



List of South African Qualifications Authority (SAQA) Unit Standards Registered on the National Qualifications Framework (NQF) Computer Courses Accredited to Keybase Training Solutions.

Keybase Course	Unit Standard Title	US ID	NQF Level	Credits
Access Basic	No Applicable Unit Standards as yet.			
Access Intermediate	Use a (GUI)-based database application to solve a given problem.	117927	4	6
Access Advanced	Design complex tables and queries using a (GUI)-based database to solve a given problem	258881	4	5
Excel Basic	Use a (GUI)-based spreadsheet application to create and edit spreadsheets.	116937	2	4
Excel Intermediate	Use a (GUI)-based spreadsheet application to solve a given problem.	116940	3	6
Excel Advanced Level 1 - Data Management	Work with Spreadsheets.	258876	4	3
Excel Advanced Level 2 - Complex Formulas	Manipulate data and ensure integrity.	258882	4	4
Excel Charts Workshop	Using a (GUI)-based spreadsheet application, enhance the functionality and apply graphs/charts to a spreadsheet.	116943	4	3
Internet	Use a (GUI)-based web browser to search the internet.	116931	2	4
Outlook Basic	Use electronic mail to send and receive messages.	116945	2	2
Outlook Intermediate	Apply electronic messaging and calendar application.	258897	2	2
Word Basic	No Applicable Unit Standards as yet.			
Word Intermediate	Use a (GUI)-based word processor to format documents	117924	2	5
Word Advanced	Use a (GUI)-based word processor to enhance a document through the use of tables and columns.	119078	3	5
Mail Merge Workshop	Use a (GUI)-based word processor to create merged documents.	116942	3	3
PowerPoint Basic	No Applicable Unit Standards as yet.			
PowerPoint Intermediate	Use a (GUI)-based presentation application to prepare and produce a presentation according to a given brief.	117923	3	5
PowerPoint Advanced	Use a (GUI)-based presentation application to enhance presentation appearance.	116930	3	5
Project Intermediate	No Applicable Unit Standards as yet.			
Project Advanced	Develop a simple schedule to facilitate effective project execution.	120384	4	8
Computer Literacy	Operate a personal computer system.	116932	1	3
Windows	Use generic functions in a Graphical User Interface (GUI)-environment.	117902	1	4