

INTRODUCTION AND TERMS OF SERVICE

WORD FOR BEGINNERS

Welcome to your word processing training course. We trust that you will enjoy your time spent with us. This training material will introduce you to Microsoft Word. In the lessons and exercises in this tutorial, you will learn how to create and edit documents. This course is based on the following South African Qualifications Authority Unit Standard:

SAQA UNIT STANDARD ID:	116938
SAQA US TITLE:	Use a Graphical User Interface (GUI)- based word processor to create and edit documents
NQF Level:	01
Credits:	4
Registration End Date:	30.06.2015

Learning assumed to be in place and recognition of prior learning:

- ◇ English language skills: Read, write, communicate and comprehend at GET level.
- ◇ Operate a personal computer system.
- ◇ Use generic functions of a computer.

Course objectives:

The objectives of this course are to enable you to do the following:

- ◇ Demonstrate an understanding of the principles of word processing.
- ◇ Create, open and save documents.
- ◇ Produce a document from given text.
- ◇ Format a document.
- ◇ Edit a document.
- ◇ Check spelling and grammar in a document.
- ◇ Adjust the display characteristics.

If you or your company should require any of the following documents from Aspirations Training, please contact me to have them emailed:

- ◇ Company registration documents
- ◇ Tax Clearance Certificate
- ◇ BEE documents
- ◇ SETA accreditation document
- ◇ Registration with CSD

TERMS OF SERVICE

Thank you so much for deciding to join Aspirations Training for the Word for Beginners course. In order for you to get maximum benefit from this course, it is important we share an understanding about how we will work together.

We will work together with a commitment of the below:

Video Tutorials:

The video tutorials are demonstrations for you to view. Once you have viewed the video demo, you will then follow the instructions on the PDF exercise worksheets to create the spreadsheets. Do not follow the steps on the videos, as they are just demonstrations for your information, and not the full steps you need to take. The PDF documents have step-by-step instructions for you to follow. That said, you can watch the videos over and over again, as many times as you like.

PDF Document:

The PDF downloadable documents are for your reference, and include notes and instructions for you to follow in order to create spreadsheets during the course. They will guide you through the steps to practice the functions that you are learning. You can print these and keep them as a reference for future use.

Access to the course:

This course is approximately a one day course to complete from start to finish. You will have access for a period of 2 months, to complete the course you have purchased. Within the 2-month period, you must submit by email, your assessment in order to receive your certificate. Once you have received your certificate, your access to the course will be closed, so please print the notes if you require them as a reference point.

If your assessment is not submitted within the 2-month period, no certificate will be issued and access to the course will expire.

Assessment Criteria

The assessment is to be completed, saved, and emailed along with the rest of the completed documents. Once these documents have been submitted, the Assessor, will assess the documents within 7 working days of submission and provide you with feedback.

Please email all completed exercises, along with the assessment to: clare@aspirationstraining.co.za

Upon successful completion of assessment and feedback, your accredited certificate will be emailed to you within 7 working days.

Please submit the following:

- Order document
- Job advertisement
- Invitation
- Assessment document

Contact:

- Should you have any questions at any point throughout the course, please feel free to email me on clare@aspirationstraining.co.za

Payment & enrolments

If you would like to enrol in any courses, please contact us directly on the below email to request an invoice. Payment will be made in full prior to the start of the course. Payment to be made into our bank account. Please visit our website on www.aspirationstraining.co.za for further information.

Email: clare@aspirationstraining.co.za

Payments are not refundable under any circumstances.

Certification

Aspirations training is a registered and accredited training provider accredited with MICT SETA and ETDP SETA. Course are aligned to SAQA Unit standards on the NQF Framework. Certificates issued will be official SETA recognized certificates.