

SCHOOL OF IT INTERNATIONAL

Microsoft Copilot Courses Brochure

Live, 1-on-1 online training in Microsoft Copilot — from everyday productivity through advanced M365 mastery, executive-level use, custom AI agents with Copilot Studio, and a full professional qualification.

Copilot Essentials

Full M365

Managers & Executives

Copilot Studio

Professional Programme

School of IT International (Pty) Ltd

Somerset West, Cape Town, South Africa · schoolofit.co.za

Microsoft Copilot Essentials

The ideal starting point for professionals new to Microsoft Copilot — learn what Copilot is, how it works, and how to use it across everyday Microsoft 365 applications. No technical background required. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Prerequisite: Microsoft 365 basics.

🎓 Learning Objectives

Covered over 10 hours (~1 month).

- 1 Introduction to AI & Copilot — Generative AI, LLMs, and responsible AI principles
- 2 Prompt engineering fundamentals — writing effective prompts and refining responses
- 3 Copilot in Word — creating, summarising and rewriting documents
- 4 Copilot in Outlook — drafting/replying to emails, summarising threads
- 5 Copilot in Teams — meeting summaries, transcripts and action items
- 6 Copilot Chat & research, plus responsible AI and data security

💰 Pricing

COURSE PRICE

R12,900

Full payment before commencement (no payment plan)

📚 Course Duration & Format



Duration

10 hours (~1 month) — maximum completion time



Payment

Full payment only (no payment plan)



Mode

1-on-1 online, real lecturer, flexible scheduling



Certificate

Certificate of Completion included

👜 Career Prospects

◆ Office Administrator

◆ Business Support Specialist

◆ Executive Assistant

◆ Digital Workplace User

◆ Productivity Consultant

Typical Copilot-skilled salary (South Africa)

R180k – R380k / yr



Included: Live 1-on-1 lecturer, lifetime course access, School of IT Certificate, and flexible scheduling — commence anytime.

🚀 Get job-ready skills — start your Microsoft Copilot Essentials course today.

Enrol Now →

☎ +27 82 696 7749 ✉ info@schoolofit.co.za

Somerset West, Cape Town, South Africa

Microsoft Copilot for Business — Full M365

The most comprehensive Copilot course available — 20 hours covering every major Microsoft 365 application in depth, including Word, Excel, PowerPoint, Outlook, Teams and Copilot Chat. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Prerequisite: Microsoft 365 basics.

🎓 Learning Objectives

Covered over 20 hours (~1 month).

- 1 **Advanced prompt engineering — templates, chaining, and role-based prompts**
- 2 **Copilot in Word and Excel — advanced drafting, data analysis, and formula generation**
- 3 **Copilot in PowerPoint — building presentations from prompts and design automation**
- 4 **Copilot in Outlook and Teams — full workflow automation and meeting support**
- 5 **Microsoft Copilot Chat — cross-app content creation and business intelligence**
- 6 **Governance, security and compliance for organisation-wide Copilot use**

💰 Pricing

COURSE PRICE

R18,900

Full payment before commencement (no payment plan)

📚 Course Duration & Format



Duration

20 hours (~1 month) — maximum completion time



Payment

Full payment only (no payment plan)



Mode

1-on-1 online, real lecturer, flexible scheduling



Certificate

Certificate of Completion included

👜 Career Prospects

◆ Digital Workplace Specialist

◆ Productivity Consultant

◆ Business Analyst (AI-enabled)

◆ Office Manager

◆ Operations Coordinator

Typical Copilot-skilled salary (South Africa)

R250k – R500k / yr



Included: Live 1-on-1 lecturer, lifetime course access, School of IT Certificate, and flexible scheduling — commence anytime.

🚀 Get job-ready skills — start your Microsoft Copilot for Business course today.

[Enrol Now →](#)

☎ +27 82 696 7749 ✉ info@schoolofit.co.za

Somerset West, Cape Town, South Africa

Microsoft Copilot for Managers & Executives

Designed for managers, directors and executives who want to use Copilot to lead smarter — producing board packs, reports and strategy documents faster. No technical background required. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Prerequisite: Microsoft 365 basics. Suitable for CEOs, Directors, C-Suite executives, senior/middle management, department heads, and business owners.

Learning Objectives

Covered over 10 hours (~1 month).

- 1 Copilot for executive reporting — board packs and briefing documents
- 2 Copilot for data-driven decisions — analysing data and building dashboards without IT support
- 3 Copilot for meeting leadership — preparing agendas and summarising meetings
- 4 Copilot for communications — drafting polished emails and stakeholder communication
- 5 Copilot for strategy & research — market research and scenario planning
- 6 Leading AI adoption and governance for leaders

Pricing

COURSE PRICE

R14,900

Full payment before commencement (no payment plan)

Course Duration & Format



Duration

10 hours (~1 month) — maximum completion time



Payment

Full payment only (no payment plan)



Mode

1-on-1 online, real lecturer, flexible scheduling



Certificate

Certificate of Completion included

Career Prospects

◆ Executive / C-Suite Leader

◆ Department Head

◆ Business Owner

◆ Senior Manager

◆ Government Official

Typical Executive-level salary (South Africa)

R500k – R1.2M / yr



Included: Live 1-on-1 lecturer, lifetime course access, School of IT Certificate, and flexible scheduling — commence anytime.



Get job-ready skills — start your Microsoft Copilot for Managers & Executives course today.

Enrol Now →

☎ +27 82 696 7749 ✉ info@schoolofit.co.za

Somerset West, Cape Town, South Africa

Copilot Studio & Power Automate

Go beyond built-in Copilot features — build your own AI-powered agents and automated workflows using Microsoft Copilot Studio and Power Automate, no coding required. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Prerequisite: Copilot Essentials course.

🎓 Learning Objectives

Covered over 10 hours (~1 month).

- 1 Copilot Studio foundations — interface, workspace, and types of agents
- 2 Building custom Copilot agents — conversation flows, topics, triggers and responses
- 3 Connecting agents to business data — SharePoint, M365, APIs and knowledge bases
- 4 Power Automate integration — triggering workflows from conversational AI
- 5 AI business process automation — mapping and designing end-to-end workflows
- 6 Deploying enterprise AI agents, security and governance

💰 Pricing

COURSE PRICE

R14,900

Full payment before commencement (no payment plan)

📚 Course Duration & Format



Duration

10 hours (~1 month) — maximum completion time



Payment

Full payment only (no payment plan)



Mode

1-on-1 online, real lecturer, flexible scheduling



Certificate

Certificate of Completion included

👜 Career Prospects

◆ Power Platform Developer

◆ AI Automation Specialist

◆ Business Process Analyst

◆ IT Professional (AI-focused)

◆ Operations Manager

Typical Copilot Studio-skilled salary (South Africa)

R320k – R650k / yr



Included: Live 1-on-1 lecturer, lifetime course access, School of IT Certificate, and flexible scheduling — commence anytime.

🚀 Get job-ready skills — start your Copilot Studio & Power Automate course today.

[Enrol Now →](#)

☎ +27 82 696 7749 ✉ info@schoolofit.co.za

Somerset West, Cape Town, South Africa

Microsoft Copilot Professional Programme

The complete Microsoft Copilot qualification — covering every application, advanced features, Copilot Studio, Power Automate and AI governance, with a real workplace automation project. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Learning Objectives

Covered over 40 hours (~2-3 months).

- 1 Microsoft Copilot Essentials — foundations, prompt engineering, core M365 apps (10h)
- 2 Copilot for Business — advanced M365 coverage, governance and compliance (20h)
- 3 Copilot for Managers & Executives — reporting, strategy and leading AI adoption (10h)
- 4 Copilot Studio & Power Automate — building custom AI agents and workflows (10h)
- 5 Workplace Automation Project — instructor-reviewed capstone with a working AI agent or workflow

Pricing

COURSE PRICE

R36,900

Full payment before commencement (no payment plan)

Course Duration & Format



Duration

40 hours (~2-3 months) — maximum completion time



Payment

Full payment only (no payment plan)



Mode

1-on-1 online, real lecturer, flexible scheduling



Certificate

Certificate of Completion included

Career Prospects

- ◆ Copilot Specialist
- ◆ AI Transformation Lead
- ◆ Digital Workplace Consultant
- ◆ Power Platform Developer
- ◆ AI Adoption Manager

Typical Copilot Professional salary (South Africa)

R400k – R800k / yr



Included: Live 1-on-1 lecturer, lifetime course access, School of IT Certificate, and flexible scheduling — commence anytime.

 Get job-ready skills — start your Microsoft Copilot Professional Programme today.

Enrol Now →

 +27 82 696 7749  info@schoolofit.co.za

Somerset West, Cape Town, South Africa