



LEARNING &  
DEVELOPMENT

## **Blended Learning**

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### Programme Name

Introduction to MS Outlook & Internet

### Unit Standards in this Programme

SAQA ID	115391	NQF Level	4	Credits	3
SAQA ID	116931	NQF Level	2	Credits	4
SAQA ID	114076	NQF Level	4	Credits	3
SAQA ID	116945	NQF Level	2	Credits	2
SAQA ID	258897	NQF Level	2	Credits	2
SAQA ID	116935	NQF Level	2	Credits	2

### Programme Outcomes

- Demonstrate an understanding of the principles of the internet and the world-wide-web.
- Use a Graphical User Interface (GUI)-based web-browser to search the Internet.
- Use computer technology to research a computer topic
- Use electronic mail to send and receive messages.
- Apply electronic messaging and calendar application.
- Enhance, edit, and organise electronic messages using a Graphical User Interface (GUI)-based messaging application.

### Programme Methodology

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

Duration	The course is conducted over 2 days. 6 hours per day of classroom-based training and 1 day dedicated to online training.
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Programme Delivery	<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>
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Learner Resources	<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>
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Learner Support

Learner Support caters for 2 hours per learner, using the following platforms:

- Google Meet
- WhatsApp
- Emailing
- Skype
- Tele-conferencing

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