



# CATALYST.AI



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Accredited Skills Programme:

## **MS ADVANCED EXCEL WITH SYSTEM SUPPORT NQF Level 5**

**TOTAL  
CREDITS:** 51

**DURATION**  
3 Months

**A:** 54 Wierda Road, St Andrews, Ground Floor, Wierda Valley, Sandton  
**Campus A:** Block M, Central Park, 400 16th Rd, Randjespark, Midrand, 1685

## PROGRAMME OVERVIEW

As organisations increasingly rely on data for strategic decision-making, employees need to master tools like Excel to analyse, organise, and interpret complex information efficiently. This programme empowers individuals to harness the full potential of Microsoft Excel, incorporating advanced features, formulas, and functionalities, while also integrating system support techniques to enhance productivity and problem-solving capabilities.

This skills programme is underpinned by:

SQA ID	Title	Credits
114052	Demonstrate appropriate customer care in the context of IT support, according to a Service Level Agreement	8
114076	Use computer technology to research a computer topic	3
10135	Work as a project team member	8
114051	Conduct a technical practitioners meeting	4
114055	Demonstrate an awareness of ethics and professionalism for the computer industry in South Africa	3
114059	Demonstrate an understanding of estimating a unit of work and the implications of late delivery	5
114050	Explain the principles of business and the role of information technology	4
114048	Create database access for a computer application using structured query language	9
114049	Demonstrate an understanding of Computer Database Management Systems	7

## ENTRY REQUIREMENTS

To enrol in the MS Advanced Excel with System Support skills programme, participants must meet the following entry requirements:

- Communication at a NQF Level 4
- Computer Literacy at a NQF Level 4
- Mathematics at a NQF Level 4

## LEARNING OUTCOMES

- 1. Enhancing Data Analysis Skills:** Equip employees with advanced Excel techniques to analyse large datasets efficiently, aiding in better decision-making.
- 2. Improving Operational Efficiency:** Train staff to use Excel for automating repetitive tasks, thereby increasing productivity and reducing errors.
- 3. Excel Security and Protection:** Train staff to protect worksheets and workbooks, set permissions, encrypt excel files and manage access and user roles.
- 4. Data Visualisation:** Teach advanced charting and

data visualisation techniques to help employees present data in a more understandable and impactful manner.

- 5. System Support:** Train staff on SQL and Databases Management.

## PROGRAMME STRUCTURE

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**This skills programme is divided into 4 clusters.**

### Cluster 1:

- Topic 1: Demonstrate appropriate customer care in the context of IT support, according to a Service Level Agreement (114052)
- Topic 2: Use computer technology to research a computer topic (114076)
- Topic 3: Enhanced Data Analysis Skills.
- Topic 4: Improved Reporting Efficiency.

### Cluster 2:

- Topic 1: Work as a project team member (10135)
- Topic 2: Conduct a technical practitioners meeting (114051)
- Topic 3: Demonstrate an awareness of ethics and professionalism for the computer industry in South Africa (114055)
- Topic 4: Optimised Data Management:
- Topic 5: Increased Productivity Through Automation:
- Topic 6: Enhanced Decision-Making:

### Cluster 3:

- Topic 1: Demonstrate an understanding of estimating a unit of work and the implications of late delivery (114059)
- Topic 2: Explain the principles of business and the role of information technology (114050)
- Topic 3: Sharing and protecting Workbook:
- Topic 4: Forecasting Data:

### Cluster 4:

- Topic 1: Create database access for a computer application using structured query language (114048)
- Topic 2: Demonstrate an understanding of Computer

Database Management Systems (114049)

- Topic 3: MS SQL Server

## ASSESSMENT

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- Formative and Summative Assessment: Continuous evaluation through theoretical and practical assessments.