

2024 Course List

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Reg: 2017/229175/07 | Vat: 4180207500



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	1250	1300
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	1100	1200	1300
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	1100	1200	1300
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	1100	1200	1300
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	1100	1200	1300
Excel Dashboard Reporting 1	Creation of interactive Microsoft Excel Dashboards, incorporating advanced level formulas and features	1	1100	1200	1300
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	1100	1200	1300
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	1100	1200	1300
Excel Data Management 2	Change the appearance of a spreadsheet	1	1100	1200	1300
Excel Databases 1	Work with spreadsheets	1	1100	1200	1300
Excel Databases 2	Work with spreadsheets	2	2000	2150	2250
Access Introduction	Use a Graphical User Interface (GUI)-based database application to work with simple databases	1	1100	1200	1300
Access Intermediate	Use a Graphical User Interface (GUI)-based database application to solve a given problem	1	1100	1200	1300
Access Advanced	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	1	1100	1200	1300
PowerPoint Introduction 1	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	1	1100	1200	1300
PowerPoint Introduction 2	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	2	2000	2150	2250



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PowerPoint Intermediate 1	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	1	1100	1200	1300
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	1100	1200	1300
Email Etiquette	Manage Electronic Mail in a Business Environment	1	1100	1200	1300
Outlook Introduction	Use electronic mail to send and receive messages	1	1100	1200	1300
Outlook Intermediate	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	1	1100	1200	1300
Outlook Advanced	Apply electronic messaging and calendar application	1	1100	1200	1300
Visio Introduction	Incorporating using Templates, Shapes, Stencils, Design Diagrams, Organisational Diagrams and Business Processes	1	1100	1200	1300
Visio Intermediate	Adding, Formatting and Linking Shapes, incorporating additional interactive data.	1	1100	1200	1300
Visio Advanced	Hyperlinks, Sharing, Collaboration, Printing with advanced organisation of diagrams	1	1100	1200	1300
Windows 1	Use generic functions in a Graphical User Interface (GUI)-environment	1	1100	1200	1300
Windows 2	Use generic functions in a Graphical User Interface (GUI)-environment	2	2000	2150	2250
Word Introduction 1	Use a Graphical User Interface (GUI)-based word processor to format documents	1	1100	1200	1300
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	1100	1200	1300
Word Advanced	Our custom built course, including templates, comments, collaboration, fields, macros, revisions, 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	1100	1200	1300
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	1100	1200	1300
Project Intermediate	Fine Tuning Tasks, Resources, Assignments and Plans. Viewing, printing and getting projects back on track.	1	1100	1200	1300
Project Advanced	Advanced formatting, printing, sharing and consolidating projects with theory components of Project Management	1	1100	1200	1300
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	1100	1200	1300
Publisher Intermediate	Advanced formatting and design to sending of bulk mails.	1	1100	1200	1300
Publisher Advanced	Theory behind publishing to customers for marketing purposes, creating web forms and website publishing.	1	1100	1200	1300
Office 365 Admin Centre	The management of users, emails, calendars, domains, data, subscriptions, security, devices and working with users outside your organisation.	1	1100	1200	1300
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	1100	1200	1300

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Office 365 Delve	Discovering Delve, storage, managing, sharing, collaborating and organising.	1	1100	1200	1300
Office 365 Features	An in depth look at how Office 365 can transform your office environment and streamline processes	1	1100	1200	1300
Office 365 Forms	Creating, using, editing Forms and Quizzes, integration and automation of forms, responding and collecting data.	1	1100	1200	1300
Office 365 Introduction	Course follows Microsoft Learning Recommendations	1	1100	1200	1300
Office 365 My Analytics	Using analytics to improve work patterns and performance, exploring the dashboard, wellbeing, collaboration and productivity insights.	1	1100	1200	1300
Office 365 OneDrive and Sharepoint	Using One Drive and managing, monitoring, sharing and syncing. Understanding Sharepoint and its features, including Uploading, working with folders, lists and others, working with web pages, parts and apps.	1	1100	1200	1300
Office 365 Planner	Building plans (creating, editing, interacting), app integration and onboarding.	1	1100	1200	1300
Office 365 Teams	All aspects of the MS Teams Interface, including add ins, communication features, calendar, chats, settings, files and conversations.	1	1100	1200	1300
Office One Note & To Do	Working with tasks in To Do, Using OneNote, including customisation, formatting, media, inter application interaction, sharing content.	1	1100	1200	1300
Office Stream	Creating content, live events, intelligence, sharing managing and mobile application.	1	1100	1200	1300
Office Sway	Getting started, creating storylines, adding content, sharing and mobile application.	1	1100	1200	1300
Sharepoint & Lists	An in depth dive into Sharepoint's Lists and its automation. Multiple course schedules available for Sharepoint.	1	1100	1200	1300
Office Yammer and Whiteboard	Using and managing Yammer communities and conversations, managing notifications and emails, attending and scheduling live events.	1	1100	1200	1300
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
Power Query	Essential learning on importing, extracting and transforming data, including appending and merging data.	1	1100	1200	1300
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	1100	1200	1300
PowerBI Intermediate	Formating, sorting, exploring and building visualisations and views. Building relationships and creating columns and measures.	1	1100	1200	1300
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	1100	1200	1300

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PowerBI Dax	A Comprehensive Introduction on how to build and work with DAX, including row and filter context.	1	1100	1200	1300
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
Team Working	Work as a project team member	2	2000	2150	2250
Office and Business Etiquette	An introduction to the manners of etiquette in any workplace environment, including guidelines on etiquette across different situations.	1	1100	1200	1300
Telephone Etiquette	Developing and Mastering Confidence and Professionalism with Telephone Skills to enhance the Company's image.	1	1100	1200	1300
Time and Stress Management	Tools and techniques which offer solutions to master productivity	2	2400	2600	2800
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	1100	1200	1300
Minute Taking and Meetings	Planning, Conducting, Recording and Reviewing Meetings	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
Computer Network Principles	Explain the principles of computer networks	1	1100	1200	1300
Computer Research	Use computer technology to research a computer topic	1	1100	1200	1300
Data Collection and Analysis	Investigate life and work related problems using data and probabilities	1	1100	1200	1300
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	1100	1200	1300
Internet Introduction	Demonstrate an understanding of the principles of the internet and the world-wide-web	1	1100	1200	1300
Internet Searching	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	1	1100	1200	1300
Interpreting Financial Statements	Interpret basic financial statements	2	2000	2150	2250
Learning to Learn	Use language and communication in occupational learning programmes	1	1100	1200	1300
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	1100	1200	1300
Office Equipment Maintenance	Monitor and control the maintenance of office equipment	1	1100	1200	1300
Office Equipment Usage	Function in a business environment	1	1100	1200	1300
Shape and Motion	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	1	1100	1200	1300
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	1100	1200	1300
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	1300



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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
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	Consultation 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 Transport	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 +)