



Internet & Email Programme

Overview

The presentation skills programme is intended for people who need to use a GUI-based web browser to search for information on the Internet either as a user of computers or as basic knowledge for a career, to use electronic mail to send and receive messages, in the ICT industry.

Learning Programmes alignment

SAQA ID 49077, National Certificate in End User Computing – NQF Level 3

(Total number of credits: 11)

Title	Unit Standards
Use a Graphical User Interface (GUI)-based web-browser to search the Internet	116931
Demonstrate an understanding of the principles of the internet and the world-wide-web	115391
Use electronic mail to send and receive messages	116945
Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	116935

Learning Outcomes

116931 (Internet Basic)

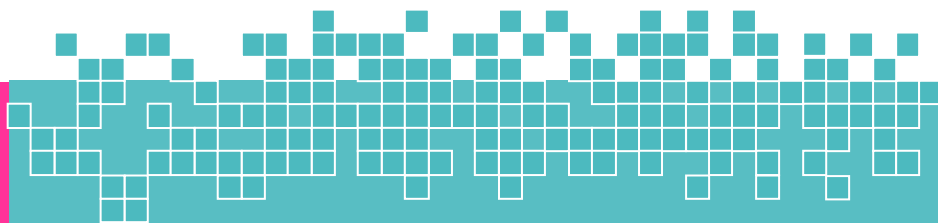
- Understand the concepts and terms of the Internet.
- Explain legal and ethical issues in relation to Internet use.
- Use a GUI-based browser to display a given Web Page.
- Adjust settings to customise the view and preferences of the browser application.
- Navigate on the Internet.
- Use a Search Engine to locate given information specifications.
- Obtain information from a Web site.

116931 (Internet Advanced)

- Explain the principles of the internet and the world-wide-web
- Explain how the world-wide-web incorporates the various internet applications

116931 (Email Basic)

- Understand the concepts and terms of electronic messaging.
- Create and send an E-mail message.
- Receive and respond to e-mails.
- Work with multiple E-mail messages.





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- Adjust settings to customise the view and preferences of the E-mail application.
- **116935 (Email Advanced)**
- Explain legal, ethical and organisational issues in relation to the use of E-mail.
- Work with multiple E-mail messages.
- Manage E-mail messages.
- Use the address book facilities of an electronic mail application.

Type of learning and duration

- Instructor-led
- Full-time – 3 working days (8 hour sessions)
- Part-time – 3 Saturdays (5 hour sessions)

Who should enroll?

This programme is intended for people who need to plan, produce, use and evaluate presentations and to enhance presentation appearance using a Graphical User Interface (GUI)-based presentation application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

Admission requirements

- Communication, NQF Level 2 or Grade 10 equivalent.

Minimum Intake

15 per class.

Accreditation and Certification

Ginini Consulting (Pty) Ltd is accredited by MICT SETA for these Unit Standards with Accreditation number ACC/2018/07/0027.

Learner who are declared COMPETENT on all two unit standards after external moderation by the MICT SETA will receive a SETA issued Statement of Results and Ginini Consulting Certificate of Competence endorsed by MICT SETA.

