Sankin Computer Training Course List 2018

Course	US No	Description	NQF Level	Credits	Cost	Duration
Excel Introduction	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	02	4	R890 + VAT	1 Day
Excel Intermediate	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	03	6	R890 + VAT	1 Day
Excel Advanced	258882	Manipulate Data and Ensure Inegrity	04	4	R990 + VAT	1 Day
Excel Charting	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	04	3	R890 + VAT	1 Day
Excel Databases	258876	Work with spreadsheets	3	3	R890 + VAT	1 Day
Email Etiquette	114984	Manage electronic mail in a business environment	03	2	R890 + VAT	1 Day
Outlook Introduction	116945	Use electronic mail to send and receive messages	02	2	R890 + VAT	1 Day
Outlook Intermediate	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	02	2	R890 + VAT	1 Day
Outlook Advanced	258897	Apply electronic messaging and calendar application	02	2	R890 + VAT	1 Day
PowerPoint Introduction	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	03	5	R890 + VAT	1 Day
PowerPoint Intermediate	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	02	5	R890 + VAT	1 Day
PowerPoint Advanced	258880	Utilise special features to enhance presentations	03	3	R890 + VAT	1 Day
Windows	258883	Use generic functions in a Graphical User Interface (GUI)-environment	01	4	R890 + VAT	1 Day
Word Introduction	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	02	5	R890 + VAT	1 Day
Word Intermediate	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	03	5	R890 + VAT	1 Day
Word Advanced	116942	Use a GUI-based word processor to create merged documents	03	3	R890 + VAT	1 Day
Access Introduction	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	03	3	R990 + VAT	1 Day
Access Intermediate	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	04	6	R990 + VAT	1 Day
Access Advanced	258881	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	04	5	R990 + VAT	1 Day
Introduction to Internet	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	04	3	R890 + VAT	1 Day
MS Word Report Writing	110023	Present information in report format	04	6	R890 + VAT	1 Day
Computer Research	114076	Use computer technology to research a computer topic	04	3	R890 + VAT	1 Day
Introduction to Computers	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3	R850 + VAT	1 Day