



Sankin Computer Training offers MICT Accredited end using computer training on the Microsoft Office Suite (all levels) to individuals and corporate clients countrywide.

Established in 2003, Sankin Computer Training was born from an Internet Café, where the founder of the business recognised a need for education in the private and public sector. Having a background of computer training for Quest Personnel, our private company, Sankin Computer Training soon took root and has grown from strength to strength.

Sankin Computer Training is designed to offer short, intensive, personalized courses that effectively present new concepts and techniques through interactive training methods. Small focused groups allow for individual attention and the practical application of theory.

We Offer:

- ☞ Personal training venue in Glenwood, Durban for up to 8 delegates in a boardroom styled air-conditioned office with secure parking on site.
- ☞ Training at your premises – we are equipped with 15 laptops and ready to travel, saving your company logistical arrangements and costs. We have enjoyed training all over South Africa this way, in both major cities and in outlying areas.
- ☞ Flexible calendar – we prize ourselves on arranging our training times and dates according to your company and delegate's requirements.
- ☞ Flexible courses – while all our courses are based on SAQA's unit standards, we are able to assist you with customising course content to suit your requirements.

Sankin Computer Training – Company Profile

- ☞ Our facilitators are highly skilled in MS Office programmes and possess patience and dedication in sharing their knowledge. Chosen for their personable personalities, your delegates are sure to thrive under their tutelage while they are being encouraged to interact and engage with each other and the facilitator.
- ☞ Training methods and learning activities are current, based on real life working scenarios. We are able to adapt our class activities to match your field.
- ☞ Complimentary pre-assessments for all courses. This pre-assessment will help to categorise level of skill per delegate, saving time and money. The pre-assessment takes place at the delegates' place of work and is quick and non-intrusive to the work day.
- ☞ With every course trained we offer a back-up service of inviting candidates to make use of our facilities and knowledge to aid and assist candidates after training has been completed on their own spreadsheets / documents / presentations. We are available for after hour support as well.
- ☞ Each individual is provided with a user-friendly Manual which has been thoroughly compiled in the best manner to assist skill learning and retention.
- ☞ Certificate on completion. Either a certificate of attendance or a certificate of competency is issued per delegate, based on completion of POE.
- ☞ During course and after course, each candidate has a choice to complete a PORTFOLIO OF EVIDENCE (POE) to ensure a competent result is achieved, further increasing new skills learned.
- ☞ Training documentation is sent to your training co-ordinator / designated person immediately after training, and includes: Training register, course and facilitator review and evaluation forms.



mictseta

Media, Information and Communication Technologies
Sector Education and Training Authority

Accreditation no: **ACC/2012/05/198**

Accelerating quality skills towards an information savvy society

Company Document Information:

Trading Name	Sankin Computer Training
Company Registration No	2017/229175/07
VAT No	4180207500
Income Tax No	9031126155
PAYE No	7480748245
MICT Seta Accreditation No	ACC2006/05/198
BEE Certificate	EMEBEE01455 – Level 4

Company Contact Information:

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Sankin Computer Training Course List 2018

Course	US No	Description	NQF Level	Credits	Cost (Excl)	Duration
Excel Introduction	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	02	4	R890	1 Day
Excel Intermediate	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	03	6	R890	1 Day
Excel Advanced	258882	Manipulate Data and Ensure Integrity	04	4	R990	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	1 Day
Excel Databases	258876	Work with spreadsheets	03	3	R890	1 Day
Email Etiquette	114984	Manage electronic mail in a business environment	03	2	R890	1 Day
Outlook Introduction	116945	Use electronic mail to send and receive messages	02	2	R890	1 Day
Outlook Intermediate	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	02	2	R890	1 Day
Outlook Advanced	258897	Apply electronic messaging and calendar application	02	2	R890	1 Day
PowerPoint Introduction	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	03	5	R890	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	1 Day
PowerPoint Advanced	258880	Utilise special features to enhance presentations	03	3	R890	1 Day
Windows	258883	Use generic functions in a Graphical User Interface (GUI)-environment	01	4	R890	1 Day

Sankin Computer Training Course List 2018

Course	US No	Description	NQF Level	Credits	Cost (Excl)	Duration
Word Introduction	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	02	5	R890	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	1 Day
Word Advanced	116942	Use a GUI-based word processor to create merged documents	03	3	R890	1 Day
Access Introduction	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	03	3	R990	1 Day
Access Intermediate	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	04	6	R990	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	1 Day
Introduction to Internet	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	04	3	R890	1 Day
MS Word Report Writing	110023	Present information in report format	04	6	R890	1 Day
Computer Research	114076	Use computer technology to research a computer topic	04	3	R890	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	02	3	R850	1 Day

FULL QUALIFICATION – ID 61591



END USING COMPUTING

NQF LEVEL 3 – CREDITS: 136

CORE UNIT STANDARDS: 56 CREDITS

FUNDAMENTAL UNIT STANDARDS: 47

ELECTIVE UNIT STANDARDS: 33

DAYS IN TRAINING VENUE: 35 OVER 6 MONTHS OR 1 YEAR

COST PER PERSON: R30,000-00 / MONTHLY FEE NEGOTIABLE

MODULE 1: PC LITERACY IN THE WORKPLACE – 30 CREDITS

	US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Elective	14913	Explain the principles of computer networks	NQF Level 03	5
Elective	14917	Explain computer architecture concepts	NQF Level 04	7
Elective	14947	Describe data communications	NQF Level 03	4
Elective	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	NQF Level 03	6
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	NQF Level 02	3
Elective	117928	Describe the application and effect of Information and Communication Technologies (ICT) on society	NQF Level 04	5

MODULE 2: MS WORD – 13 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	NQF Level 02	5
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	NQF Level 03	5
Core	116942	Use a GUI-based word processor to create merged documents	NQF Level 03	3

MODULE 3: MS OUTLOOK – 4 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	NQF Level 02	2
Core	116945	Use electronic mail to send and receive messages	NQF Level 02	2

MODULE 4: MS EXCEL – 13 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	NQF Level 02	4
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	NQF Level 03	6
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to spreadsheet	NQF Level 04	3

MODULE 5: MS POWERPOINT – 10 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	NQF Level 02	5
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	NQF Level 03	5

MODULE 6: MS ACCESS – 9 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	NQF Level 03	3
Elective	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	NQF Level 04	6

MODULE 7: ABOUT THE INTERNET – 10 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	114076	Use computer technology to research a computer topic	NQF Level 04	3
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	NQF Level 04	3
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	NQF Level 02	4

MODULE 8: MATHEMATICS – 22 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Fund	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	NQF Level 03	5
Fund	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	NQF Level 03	2
Fund	9012	Investigate life and work related problems using data and probabilities	NQF Level 03	5
Fund	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 03	4
Fund	11241	Perform Basic Business Calculations	NQF Level 03	6

MODULE 9: COMMUNICATION IN THE WORKPLACE – 25 CREDITS

	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Fund	8968	Accommodate audience and context needs in oral communication	NQF Level 03	5
Fund	8970	Write texts for a range of communicative contexts	NQF Level 03	5
Fund	8973	Use language and communication in occupational learning programmes	NQF Level 03	5
Fund	110023	Present information in report format	NQF Level 04	6
Fund	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	NQF Level 03	4