2025 Course List

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Reg: 2017/229175/07 | Vat: 4180207500

Sankin COMPUTER TRAINING

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Name of Course	Description	No of Days	Cost per Delegate MS Teams	Cost per Delegate: Your Premises (Transport Fees may apply)	Cost per Delegate at Sankin
PRE Assessment	Self Assessment (online) to ensure correct level of skill taught	10 minutes	Complimentary	Complimentary	Complimentary
PC Literacy - 1 day	A 1 day introduction to PC's, including Windows, MS Word, MS Outlook and Internet	1	N/A	1350	1350
PC Literacy - 2 day	A 2 day introduction to PC's, including Windows, MS Word, MS Outlook and Internet	2	N/A	2150	2350
PC Literacy - 3 day	A 3 day introduction to PC's, including Windows, MS Word, MS Outlook and Internet	3	N/A	3500	3800
PC Literacy - 5 day	A 5 day introduction to PC's, including Windows, MS Word, MS Outlook, Internet and PowerPoint	5	N/A	4850	4850
Excel Introduction 1	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	1	1250	1350	1350
Excel Introduction 2	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	2000	2150	2250
Excel Intermediate 1	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	1	1250	1350	1350
Excel Intermediate 2	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	2	2000	2150	2250
Excel Advanced 1	Manipulate data and ensure integrity	1	1250	1350	1350
Excel Advanced 2	Manipulate data and ensure integrity	2	2000	2150	2250
Excel Charting	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	1	1250	1350	1350
Excel Dashboard Reporting 1	Creation of interactive Microsoft Excel Dashboards, incorporating advanced level formulas and features	1	1250	1350	1350
Excel Dashboard Reporting 2	Creation of interactive Microsoft Excel Dashboards, incorporating advanced level formulas and features	2	2000	2150	2250
Excel Data Analysis 1	Analysing, Sorting and Extracting data from a detailed spreadsheet	1	1250	1350	1350
Excel Data Analysis 2	Analysing, Sorting and Extracting data from a detailed spreadsheet	2	2000	2150	2250
Excel Data Management 1	Ensure spreadsheet integrity to enhance reliability	1	1250	1350	1350
Excel Data Management 2	Change the appearance of a spreadsheet	1	1250	1350	1350
Excel Databases 1	Work with spreadsheets	1	1250	1350	1350
Excel Databases 2	Work with spreadsheets	2	2000	2150	2250

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Excel: VBA	This two day course introduces proficient users of Microsoft Excel to the fundamentals of Visual Basic programming for Applications (VBA), the macro language of Excel, providing the techniques needed for automating and enhancing Excel spreadsheets with VBA programming.	2	2300	2500	2800
Access Introduction	Use a Graphical User Interface (GUI)-based database application to work with simple databases	1	1250	1350	1350
Access Intermediate	Use a Graphical User Interface (GUI)-based database application to solve a given problem	1	1250	1350	1350
Access Advanced	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	1	1250	1350	1350
PowerPoint Introduction 1	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	1	1250	1350	1350
PowerPoint Introduction 2	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	2	2000	2150	2250
PowerPoint Intermediate 1	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	1	1250	1350	1350
PowerPoint Intermediate 2	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	2000	2150	2250
PowerPoint Advanced	Utilise special features to enhance presentations	1	1250	1350	1350
Email Etiquette	Manage Electronic Mail in a Business Environment	1	1250	1350	1350
Outlook Introduction	Use electronic mail to send and receive messages	1	1250	1350	1350
Outlook Intermediate	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	1	1250	1350	1350
Outlook Advanced	Apply electronic messaging and calendar application	1	1250	1350	1350
Visio Introduction	Incorporating using Templates, Shapes, Stencils, Design Diagrams, Organisational Diagrams and Business Processes	1	1250	1350	1350
Visio Intermediate	Adding, Formatting and Linking Shapes, incorporating additional interactive data.	1	1250	1350	1350
Visio Advanced	Hyperlinks, Sharing, Collaboration, Printing with advanced organisation of diagrams	1	1250	1350	1350
Windows 1	Use generic functions in a Graphical User Interface (GUI)-environment	1	1250	1350	1350
Windows 2	Use generic functions in a Graphical User Interface (GUI)-environment	2	2000	2150	2250

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Word Introduction 1	Use a Graphical User Interface (GUI)-based word processor to format documents	1	1250	1350	1350
Word Introduction 2	Use a Graphical User Interface (GUI)-based word processor to format documents	2	2000	2150	2250
Word Intermediate	Use a GUI-based word processor to enhance a document through the use of tables and columns	1	1250	1350	1350
Word Advanced	Our custom built course, including templates, comments, collaboration, fields, macros, reisions, protection, new features and large document topics	2	2000	2150	2250
Word Mail Merge	Use a GUI-based word processor to create merged documents	1	1250	1350	1350
Word Report Writing	Present information in report format	2	2000	2150	2250
Project Introduction	Understanding the MS Project Environment, Creating Tasks, using Resources, Formatting and Tracking Progress	1	1250	1350	1350
Project Intermediate	Fine Tuning Tasks, Resources, Assignments and Plans. Viewing, printing and getting projects back on track.	1	1250	1350	1350
Project Advanced	Advanced formatting, printing, sharing and consolidating projects with theory coponents of Project Management	1	1250	1350	1350
Project Mng Tools and Techniques	Apply a range of project management tools	2	2000	2150	2250
Publisher Introduction	An introduction teaching from start to creating, editing and formatting publications.	1	1250	1350	1350
Publisher Intermediate	Advanced formatting and design to sending of bulk mails.	1	1250	1350	1350
Publisher Advanced	Theory behind publishing to customers for marketing purposes, creating web forms and website publishing.	1	1250	1350	1350
Office 365 Admin Centre	The management of users, emails, calendars, domains, data, subscriptions, security, devices and worhing with users outside your organisation.	1	1250	1350	1350
Office 365 Bookings	An overview and understanding of the interface, from setting up and managing services, staff, calendar, learn how to publish and share and use the mobile app.	1	1250	1350	1350
Office 365 Delve	Discovering Delve, storage, managing, sharing, collaborating and organising.	1	1250	1350	1350

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Office 365 Features	An in depth look at how Office 365 can transform your office environment and steamline processes	1	1250	1350	1350
Office 365 Forms	Creating, using, editing Forms and Quizzes, integration and automation of forms, responding and collecting data.	1	1250	1350	1350
Office 365 Introduction	Course follows Microsoft Learning Recommendations	1	1250	1350	1350
Office 365 My Analytics	Using analytics to improve work patterns and performance, ecploring the dashboard, wellbeing, collaboration and productivity insights.	1	1250	1350	1350
Office 365 OneDrive and Sharepoint	Using One Drive and managing, monitoring, sharing and syncing. Understanding Sharepoint and its features, inclusing Uploading, woking with folders, lists and others, working with web pages, parts and apps.	1	1250	1350	1350
Office 365 Planner	Building plans (creating, editing, interacting), app integration and onboarding.	1	1250	1350	1350
Office 365 Teams	All aspects of the MS Teams Interface, including add ins, communication features, calendar, chats, settings, files and conversations.	1	1250	1350	1350
Office One Note & To Do	Working with tasks in To Do, Using OneNote, including customisation, formatting, media, inter application interaction, sharing content.	1	1250	1350	1350
Office Stream	Creating content, live events, intelligence, sharing managing and mobile application.	1	1250	1350	1350
Office Sway	Getting started, creating storylines, adding content, sharing and mobile application.	1	1250	1350	1350
Sharepoint & Lists	An in depth dive into Sharepoint's Lists and its automation. Multiple course schedules available for Sharepoint.	1	1250	1350	1350
Office Yammer and Whiteboard	Using and managing Yammer communities and conversations, managing notifications and emails, atteding and scheduling live events.	1	2000	2150	2250
Power Automate A-Z	Use a cloud based service to automate workflows between apps and services to synchronise files, get notifications, collect data and more.	2	2800	2950	3150
PowerApps A-Z	Exploring PowerApps interface, connecting to data, creating an App and sharing it. Using controls, relationships and grouping data, building formulas, creating charts, adding multi media files and customising your screen.	2	2800	2950	3150

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Power Query	Essential learning on importing, extracting and transforming data, including appending and merging data.	1	1250	1350	1350
PowerBI 3 Day Course	A holistic approach to PowerBI across all 3 platforms, including a comprehensive introduction to Power Query.	3	4000	4300	4500
PowerBI Introduction	An overview and understanding of Power-Bi	1	1250	1350	1350
PowerBI Intermediate	Formating, sorting, exploring and building visualisations and views. Building relationships and creating columns and measures.	1	1250	1350	1350
PowerBI Advanced	Bringing all your sources together, incorporating PDF and Web. Building DAX functions and working with advanced data models and queries. Exploring PBI Mobile platform.	1	1250	1350	1350
PowerBI Dax	A Comprehensive Introduction on how to build and work with DAX, including row and filter context.	1	1250	1350	1350
Power Platform	Get familiar with the 3 big apps in the Power Platform - PowerBI, Power Automate, Power Apps	3	4000	4300	4600
Dynamics MB910	A two day course learning Microsoft Dynamics 365 Fundamentals (CRM)	2	2800	2950	3150
Dynamics MB220	A three day course learning Microsoft Dynamics 365 Customer Insights (Journeys) functional consultant.	3	6500	6800	7100
Working as a Team	Work as a project team member	2	2000	2150	2250
Office and Business Etiquette	An introduction to the manners of etiquette in any workpace environment, including guidelines on etiquette across different situations.	1	1250	1350	1350
Telephone Etiquette	Developing and Mastering Confidence and Professionalism with Telephone Skills to enhance the Company's image.	1	1250	1350	1350
Business, Telephone and Email Etiquette	An introduction to the manners of etiquette in any workpace environment, including guidelines on etiquette across different situations.	2	2000	2150	2250
Workplace Readiness Learning	Introducing core concepts required for employees upon entering the workplace	3	4000	4300	4600
Touch Typing	An introductory course learning the keyboard and typing skills	1	1250	1350	1350
Time and Stress Management	Tools and techniques which offer solutions to master productivity	2	2400	2600	2800

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Sales for Frontline Employees	Give your frontline reps tools to exceed customer expectations with our Program of Excellence in Frontline Customer Care. This program ensures that reps can deliver excellence in customer care and that they will, by understanding the "why" behind what they do.	2	2000	2150	2250
Reception 101	Learn about processing calls, emails and the smooth opersations of the front desk in a business envionment.	1	1250	1350	1350
Personal Mastery and Self Management	Learn how to cultivate awareness, gratuity, mindfulness and focus. Exploring practicing concepts of mindfulness, including emotions and and management.	2	2400	2600	2800
Presenting to an Audience	Accommodate audience and context needs in oral communication	1	1250	1350	1350
Personal Finance Management Guide	Manage your money, create an easy budget, eliminate your debt, raise your credit score, earn more money and invest wisely	2	2400	2600	2800
Minute Taking and Meetings	Planning, Conducting, Recording and Reviewing Meetings	2	2400	2600	2800
Leadership Supervisory Skills	Gain insights to responsibilities, team potential and dedication, obtain goals, performance analysing and suppot in a team environment	2	2400	2600	2800
Basic Business Calculations	Perform Basic Business Calculations	2	2000	2150	2250
Business Writing	Write texts for a range of communicative contexts	2	2000	2150	2250
Business Communication	This intensive course offers insight into all forms of communication for staff who are required to write and respond to emails, compile reports, and produce and carry out presentations in the workplace.	4	5500	5500	6200
Business Communication (2)	This intensive course offers insight into all forms of communication for staff who are required to write and respond to emails, compile reports, and produce and carry out presentations in the workplace.	2	3000	3000	3400
Computer Network Principles	Explain the principles of computer networks	1	1250	1350	1350
Computer Research	Use computer technology to research a computer topic	1	1250	1350	1350
Data Collection and Analysis	Investigate life and work related problems using data and probabilities	1	1250	1350	1350
HIV/Aids in the Workplace	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	1	1250	1350	1350
Internet Introduction	Demonstrate an understanding of the principles of the internet and the world-wide-web	1	1250	1350	1350

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Internet Searching	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	1	1250	1350	1350
Interpreting Financial Statements	Interpret basic financial statements	2	2000	2150	2250
Learning to Learn	Use language and communication in occupational learning programmes	1	1250	1350	1350
Number Bases and Measurement Units	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	1	1250	1350	1350
Office Equipment Maintenance	Monitor and control the maintenance of office equipment	1	1250	1350	1350
Office Equipment Usage	Function in a business environment	1	1250	1350	1350
Shape and Motion	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	1	1250	1350	1350
Monitoring Financial Aspects	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	2	2000	2150	2250
PC Maintenance, Safety and Enviro	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	1	1250	1350	1350
Introduction to Computers 1	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	1	N/A	1150	1350
Introduction to Computers 2	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	N/A	2000	2250
Custom Course - 1 Day	Course built on your requirements	1	1400	1500	1600
Custom Course - 2 Day	Course built on your requirements	2	2600	2800	3000

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3 Hour Workshop	Customised to suit your training requirements for your teams	1/2	500	600	700
One on One Private Session	Private tuition with no other learners	1	3000	3100	3200
Consultation - Hourly	Consutation on work flows / development of in house systems	Hourly	450	500	550
Retainer	6 Month contract - 1/2 day per month	1/2	2100 pm	2500 pm	N/A
Retainer	6 Month contract - 1 day per month	1.00	3200 pm	3500 pm	N/A
Retainer	12 Month contract - 1/2 day per month	1/2	2000 pm	2400 pm	N/A
Retainer	12 Month contract - 1 day per month	1.00	3800 pm	3900 pm	N/A
	Training inclusive of:		Facilitator Led Training	Facilitator Led Training	Facilitator Led Training
			Course Material	Course Material	Course Material
			Certificate	Certificate	Certificate
			Post Support	Post Support	Post Support
				Facilitator Transpor	Refreshments
				Laptop Hire	Light Lunch

** Training is available at your premises:
   No Transport costs applicable within 60kms radius from Durban if 6 or more learners booked.
   Transport costs applicable more than 60kms radius from Durban on sliding scale of booking (calculated at time of booking)

Quoted rates VAT Excl

Assessment and moderation rates quoted separately

Group booking / Bulk / Voucher Pre-Payment discounts available (10 delegates +)