

Cyberlab Table of Training Programmes

All Unit Standards form part of Qualification ID: 61591 National Certificate: Information Technology: End User Computing

Title of skills programme	Title of unit standard	Unit Std	L	C
Cyberlab basic computer skills programme	Describe the concepts of information and communication technology (ICT) and the use of its components in a healthy and safe manner	117925	2	3
Cyberlab word processing skills programme	Use a Graphical User Interface (GUI)-based word processor to format documents	117924	2	5
Cyberlab basic spreadsheet skills programme	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	116937	2	4
Cyberlab intermediate spreadsheet skills programme	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	116943	4	3
Cyberlab advanced spread sheet skills programme	Work with spreadsheets	258876	4	3
Cyberlab presentation skills programme	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923	2	5
Cyberlab e-mail skills programme	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	116935	2	2
Cyberlab internet browsing skills programme	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	116931	2	4
Total				29