



Microsoft SharePoint Courses

Document management, team collaboration, and site administration — 1-on-1, instructor-led training from anywhere in South Africa. Start anytime, no fixed intake dates.

• Flexible hours

• Commence anytime

• 1-on-1 personal lecturer

SharePoint Course Levels

LEVEL 1

Intro to SharePoint

R12,900

10 Hours (~2 weeks) • Power User Track

- › Navigate a SharePoint Team Site
- › Create and customize lists, libraries, views
- › Work with metadata, content types, and permissions
- › Integrate with Microsoft Office apps (Word, Excel, Outlook)
- › Automate simple workflows with Power Automate

LEVEL 2

Advanced SharePoint

R16,900

20 Hours (~1 month) • Site Owner & Admin Track

- › Configure and manage SharePoint Online site collections and hub sites
- › Manage permissions, security groups, and user roles
- › Customize site navigation, branding, and themes
- › Manage document libraries: versioning, retention, and metadata
- › Build custom content types and site columns
- › Automate approval workflows with Power Automate
- › Configure list validation, calculated columns, and alerts
- › Apply site governance: storage, sharing settings, and admin best practices

Course Duration & Format



Intro / Power User Track

10 Hours — R12,900



Site Owner / Admin Track

20 Hours — R16,900



Mode

1-on-1 Online (MS Teams / Google Meet)



Start Dates

Flexible — Start Anytime

Career Prospects After SharePoint Training

◆ SharePoint Site Administrator

◆ Collaboration & Knowledge Management

◆ Intranet / Content Coordinator

◆ Modern Workplace Support

Typical SharePoint-related salary (South Africa)

R280k – R550k / yr

A note on certification: Microsoft retired its dedicated MOS SharePoint exam some years ago, and there is currently no direct-equivalent SharePoint certification. This course concludes with a School of IT Certificate of Completion. For students who want an internationally recognised credential, we can advise on the closest current Microsoft path (e.g. Microsoft 365 Certified: Teamwork Administrator Associate) as a separate, optional next step.



Get internationally recognised skills — start your SharePoint course today.

[Enrol Now →](#)