

End User Computing: Microsoft Office Fundamentals

1. Overview

This programme introduces participants to essential IT concepts and basic computer skills, including common PC functions, operating systems, and fundamental IT terminology. Learners also receive an introduction to the Microsoft Office suite, covering Word, Excel, PowerPoint, and Outlook. The course is designed to build a solid foundation in both computer literacy and productivity applications, enabling participants to work confidently in any professional environment.

2. Programme Outcome:

- Work with multiple documents in a word processing application
- Format text, paragraphs, pages, and entire documents
- Create and use templates
- Apply basic spreadsheet principles to create and edit spreadsheets
- Create and deliver presentations using Microsoft PowerPoint
- Use a web browser to search the Internet and access web pages
- Understand legal and ethical considerations related to Internet use
- Send, receive, and manage email messages
- Adjust email settings to customise views and preferences
- Apply legal, ethical, and organisational best practices for email communication

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0318

SAQA US:

117924, 116937, 117923, 116931, 116945, 116935

NQF Level:

2

Credits:

22

Entry Requirements:

Communication & Mathematical Literacy at NQF 1

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(117924 US):** Use a Graphical User Interface (GUI)-based word processor to format documents
- **(116937 US):** Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
- **(117923 US):** Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
- **(116931 US):** Use a Graphical User Interface (GUI)-based web-browser to search the Internet
- **(116945 US):** Use electronic mail to send and receive messages
- **(116935 US):** Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding
- **Practical Assignments:** Hands-on tasks related to course topics
- **Workplace Assignments and Logbook:** Application of skills in real-world settings

Successful participants will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation