

PROJECT PORTRAIT

Teaching MS Excel Skills to Staff Members
#199 (2014)

What is this project about?

Since 1998, Yabonga is an organization that addresses HIV-related issues. It has over 1000 beneficiaries, mostly youth, in 10 communities in various townships, and has 100 employees. Yabonga provides healthy living training & support for HIV positive mothers and vulnerable children, psycho-social support, HIV prevention training, youth leadership, physical well-being and academic support.

This year, Yabonga expressed the need for Computer Literacy training for some of their staff members. Matilda Foli, an Information Systems (IS) student part of the Honours Outreach & Community Involvement Programme (HOCIP) took on this project during the second semester of 2014.

The process

The Knowledge Co-op arranged a meeting between Matilda and Emily Rudolph from Yabonga, where they discussed expectations and a way forward with the project. Emily was also instrumental in ensuring that the staff members were available for the sessions.

Matilda had 2-hour sessions with the staff on selected Tuesday and Thursday mornings, and worked with 11 members in total. The sessions covered basic MS Excel, focusing on built-in functions and navigating through Excel.

Matilda Foli dedicated 12 hours to this project during **August 2014**.



To **reference** this Project Portrait, cite UCT Knowledge Co-op as the author.

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The Knowledge Co-op at the University of Cape Town

The UCT Knowledge Co-op aims to make it easier for community partners to access UCT's skills, resources and professional expertise. It helps initiate joint projects that benefit both the community partner and the university. The Co-op links community groups with appropriately qualified staff and students at UCT, and supports both partners throughout the project – from initial planning to final product.

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