



LEARNING &
DEVELOPMENT

Blended Learning

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Programme Name

Introduction to MS Power Point

Unit Standards in this Programme

SAQA ID	117923	NQF Level	2	Credits	5
SAQA ID	116930	NQF Level	3	Credits	5
SAQA ID	258880	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 1 day.
6 hours per day of classroom-based training and
2 days dedicated to online training.

Programme
Outcomes

- Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
- Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
- Utilise special features to enhance presentations

<p>Programme Delivery</p>	<ul style="list-style-type: none"> • Scheduled and managed by the training provider according to the set QMS • Facilitated by facilitators with the required skills and subject matter expertise • Assessed and moderated by qualified assessors' moderators with the required skills and subject matter expertise. • 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 & mentoring activities, assessments, etc.
<p>Learner Resources</p>	<ul style="list-style-type: none"> • Data / WiFi (stable internet connection) • Computer / Laptop (Provided by MI Learning) • Webcam (optional) • Earphones (optional)
<p>Learner Support</p>	<p>Learner Support caters for 2 hours per learner, using the following platforms:</p> <ul style="list-style-type: none"> • 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