



62% Black Owned

Vital College

B-BBEE Level 2

SKILLS PROGRAMME: SHE 6 – BASIC COMPUTER AND COMMUNICATION SKILLS

Outcomes

Abilities and skills developed:

Working with multiple documents.

Demonstrating an understanding of the principles of spreadsheets and electronic messaging.

Creating, opening, saving and printing spreadsheets.

Creating and send an E-mail message.

Writing/signing for a specific purpose, audience and context.

Drafting and editing own writing/signing.

About

Safety, Health and Environment (SHE) Skills Programmes are based on the qualification National Certificate: Occupational Health, Safety and Environment (SAQA 74269) at NQF level 2. Several skills programmes may lead to the attaining of the full qualification.

They are intended for safety, health and environmental (SHE) practitioners, middle management and persons managing the occupational safety of any workplace, industry or large office.

The SHE skills programmes assist learners to identify, monitor, advise and report on occupational, health and environmental safety factors, which may have a detrimental effect on the safety of workers in the business or the workplace.

Unit Standards

Unit Std ID	Unit Standard Title	NQF Level	Credits
117924	Formatting documents	2	5
116937	Create and edit spreadsheets	2	4
116945	Using email to send and receive messages	2	2
119456	Write/ present for a defined context	2	5
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Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN:

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN

ONCE YOU HAVE CREATED AN ACCOUNT CLICK ON THE LINK BELOW TO TAKE YOU TO THE PAYMENT AND ENROLMENT PAGE FOR THIS COURSE.

[CLICK HERE](#)

Contact Us

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