excluding VAT.

(Maximum of 8 delegates)

The above price includes course material, certification and a free telephonic help-line.

You will need to supply the training room, computer/work-station for each delegate, refreshments and lunch.

Floor Walking: R7 100.00 per day, excluding VAT. You will need to supply a list of delegates who require assistance.

Computer Workshops - Full Day: R8 800.00 excluding VAT.

Computer Workshops - Half Day: R6 100.00 excluding VAT.

Soft Skill Workshops: R12 950.00 per day, excluding VAT (10 delegates, additional delegates pro-rata)

The above price includes course material, and certification.

You will need to supply the training room, refreshments and lunch.

OPTION 4: Specialised Training

One-on-One Training: R4 395.00 per day, excluding VAT.

The above price includes private tuition at Keybase, course material, certification, a free telephonic help-line, refreshments and lunch.

OPTION 5: Saturday Training

Prices and dates available on request. Classes are kept to a minimum of 4 and a maximum of 8 delegates.

OPTION 6: Assessments

Formal Assessments: R550.00 per hour, excluding VAT, per person.

Pre-Assessments: Keybase paper based pre-assessments are done to determine the level of training required.

There will be no charge if bookings are made within 30 days. If no booking is received, a fee of R25.00 per assessment, excluding VAT will be charged.

For further details please contact us on (012) 348-0099, or visit our website at www.keybasepretoria.co.za