



MS Office Skills Programs

Courses (prices available on request)

Introductory Computer Skills

Course	No. of Days	Credits	Unit Standards	Outcomes
Introduction to Computers	1	4	258883	<ul style="list-style-type: none"> ⊙ Use the desktop of a GUI-based operating system. ⊙ Use of the features of a GUI Window. ⊙ Use the Help facility in a GUI environment. ⊙ Use a pointing device in a GUI environment. ⊙ Use generic print options in a GUI environment.
Apply Your Internet Skills	½	4	116931	<ul style="list-style-type: none"> ⊙ Understand the concepts and terms of the Internet. ⊙ Explain legal and ethical issues in relation to Internet use. ⊙ Use a Graphical User Interface (GUI)-based browser to display a given Web Page. ⊙ Adjust settings to customise the view and preferences of the browser application. ⊙ Navigate on the Internet. ⊙ Use a Search Engine to locate given information specifications. ⊙ Obtain information from a Web site.

Outlook Courses

Course	No. of Days	Credits	Unit Standards	Outcomes
Introduction to Outlook	½	2	116945	<ul style="list-style-type: none"> ⊙ Understand the concepts and terms of electronic messaging. ⊙ Create and send an E-mail message. ⊙ Receive and respond to e-mails. ⊙ Print an E-mail message. ⊙ Work with multiple E-mail messages. ⊙ Adjust settings to customise the view and preferences of the Email application.
Enhance your Outlook Skills	½	2	116935	<ul style="list-style-type: none"> ⊙ Explain legal, ethical and organisational issues in relation to the use of Email. ⊙ Manage E-mail messages. ⊙ Use the address book facilities of an electronic mail application.

Excel Courses

Course	No. of Days	Credits	Unit Standards	Outcomes
Introduction to Excel	1	4	116937	<ul style="list-style-type: none"> ⊙ Demonstrate an understanding of the principles of spreadsheets. ⊙ Create, open and save spreadsheets. ⊙ Produce a spreadsheet from a given specification. ⊙ Edit a spreadsheet. ⊙ Format a spreadsheet. ⊙ Check spelling and grammar in a spreadsheet. ⊙ Print a spreadsheet using features specific to spreadsheets.



Apply Excel	1	6	116940	<ul style="list-style-type: none"> ☉ Prepare and produce a spreadsheet to provide a solution to a given problem. ☉ Adjust settings to customise the view and preferences of the spreadsheet application to suite the solution created for the given problem. ☉ Work with multiple worksheets to suite the solution to the given problem. ☉ Apply formulae to worksheets to provide alternative solutions to the given problem. ☉ Apply simple built-in functions of the spreadsheet application to the given problem. ☉ Apply formatting to a spreadsheet applicable to the given problem. ☉ Use special effects to improve the presentation of the spreadsheet. ☉ Evaluate a spreadsheet to comply with the given problem.
Using Graphs in Excel	1	3	116943	<ul style="list-style-type: none"> ☉ Create and edit a graph. ☉ Load data from an external data source to produce a given spreadsheet result. ☉ Insert and edit objects into a spreadsheet.
Enhance your Excel Skills	½	3	258876	<ul style="list-style-type: none"> ☉ Import and export text files. ☉ Consolidate and link data within spreadsheets. ☉ Apply filters and use forms in a spreadsheet. ☉ Create and use macros. ☉ Combine and compare large sets of data in a spreadsheet.

Word Courses

Course	No. of Days	Credits	Unit Standards	Outcomes
Introduction to Word	½	5	117924	<ul style="list-style-type: none"> ☉ Work with multiple documents within a word processing application. ☉ Format Text using a word processing application. ☉ Format paragraphs. ☉ Format Pages within an existing word processing document. ☉ Format an existing word processing Document. ☉ Templates are used and created to facilitate ease of use in future, by having default options when starting a new word processing document.
Enhance your Word Skills	1	8	116942 119078	<ul style="list-style-type: none"> ☉ Describe the uses of merged documents. ☉ Create a merged document. ☉ Create and edit a table. ☉ Format a table according to given requirements. ☉ Create and Edit Columns in a document. ☉ Format a column in a document.

PowerPoint Courses

Course	No. of Days	Credits	Unit Standards	Outcomes
Introduction to PowerPoint	½	5	117923	<ul style="list-style-type: none"> ☉ Prepare and produce a presentation according to a specified brief. ☉ Adjust settings to customise the view and preferences of the presentation application. ☉ Work with multiple presentations. ☉ Format a presentation according to given specifications.



				<ul style="list-style-type: none"> ☉ Use special presentation effects. ☉ Apply special formatting to a presentation, according to given specifications, to enhance the presentation. ☉ Customise a presentation for a specified purpose.
Enhance your PowerPoint Skills	½	5	116930	<ul style="list-style-type: none"> ☉ Create a graph in a presentation. ☉ Create an organisational chart in a presentation. ☉ Create a drawing in a presentation. ☉ Import images into a presentation. ☉ Images and objects are manipulated in presentation. ☉ Animation effects and transitions are applied or added to a presentation. ☉ Master Slides are customised within a presentation.

Access Courses

Introduction to Access	½	3	116936	<ul style="list-style-type: none"> ☉ Understand the principles of databases. ☉ Open and save a simple existing databases. ☉ Produce and edit a simple database table from given specifications. ☉ Data is entered into a simple database table from given specifications. ☉ Modify the design of a database table. ☉ Sort and search for records in a database table.
Apply Access	1	6	117927	<ul style="list-style-type: none"> ☉ Prepare a database to provide a solution to a given problem. ☉ Create database tables and data entry forms to solve the given problem. ☉ Retrieve information from a database by applying a filter. ☉ Sort data in a database query. ☉ Create a report for a database table. ☉ Perform advanced print options for a database.

FAQ's

Must I bring my own computer?

No, Khanyisela College will supply you with everything you need

Can I attend the courses if I know nothing about computers?

Yes, the courses are for anyone who knows nothing about computers.

Will I receive a SETA certificate?

Yes, the courses are accredited with MICT SETA. You will complete an assessment at the end of the training and your Facilitator will assess you and tell you if you qualify to moderation and a Certificate of Competence.

What if I don't pass the assessment?

You will be allowed another try immediately afterwards. If you still don't pass that class, you will be allowed to attend the training again within three months free of charge and get another two times to try the assessment again.



How do I register?

Call 041-364 0224 and ask for the Learner Advisor. They can register you on the phone, or send you a registration form to complete. You can also register on the website www.khanyisela.co.za

Is the course available online?

No yet, but check in with us again at the beginning of 2022.

How do I pay?

Once you have completed your registration form (make sure you understand all the terms and conditions!), ask for a quote. Then pay the amount on the quote into the bank indicated on the quote.

Must I pay before I attend the class?

Yes. You can ask to pay a 50% deposit first to secure your place up to one month before your course starts.