

SCHOOL OF IT INTERNATIONAL

Microsoft Teams Courses Brochure

Live, 1-on-1 online training in Microsoft Teams — from everyday communication and collaboration through management and full admin/integration mastery.

Fundamentals

For Managers & Project Leads

Admin & Integration

School of IT International (Pty) Ltd

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

Microsoft Teams Fundamentals

An introduction to Microsoft Teams for everyday communication and collaboration — designed for beginners and professionals new to Teams. 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 10 hours.

- 1 Getting started with Teams — interface overview, installing and accessing Teams
- 2 Chat and conversations — direct messages vs channels, @mentions, formatting and reactions
- 3 Meetings and scheduling — setting up meetings and calendar integration
- 4 Working in teams and channels — creating teams/channels, file sharing and collaboration
- 5 Basic settings and notifications — customizing the Teams experience
- 6 Using the mobile app

💰 Pricing

COURSE PRICE

R8,900

Full payment before commencement (no payment plan)

📖 Course Duration & Format



Duration

10 hours — 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

◆ Remote Team Member

◆ Business Support Assistant

◆ Digital Workplace User

◆ Virtual Assistant

Typical Teams-skilled salary (South Africa)

R150k – R320k / yr



Note: Certificate of Completion issued. Flexible start dates — begin anytime.

 Get job-ready skills — start your Microsoft Teams Fundamentals course today.

Enrol Now →

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Somerset West, Cape Town, South Africa

Microsoft Teams for Managers & Project Leads

Focused on productivity, task management, and team coordination — for team leaders, managers, and coordinators. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Recommended: Microsoft Teams Fundamentals (or equivalent experience).

Learning Objectives

Covered over 10 hours.

- 1 **Advanced meeting features — breakout rooms, polls, whiteboards**
- 2 **Managing teams and permissions — adding/removing members, role-based access control**
- 3 **File collaboration with SharePoint — OneDrive integration and version control**
- 4 **Planner and To-Do integration — task assignment and tracking**
- 5 **Team communication best practices — encouraging adoption and efficient communication**
- 6 **Reporting and usage insights**

Pricing

COURSE PRICE

R10,900

Full payment before commencement (no payment plan)

Course Duration & Format



Duration

10 hours — maximum completion time



Payment

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Mode

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



Certificate

Certificate of Completion included

Career Prospects

◆ Team Lead

◆ Project Coordinator

◆ Delivery Manager

◆ Operations Manager

◆ Department Head

Typical Teams (Manager-level) salary (South Africa)

R280k – R550k / yr



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Microsoft Teams Admin & Integration

Back-end controls, policy settings, and integration with Microsoft 365 — for IT staff and system administrators. 1-on-1 online training with a real lecturer.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer

Recommended: Microsoft Teams Fundamentals (or equivalent experience).

Learning Objectives

Covered over 10 hours.

- 1 Admin Center overview — Teams admin roles and navigating the portal
- 2 Managing users and licenses — user lifecycle and assigning policies
- 3 Security and compliance — retention policies, eDiscovery, data loss prevention
- 4 Teams policies and governance — meeting, messaging, and app policies
- 5 Integration with Microsoft 365 apps — Outlook, SharePoint, Power Automate
- 6 Monitoring and troubleshooting

Pricing

COURSE PRICE

R10,900

Full payment before commencement (no payment plan)

Course Duration & Format



Duration

10 hours — 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

◆ Microsoft 365 Administrator

◆ IT Support Specialist

◆ Systems Administrator

◆ Collaboration Tools Specialist

◆ Modern Workplace Engineer

Typical Teams Admin salary (South Africa)

R320k – R620k / yr



Note: Certificate of Completion issued. Flexible start dates — begin anytime.

🚀 Get job-ready skills — start your Microsoft Teams Admin and Integration course today.

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