



# Presentation (PowerPoint) Programme

## Overview

The presentation skills 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.

## Learning Programmes alignment

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

**(Total number of credits: 10)**

Title	Unit Standards
Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923
Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	116930

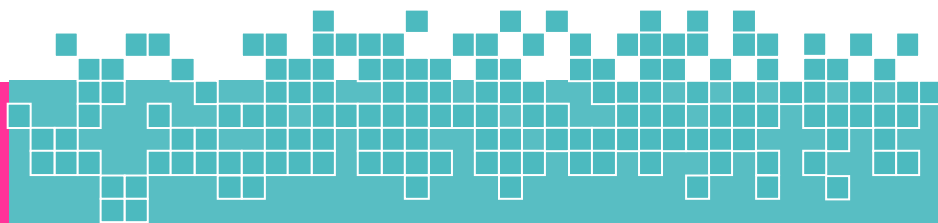
## Learning Outcomes

### 117923 (Presentation Basic)

- Prepare and produce a presentation according to a specified brief.
- Adjust settings to customise the view and preferences of the presentation application.
- Work with multiple presentations.
- Format a presentation.
- Use special presentation effects.
- Apply special formatting to a presentation.
- Customise a presentation for a specified purpose.
- Evaluate a presentation produced for a specified purpose.

### 116930 (Presentation Advanced)

- Create a graph in a presentation.
- Create an organisational chart in a presentation.
- Create a drawing in a presentation.
- Import images into a presentation.
- Images and objects are manipulated in presentation.
- Animation effects and transitions are applied or added to a presentation.
- Master Slides are customised within a presentation.





### 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.

Learners 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.



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