

Digital Skills, Data Management & Microsoft Copilot

1. Overview

The Advanced ICT Skills and AI-Powered Productivity with Copilot programme is designed to equip learners with advanced digital skills and practical knowledge required in modern workplaces. The programme integrates core ICT competencies with Microsoft Copilot, enabling learners to improve productivity, automate routine tasks, analyse information effectively, and make informed decisions using AI-powered tools.

Participants will develop skills in database management, financial data interpretation, report writing, internet technologies, and AI-enhanced workplace productivity. The programme prepares participants to use technology efficiently while improving communication, collaboration, and decision-making in a digital environment.

2. Learning Outcome

- Interpret and analyse basic financial statements to support informed financial decision-making
- Create, manage, and maintain simple databases using GUI-based database applications
- Compile and present professional business reports that meet organisational requirements
- Demonstrate an understanding of the Internet and World Wide Web and their role in business operations
- Use Microsoft Copilot to automate tasks, improve productivity, and enhance workplace efficiency
- Demonstrate digital literacy and responsible use of technology in a business environment
- Apply AI-powered tools to support data analysis, report generation, communication, and information management
- Apply AI-powered tools like Copilot to:
 - Automate repetitive tasks
 - Enhance productivity in database management and reporting
 - Improve decision-making with AI-generated insights
 - Streamline workflows in a digital workspace

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0473
SAQA US:	117156, 116936, 110023, 115391
NQF Level:	4
Credits:	16
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
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.

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

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

- **(117156 US):** Interpret basic financial statements
- **(116936 US):** Use a Graphical User Interface (GUI)-based database application to work with simple databases
- **(110023 US):** Present information in report format
- **(115391 US):** Demonstrate an understanding of the principles of the internet and the world-wide-web

4. Topics

Module 1: Introduction to Digital Skills and AI-Powered Productivity

- Digital transformation in the workplace
- Introduction to Artificial Intelligence (AI)
- Understanding Microsoft Copilot
- Benefits of AI-powered productivity tools
- Responsible and ethical use of AI
- Enhancing workplace efficiency using Copilot

Module 2: Interpret Basic Financial Statements

- Introduction to financial statements
- Components of income and expenditure statements
- Understanding revenue, expenses, profit and loss
- Fundamentals of balance sheets
- Assets, liabilities and equity
- Personal financial position statements
- Financial decision-making techniques
- Using Copilot to summarise and analyse financial information

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

Module 3: Database Management Using GUI-Based Applications

- Introduction to databases
- Database structures and terminology
- Creating and saving databases
- Designing database tables
- Data entry and validation
- Editing and maintaining records
- Sorting and filtering information
- Searching database records
- Introduction to data management best practices
- Using Copilot to organise, analyse and manage data

Module 4: Business Report Writing and Presentation

- Purpose and types of business reports
- Identifying information requirements
- Gathering and validating information
- Report structures and formats
- Writing professional business reports
- Presenting findings and recommendations
- Report distribution and communication
- Office resource planning and efficiency
- Using Copilot to draft, edit and improve reports

Module 5: Internet and Web Technologies

- Introduction to the Internet
- Internet infrastructure and connectivity
- Understanding the World Wide Web
- Websites, web browsers and search engines
- Internet applications and services
- Cloud-based technologies
- Online communication and collaboration tools
- Cybersecurity and online safety
- Using Copilot for web-based research and information gathering

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Module 6: Microsoft Copilot for Workplace Productivity

- Copilot in Microsoft Word
- Copilot in Excel
- Copilot in PowerPoint
- Copilot in Outlook
- Copilot in Teams
- Prompt engineering fundamentals
- AI-assisted content creation
- AI-supported data analysis
- Productivity and workflow optimisation
- Practical workplace applications and case studies

5. 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.

6. 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.

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