EASTERN CAPE
ACADEMY OF TECHNOLOGY

EC ACADEMY

Your Learning Institution of Choice

Since 2006

ACC/2010/02/790

COMPUTER SKILLS CERTIFICATE
AWARDED TO

OLWETHU MAGWALA

(ID: 950628 5125 08 1)

Module(s):

Introduction To Computers

Ms Word

Ms Excel

Ms Access

Ms PowerPoint

Ms OutLook & Web Browser

UNIT STANDARDS:

ID	TITLE	ILEVEL	CREDITS
117924	Use GUI based word processor to format documents	2	5
119078	Use GUI based word processor enhance a document through use of tables and columns	3	5
116937	Use GUI based spreadsheet application to create and edit spreadsheets	2	4
116940	Use GUI based spreadsheet application to solve a given problem	3	6
116935	Use a GUI based database application to work with simple databases	3	3
117923	Use GUI based presentation to prepare and produce a presentation according to a given brief	2	5
116945	Use electronic mail to send and receive messages	2	2
114984	Manage electronic mail in a business environment	3	2
116931	Use GUI based web browser to search the internet	2	4

Date
09 December 2014

20130140

mictseta

Accelerating quality skills towards on information savvy society

Academy Directo