

# INTRODUCTION AND TERMS OF SERVICE

## EXCEL FOR BEGINNERS

Welcome to the Microsoft Excel training course. We trust that you will enjoy your time spent with us. This training material will introduce you to Microsoft Excel, a spreadsheet program to help you perform repetitive calculations quickly and easily. This training will enable you to produce and edit spreadsheets, by using basic functions and formulas.

This course is based on the following South African Qualifications Authority Unit Standard:

SAQA UNIT STANDARD ID:	116937
SAQA US TITLE:	Use a GUI – based spreadsheet application to create and edit spreadsheets
NQF Level:	2
Credits:	4
VERSION NUMBER:	Sept 2020

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

- ◇ Read, write, communicate and comprehend in English at least at GET level
- ◇ Basic knowledge of Mathematics.
- ◇ Operate a personal computer system
- ◇ Use generic function of a computer

### Course objectives:

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

- ◇ Produce a spreadsheet from a given specification.
- ◇ Edit a spreadsheet.
- ◇ Format a spreadsheet.
- ◇ Create basic formulas.

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 Excel 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:**

You will have a period of 2 months to complete the course you have purchased. This course will take approximately 1 day to complete. 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 complete, 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.

## **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](mailto: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:

- Stationery Order Document
- Calendar
- Budget 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](mailto:clare@aspirationstraining.co.za)

**Payment**

Payment will be made in full prior to the start of the course. Please request an invoice for payment to be made into our bank account. Please visit our website on [www.aspirationstraining.co.za](http://www.aspirationstraining.co.za) for further information.

**The payments are non-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.