

KEYBASE TRAINING SOLUTIONS		Cost per person per course / workshop Excluding VAT	Duration	March 2024					April 2024					May 2024				
Intro	Introduction to P.C's	R 1 700.00	1															
	Introduction to Windows	R 1 700.00	1															
	Typing Skills	R 1 700.00	1															
	Computer Literacy	R 5 000.00	3								24-26			8-10			22-24	
Spreadsheets	Excel	Level 1: Basic	R 3 400.00	2		4-5				2-3					6-7			
		Level 2: Intermediate	R 3 400.00	2			11-12	18-19			15-16			2-3		14-15		
		Level 3: Data Management	R 6 100.00	2						4-5	10-11		22-23				20-21	
		Level 4: Complex Formulas	R 6 100.00	2					25-26					29-30				27-28
		Level 5: PivotTable & Dashboard	R 6 100.00	2														
		Level 6: Business Data Analysis	R 6 100.00	2														
		Essentials Level 1	R 3 400.00	1				20										
		Essentials Level 2	R 3 400.00	1			15				19							
		Visual Basic for Applications	R 8 000.00	3	1													
		Data Visualisation	R 2 300.00	1				20							10			
Master Class	R 9 900.00	3								24-26								
Word Process	Word	Level 1: Basic	R 3 400.00	2		4-5				2-3					6-7			
		Level 2: Intermediate	R 3 400.00	2			13-14				17-18			2-3		15-16		
		Level 3: Advanced	R 5 100.00	2					27-28		8-9		22-23					27-28
		Refresher	R 2 300.00	1														
Presentations	PowerPoint	Level 1: Basic	R 1 700.00	1						12					17			
		Level 2: Intermediate	R 3 400.00	2		6-7				4-5					8-9			
		Level 3: Advanced	R 5 100.00	2			11-12				8-9						20-21	
		Refresher	R 2 300.00	1				18-19										
	CoreIDRAW	R 7 000.00	3		6-8											22-24		
Database	Access	Level 1: Basic	R 4 300.00	2				25-26				29-30						
		Level 2: Intermediate	R 6 100.00	2			13-14				10-11				14-15			
		Level 3: Advanced	R 6 400.00	2														
Mail	Outlook	Level 1: Mail	R 1 700.00	1		8	15				19							
		Level 2: Personal Management	R 1 700.00	1							12				17			
Project	Project	Level 1: Fundamentals	R 6 100.00	2														
		Level 2: Intermediate	R 6 100.00	2							17-18							
		Level 3: Advanced	R 6 400.00	2							15-16							
<b>Any Soft Skills not Scheduled are Scheduled on Demand</b>																		
Soft Skills	Assertiveness Skills	R 3 100.00	1															
	Business & Telephone Etiquette	R 3 100.00	1															
	Business Writing Skills	R 3 100.00	1															
	Conflict Management	R 3 100.00	1															
	Customer Service	R 3 100.00	1															
	Diversity	R 5 400.00	2															
	Emotional Intelligence	R 3 100.00	1															
	Finance for Non-Financial Managers	R 5 400.00	2															
	Grammar Essentials	R 3 100.00	1														22	
	Leadership Skills	R 3 100.00	1														23	
	Leadership & Supervisory Skills	R 5 400.00	2	1													24	
	Minute Taking	R 3 100.00	1															
	Presenting Skills	R 3 100.00	1															
	Negotiation Skills	R 3 100.00	1															
	Presenting with PowerPoint	R 5 400.00	2															
	Problem Solving	R 3 100.00	1															
	Professional Office Assistant	R 3 100.00	1															
	Professional Sales Skills	R 5 400.00	2															
	Stress Management	R 3 100.00	1													15		
	Time Management	R 3 100.00	1													16		

Please Note: Course dates subject to change without notification.

KEYBASE TRAINING SOLUTIONS		Cost per person per course / workshop Excluding VAT	Duration	June 2024			July 2024			August 2024		
Intro	Introduction to P.C's	R 1 700.00	1									
	Introduction to Windows	R 1 700.00	1									
	Typing Skills	R 1 700.00	1									
	Computer Literacy	R 5 000.00	3		12-14			3-5		24-26		28-30
Spreadsheets	Excel	Level 1: Basic	R 3 400.00	2		10-11			1-2			5-6
		Level 2: Intermediate	R 3 400.00	2	5-6		18-19		8-9			12-13
		Level 3: Data Management	R 6 100.00	2				24-25		15-16		29-30
		Level 4: Complex Formulas	R 6 100.00	2						29-30		
		Level 5: PivotTable & Dashboard	R 6 100.00	2						22-23		
		Level 6: Business Data Analysis	R 6 100.00	2	3-4							14-15
		Essentials Level 1	R 3 400.00	1								
		Essentials Level 2	R 3 400.00	1	7							
		Visual Basic for Applications	R 8 000.00	3						24-26		
		Data Visualisation	R 2 300.00	1	7							
Master Class	R 9 900.00	3			26-28				31	1-2		
Word Process	Word	Level 1: Basic	R 3 400.00	2		10-11			1-2			5-6
		Level 2: Intermediate	R 3 400.00	2					10-11			14-15
		Level 3: Advanced	R 5 100.00	2	5-6		20-21			22-23		
		Refresher	R 2 300.00	1								26-27
Presentations	PowerPoint	Level 1: Basic	R 1 700.00	1					12			16
		Level 2: Intermediate	R 3 400.00	2		12-13			3-4			7-8
		Level 3: Advanced	R 5 100.00	2			24-25			15-16		19-20
		Refresher	R 2 300.00	1								
	CorelDRAW	R 7 000.00	3						17-19		21-23	
Database	Access	Level 1: Basic	R 4 300.00	2	3-4				8-9			
		Level 2: Intermediate	R 6 100.00	2			18-19					12-13
		Level 3: Advanced	R 6 400.00	2								
Mail	Outlook	Level 1: Mail	R 1 700.00	1				5				16
		Level 2: Personal Management	R 1 700.00	1		14			12			13
Project	Project	Level 1: Fundamentals	R 6 100.00	2								
		Level 2: Intermediate	R 6 100.00	2					10-11			7-8
		Level 3: Advanced	R 6 400.00	2								21-22
<b>Any Soft Skills not Scheduled are Scheduled on Demand</b>												
Soft Skills	Assertiveness Skills	R 3 100.00	1			20						
	Business & Telephone Etiquette	R 3 100.00	1			21						
	Business Writing Skills	R 3 100.00	1						18		1	
	Conflict Management	R 3 100.00	1									
	Customer Service	R 3 100.00	1									
	Diversity	R 5 400.00	2									
	Emotional Intelligence	R 3 100.00	1									
	Finance for Non-Financial Managers	R 5 400.00	2									
	Grammar Essentials	R 3 100.00	1				26		17		31	
	Leadership Skills	R 3 100.00	1									
	Leadership & Supervisory Skills	R 5 400.00	2									
	Minute Taking	R 3 100.00	1						19		2	
	Presenting Skills	R 3 100.00	1									
	Negotiation Skills	R 3 100.00	1									
	Presenting with PowerPoint	R 5 400.00	2									
	Problem Solving	R 3 100.00	1									
	Professional Office Assistant	R 3 100.00	1									
	Professional Sales Skills	R 5 400.00	2									
	Stress Management	R 3 100.00	1			27						
	Time Management	R 3 100.00	1			28						

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