



Short Learning Programmes at VUT

The Vaal University of Technology (VUT) is an accredited public higher education institution, established in terms of the Higher Education Act (Act 101 of 1997). As a university, VUT offers both formal academic programmes registered on its Programme Qualification Mix (PQM) and a wide range of Short Learning Programmes (SLPs).

In addition to its formal programmes, the University is committed to providing just-in-time, non-formal training interventions designed to address skills gaps across different sectors of the South African economy. These SLPs are structured to support continuing education, lifelong learning, and self-empowerment. They are flexible in nature and can be tailored to meet specific client or industry needs in response to identified training gaps.

All SLPs are developed and offered in collaboration with VUT's four academic faculties, ensuring both academic rigour and relevance. Each programme undergoes a comprehensive internal accreditation process to ensure compliance with the quality standards prescribed by the Council on Higher Education (CHE).

It is important to note that while SLPs provide valuable knowledge and skills, the accumulation of short courses does not lead to, nor equate to, a formal qualification offered by the University.

SLPs may be delivered either on-campus or at an agreed external venue, depending on the requirements of the client.

Commencement date: 06-10 July 2026

Closing date of registrations: 22 June 2026

Costs: R7150

Short Learning Programme: Basic and Intermediate Excel

Excel is becoming a necessary tool in households, workplaces, and educational institutions. It is essential in a variety of sectors, including marketing, finance, human resources, education, and more, due to its robust features, intuitive interface, and capacity to manage enormous datasets.

!!!!!!!!!!!! Enrolments are now open for 2026, Act Fast Limited Space Available!!!!!!!!!!!!

Who Should attend

This course is intended for anyone who works with data or information in any way, whether professionally, academically, or personally.

Brief overview of the SLP

The foundation for investigating more complex features, such as macros, sophisticated calculations, and data visualization capabilities, is laid by having a basic understanding of Excel. An introduction to Excel gives participants the tools they need to effectively store, organize, and retrieve data.

What's in It for You? Upon completion of the SLP in customer service, participants will have learned.

- Navigate and customize the Excel interface effectively.
- Differentiate between workbooks, worksheets, rows, columns, and cells.
- Open, save, and manage Excel files in various formats.
- Perform basic calculations using arithmetic operators.
- Understand and use relative and absolute references in formulas.
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- Understand and use relative and absolute references in formulas.
- Create basic charts (Column, Line, and Pie) to represent data visually.

- Apply conditional formatting to highlight trends, patterns, or outliers.
- Set up workbooks for printing with customized layouts, headers, and footers.

Admission requirements

- Basic computer literacy
- Proficiency in English (Ability to Read and Write in English)

Mode of Delivery

Contact classes are 5 days

Course duration: 5 days 06-10 July 2026

Venue: VUT Vanderbijlpark

Payment conditions:

The course fees should be fully payable before the commencement of the programme. The closing date of the fee's payment is at least 2 weeks' prior commencement.

Register now to secure your spot:

For enquiries and registration contact:

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