



Programme Name Introduction to MS Excel

Unit Standards in this Programme

SAQA ID	116937	NQF Level	2	Credits	4
SAQA ID	258879	NQF Level	3	Credits	3
SAQA ID	116943	NQF Level	4	Credits	3
SAQA ID	116940	NQF Level	3	Credits	6
SAQA ID	258878	NQF Level	4	Credits	3

Programme Methodology A blended learning approach, consisting of face-to-face classroom sessions and virtual learning.

Duration The course is conducted over 3 days.  
6 hours per day of classroom-based training and 1 day dedicated to online training.

- Programme Outcomes
- Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets.
  - Change the appearance of a spreadsheet.
  - Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet.
  - Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem.
  - Ensure spreadsheet integrity to enhance reliability.

<p>Programme Delivery</p>	<ul style="list-style-type: none"> <li>• Scheduled and managed by the training provider according to the set QMS</li> <li>• Facilitated by facilitators with the required skills and subject matter expertise</li> <li>• Assessed and moderated by qualified assessors' moderators with the required skills and subject matter expertise.</li> <li>• Attended by learners in a classroom situation with learning activities that include individual, group and self-study activities as well as practical reinforcement within a structured work environment, with workplace activities, exposure, coaching &amp; mentoring activities, assessments, etc.</li> </ul>
<p>Learner Resources</p>	<ul style="list-style-type: none"> <li>• Data / WiFi (stable internet connection)</li> <li>• Computer / Laptop (Provided by MI Learning)</li> <li>• Webcam (optional)</li> <li>• Earphones (optional)</li> </ul>
<p>Learner Support</p>	<p>Learner Support caters for 2 hours per learner, using the following platforms:</p> <ul style="list-style-type: none"> <li>• Google Meet</li> <li>• WhatsApp</li> <li>• Emailing</li> <li>• Skype</li> <li>• Tele-conferencing</li> </ul>

Classroom  
Tools

The following tools / resources are used in this learning programme:

- Google Classroom
- Various online activities platforms
- Electronic training materials
- YouTube
- Google Meet
- WhatsApp
- Emailing
- Skype
- Tele-conferencing