



LEARNING &  
DEVELOPMENT

## **Blended Learning**

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**Programme Name**

Introduction to MS Word

### Unit Standards in this Programme

SAQA ID	117924	NQF Level	2	Credits	5
SAQA ID	119078	NQF Level	3	Credits	5
SAQA ID	258898	NQF Level	3	Credits	7
SAQA ID	116942	NQF Level	3	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 word processor to format documents.
- Use a GUI-based word processor to enhance a document through the use of tables and columns.
- Review and create documents using a Graphical User Interface (GUI)-based word processor.
- Use a GUI-based word processor to create merged documents.

ETDP SETA ACCREDITATION NO:

10848

SERVICES SETA ACCREDITATION NO:

12379

MICT SETA ACCREDITATION NO:

LPA/00/2019/01/0001

<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