

Spreadsheet Fundamentals for the Workplace

1. Overview

This programme is designed to equip participants with foundational knowledge and practical competence in using Microsoft Excel, a widely used spreadsheet application across industries. It introduces core spreadsheet concepts and develops the skills required to create, manage, analyse, and present data effectively in a workplace environment.

Through a combination of theoretical understanding and hands-on application, participants will gain the confidence to use Excel for everyday business tasks, problem-solving, and data presentation, enhancing productivity and decision-making.

2. Programme Outcome:

- Demonstrate an understanding of fundamental spreadsheet principles
- Create, open, save, and manage spreadsheets
- Develop spreadsheets based on given specifications
- Edit and format spreadsheet content accurately
- Use spelling and error-checking tools within spreadsheets
- Print spreadsheets using application-specific features
- Prepare and produce spreadsheets to address specific problems
- Customise application settings and spreadsheet views
- Work efficiently with multiple worksheets
- Apply formulae to generate alternative solutions to problems
- Use basic built-in spreadsheet functions
- Apply appropriate formatting to support data presentation
- Use visual and special effects to enhance spreadsheet appearance
- Evaluate spreadsheet accuracy and effectiveness

Qualification:	Certificate of Completion
Duration:	2-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0140
SAQA US:	116937 & 116940
NQF Level:	3
Credits:	10
Entry Requirements:	Communication & Mathematical Literacy at NQF 2

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At any level, in any department, of any company, in any industry.**

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

3. Programme Content

- **(116937 US):** Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
- **(116940 US):** Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem

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