

Full Qualification: 61591

Unit Standards: 35

Cost per Unit Standard: R850-00 + VAT

Cost per full qualification: R28,000-00



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Type	US No	Description	Level	NQF Level	Credits	Course
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	Level 3	03	3	Access Introduction
Core	114076	Use computer technology to research a computer topic	Level 4	04	3	Computer Research
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality an	Level 4	04	3	Excel Charting
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	03	6	Excel Intermediate
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheet	Level 2	02	4	Excel Introduction
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	02	4	Internet Searching
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its comp	Level 2	02	3	Introduction to Computers
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based mess	Level 2	02	2	Outlook Intermediate
Core	116945	Use electronic mail to send and receive messages	Level 2	02	2	Outlook Introduction
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a pres	Level 2	02	5	PowerPoint Intermediate
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appe	Level 3	03	5	PowerPoint Introduction
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	Level 4	04	3	Understanding the Internet
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	03	5	Word Advanced
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	02	5	Word Intermediate
Core	116942	Use a GUI-based word processor to create merged documents	Level 3	03	3	Word Mail Merge
Elective	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	Level 4	04	6	Access Intermediate
Elective	14913	Explain the principles of computer networks	Level 3	03	5	Computer Network Principles
Elective	258876	Work with spreadsheets	Level 4	04	3	Excel Database Management
Elective	117156	Interpret basic financial statements	Level 4	04	4	Interpreting Financial Statements
Elective	13931	Monitor and control the maintenance of office equipment	Level 3	03	4	Office Equipment Maintenance
Elective	7785	Function in a business environment	Level 3	03	4	Office Equipment Usage
Elective	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a	Level 3	03	6	PC Maintenance, Safety and Enviro
Elective	10140	Apply a range of project management tools	Level 4	04	8	Project Mng Tools and Techniques
Elective	10135	Work as a project team member	Level 4	04	8	Team Working
Elective	258883	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	01	4	Windows
Fundamental	11241	Perform Basic Business Calculations	Level 3	03	6	Basic Business Calculations
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	03	5	Business Writing
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	03	5	Data Collection and Analysis
Fundamental	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a busine	Level 3	03	4	HIV/Aids in the Workplace
Fundamental	8973	Use language and communication in occupational learning programmes	Level 3	03	5	Learning to Learn
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and nation	Level 3	03	5	Monitoring Financial Aspects
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and a	Level 3	03	2	Number Bases and Measurement Units
Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3	03	5	Presenting to an Audience
Fundamental	110023	Present information in report format	Level 4	04	6	Report Writing
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different	Level 3	03	4	Shape and Motion