

# Sankin Computer Training

## Course List

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Course Duration	Programme	Course Name	Cost per course	Unit Standards			Credits
1 Day	Excel	Introduction	R 800	116937	116943		7
1 Day	Excel	Intermediate	R 800	116940	258879		9
1 Day	Excel	Advanced	R 900	258882	258876		7
1 Day	Excel	Understanding Financial Statements	R 800	117156			4
1 Day	Excel	Monitoring and Controlling Office Equipment	R 800	13931			4
1 Day	Word	Introduction	R 800	117924			5
1 Day	Word	Intermediate	R 800	116942	119078		8
1 Day	Word	Advanced	R 800	258898	258877	258875	15
1 Day	PowerPoint	Introduction	R 800	116930			5
1 Day	PowerPoint	Intermediate	R 800	117923			5
1 Day	PowerPoint	Advanced	R 800	258880			3
1 Day	Outlook	Introduction	R 800	116945	116935		4
1 Day	Outlook	Intermediate	R 800	258897			2
1 Day	Outlook	Advanced	R 800	114984			2
1 Day	Access	Introduction	R 800	116936			3
1 Day	Access	Intermediate	R 800	117927			6
1 Day	Access	Advanced	R 800	258881			5
1 Day	Internet	Searching the internet	R 800	116931			4
1 Day	Internet	Understanding the Internet	R 800	115391			3
1 Day	Internet	Researching Topics	R 800	114076			3
1 Day	PC Literacy	Describing Components	R 800	117925			3
1 Day	PC Literacy	Applications and Effects of ICT	R 800	117928			5
1 Day	Windows	Using Windows	R 800	258883			4
1 Day	Windows	Maintenance, environment and security	R 800	114636			6
1 Day	Word	Report Writing	R 800	110023			6
3 Day	PC Literacy	Full Introduction	R 2 200	117924	116937	116935	11
Workshop	Excel	Creating Dashboards	R 500	No Unit Standards Available			
Workshop	Outlook	Email Etiquette	R 500				
1 Day	PC Literacy	Introduction (Windows, Word)	R 800				
2 Day	PC Literacy	Introduction (Windows, Word, Email, Internet)	R 1 600				
Workshop	Excel	Pivot Tables	R 500				
Workshop	Excel	Charting	R 500				
1 Day	MS Publisher	Introduction	R 800				
2 Day	MS Publisher	Intermediate	R 800				
3 Day	MS Publisher	Advanced	R 800				