


# PRICE LIST - EFFECTIVE 1 JANUARY 2020

		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	1 945.00	2 236.75
	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
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](http://www.keybasepretoria.co.za)

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