

Legal Name of Skills Development Provider (SDP)	SOUTH AFRICAN PUBLIC SECTOR INSTITUTE (SAPSI)				
Qualification information:	Qualification / Curriculum Title	SAQA ID	NQF Level	Credits	Curriculum Code
	Advanced End User Computing	SP-240203	5	20	900240-000-00-00

Although the QCTO is not prescriptive in the form or manner of learning material that will be used to implement the curriculum, it is nevertheless still important to indicate how the content will be covered. Bear in mind that learning material for this qualification should be aimed at the implementation of all three components that would best benefit the achievement of all competencies, in order for learners to achieve a Statement of Results.

The three components (Knowledge, Practical and Workplace) should not be presented in isolation, but should rather be integrated, and any exercises or applied practicals should be occupationally directed (work tasks).

Guidelines on the completion of the below matrix:

- The name(s) of the learning material or text books to be used should be inserted vertically in the yellow blocks:
- Complete the table by indicating on what pages the content will be covered for each item in all modules in the curriculum (extend the table as required to include ALL MODULES)

	Module Topic CODE and Title (as per Curriculum):	Learner Guide	Internal Assessment Criteria	Summative Assessment Document Title and Page Numbers:	Educational Teaching Aids:
900240-000-00- KM-01 Concepts and principles underpinning the Advanced use of core computing applications (Word Processing, Spreadsheets, Presentations, Web and electronic mail) Level 5,4 credits					<i>LG, FG, POE, FA, GA, Slides, Presentations, Media</i>
			1. IAC0101 Indicate and explain where to access and how to use the functions for Advanced formatting.	Pg.4-7	
	Topic elements to be covered include:		2. IAC0102 Indicate and explain where to access and how to use the functions for Collaboration and Reviewing.		
KM0101: Advanced features of Word Processing Applications. (25%)	KT0101 Advanced formatting: advanced formatting options, such as custom styles, section breaks, and advanced page numbering. This can also include an exploration of advanced formatting tools, such as table of contents, indexes, and footnotes/endnotes.	Pg.9-14	3. IAC0103 Indicate and explain where to access and how to use the functions for Document automation.		

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	KT0102 Collaboration and Reviewing: Advanced techniques for collaborating with others on a document, such as using track changes, comments, and co-authoring. This can also include strategies for sharing and distributing documents, such as PDF conversion, password protection, and digital signatures.	Pg.15-20	4. IAC0104 Indicate and explain where to access and how to use the functions for Advanced graphics and media.		
	KT0103 Document automation: Techniques for automating repetitive tasks in a document, such as mail merging, macros, and custom templates. This can also include an exploration of add-ins and third-party tools that can help automate document creation and management.	Pg.21-25	5. IAC0105 Indicate and explain where to access and how to use the functions for Customization and automation. 6. IAC0106 Indicate and explain where to access and how to use the functions for Accessibility and internationalization. 7. IAC0107 Indicate and explain where to access and how to use the functions for Advanced formulas and functions.		
	KT0104	Pg.26-30	8. IAC0108 Indicate and explain where to access and		

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	Advanced graphics and media: advanced graphics options, such as adding and formatting images, charts, and diagrams, and incorporating multimedia elements, such as videos and sound files. This can also include an exploration of graphic design principles and best practices for creating visually appealing and professional documents.		how to use the functions for Future of word processing.		
	KT0105 Customization and automation: Strategies for customizing and automating the user interface, such as customizing the ribbon and quick access toolbar, and creating keyboard shortcuts. This can also include an exploration of advanced settings and options, such as	Pg.31-34			

	changing default fonts and styles and creating and managing custom dictionaries.				
	KT0106 Accessibility and internationalization: Techniques for creating documents that are accessible to all users, including those with disabilities, and that can be localized for different languages and cultures. This can include an exploration of accessibility tools and features, such as alt-text and captions, as well as internationalization tools, such as language translation and localization.	Pg.35-37			
	KT0107 Advanced formulas and functions: An in-depth look at advanced formulas and functions	Pg.38-40			

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	in word processing applications, such as conditional formatting, IF statements, and nested formulas. This can also include an exploration of advanced spreadsheet integration, such as importing and exporting data and linking data to external sources.				
	KT0108 Future of word processing: word processing software is evolving, including trends such as artificial intelligence, natural language processing, and machine learning. This can also include an exploration of emerging document management technologies and the impact they will have on the future of word processing.	Pg.41-48			

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KM0102: Advanced features of Spreadsheet Applications. (25%)	Topic elements to be covered include:		1. IAC0201 Indicate and explain where to access and how to use the advanced functions and formulas when building complex spreadsheets. 2. IAC0202 Indicate and explain where to access and how to use the functions for Macros and automation. 3. IAC0203 Indicate and explain where to access and how to use the functions for Data visualization and dashboards. 4. IAC0204 Indicate and explain where to access and how to use the functions for Collaborating and sharing.	Pg.8-11	
	KT0201 Advanced functions and formulas: advanced functions and formulas in spreadsheet applications, such as array formulas, conditional statements, and nested formulas. This can also include an exploration of advanced data analysis tools, such as pivot tables, and how they can be used to summarize and visualize complex data sets.	PP 50-54			
	KT0202 Macros and automation: Techniques for automating repetitive tasks in a spreadsheet, such as recording and editing macros, and creating custom functions. This can also include an	PP. 55-60			

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	exploration of scripting languages, such as VBA, and how they can be used to automate more complex tasks and create custom add-ins.		5. IAC0205 Indicate and explain where to access and how to use the functions for Data modelling and analysis. 6. IAC0206 Indicate and explain where to access and how to use the functions for Database integration. 7. IAC0207 Indicate and explain where to access and how to use the functions for Advanced customization and formatting.		
	KT0203 Data visualization and dashboards: data visualization techniques, such as conditional formatting, charts, and graphs, and how they can be used to present data in a more engaging and informative way. This can also include an exploration of dashboards and how they can be used to summarize and present key performance indicators (KPIs) in a single view.	Pg. 61-65			
	KT0204 Collaborating and sharing: Advanced techniques for collaborating with others on a	Pg. 66-69			

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	spreadsheet, such as using shared workbooks and co-authoring. This can also include strategies for sharing and distributing spreadsheets, such as password protection, PDF conversion, and digital signatures.				
	KT0205 Data modelling and analysis: Techniques for modelling and analysing complex data sets, such as using scenario analysis, goal seeking, and optimization. This can also include an exploration of advanced statistical and financial analysis tools, such as regression analysis and Monte Carlo simulations.	Pg.70-80			
	KT0206 Database integration: integrating spreadsheet applications with	Pg.81-85			

	external data sources, such as databases and web services. This can include an exploration of techniques for importing and exporting data, as well as for connecting to external data sources and updating data in real-time.				
	KT0207 Advanced customization and formatting: Strategies for customizing and automating the user interface, such as creating custom ribbons and toolbars, and using keyboard shortcuts. This can also include an exploration of advanced formatting options, such as custom styles and templates, and how they can be used to	Pg.86-90			

	create professional and visually appealing spreadsheets.				
	KT0208 Future of spreadsheet software: how spreadsheet software is evolving, including trends such as cloud computing, artificial intelligence, and machine learning. This can also include an exploration of emerging data visualization and analysis technologies and their potential impact on the future of spreadsheet applications.	Pg.91-94			
KM0103: Advanced features of Presentation Applications. (25%)	TOPIC ELEMENT TO BE COVERED			Pg.11-14	
	KT0301 Advanced multimedia: advanced multimedia options, such as embedding video and audio files,	Pg.96-100	IAC0301 Indicate and explain where to access and how to use the		

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	adding animations, and using special effects. This can also include an exploration of advanced graphic design principles and techniques for creating visually appealing and engaging presentations.		functions for Advanced multimedia in presentation. IAC0302 Indicate and explain where to access and how to use the functions for Collaboration and sharing when building complex presentations. IAC0303 Indicate and explain		
	KT0302 Collaboration and sharing: Advanced techniques for collaborating with others on a presentation, such as using shared presentations and co-authoring. This can also include strategies for sharing and distributing presentations, such as using password protection, digital signatures, and PDF conversion.	Pg.101-104	where to access and how to use the functions for Customization and automation when building advanced level presentations. IAC0304 Indicate and explain where to access and how to use the functions for Advanced presentation delivery. IAC0305 Indicate and explain where to access and how to use the functions for Accessibility and internationalization when building complex presentations.		
	KT0303	Pg.105-110			

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	Customization and automation: Strategies for customizing and automating the user interface, such as creating custom themes, templates, and slide layouts. This can also include an exploration of advanced settings and options, such as custom fonts, styles, and transitions.		IAC0306 Indicate and explain where to access and how to use the functions for Analytics and metrics when building complex presentations IAC0307 Discuss the Future of presentation software indicating how it will impact on the end user.		
	KT0304 Interactivity and audience engagement: Techniques for adding interactivity to a presentation, such as using hyperlinks, custom animations, and interactive quizzes. This can also include an exploration of audience engagement tools, such as real-time polling and live Q&A.	Pg.111-114			
	KT0305 Advanced presentation delivery: advanced techniques for	Pg.115-119			

	delivering a presentation, such as using remote presentation tools, customizing presenter views, and recording and sharing presentations online. This can also include an exploration of strategies for managing and delivering presentations to large audiences, such as using webinars and virtual conferences.				
	KT0306 Accessibility and internationalization: Techniques for creating presentations that are accessible to all users, including those with disabilities, and that can be localized for different languages and cultures. This can include an exploration of accessibility tools and features, such as alt-text and captions, as	Pg.120-125			

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	well as internationalization tools, such as language translation and localization.				
	KT0307 Analytics and metrics: analytics and metrics for presentations, such as tracking audience engagement and measuring presentation effectiveness. This can also include an exploration of advanced analytics tools, such as A/B testing and heat mapping.	Pg.126-130			
	KT0308 Future of presentation software: How presentation software is evolving, including trends such as cloud computing, artificial intelligence, and virtual and augmented reality. This can also include an exploration of emerging presentation	Pg.131-134			

	technologies and their potential impact on the future of presentation applications.				
KM0104: Advanced Features of digital communications.					
	Topic elements to be covered include:		1. IAC0401 Indicate and explain where to access and how to use the functions for Collaboration and productivity tools. 2. IAC0402 Indicate and explain where to access and how to use the functions for Video and audio communication. 3. IAC0403 Indicate and explain where to access and how to use the functions for Security and privacy. 4. IAC0404 Indicate and explain where to access and how to use the functions for Mobile and remote work.	Pg.15-17	
	KT0401 Advanced messaging features: Advanced messaging features, such as group messaging, message reactions, and message threading. This can also include an exploration of advanced search and filtering options, as well as techniques for managing and organizing large numbers of messages.	Pp. 8-11			
	KT0402 Collaboration and productivity tools: Advanced techniques for collaborating with others on a	Pp. 12-15			

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	project, such as using shared documents, co-authoring, and screen sharing. This can also include an exploration of productivity tools, such as task management and calendar integration, and how they can be used to increase efficiency and effectiveness.		5. IAC0405 Debate Emerging digital communication technologies.		
	KT0403 Video and audio communication: Video and audio communication options, such as video conferencing, screen sharing, and virtual backgrounds. This can also include an exploration of techniques for optimizing video and audio quality, as well as strategies for managing and troubleshooting video and audio issues.	Pp. 16-20			

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	KT0404 Security and privacy: Techniques for securing digital communication applications and protecting personal information, such as using two-factor authentication, encryption, and secure communication protocols. This can also include an exploration of privacy settings and options, as well as strategies for managing data retention and deletion	Pp. 21-24			
	KT0405 Mobile and remote work: Mobile and remote work options, such as using mobile devices, virtual private networks (VPNs), and cloud storage. This can also include an exploration of strategies for managing and securing remote devices and data, as well as	Pp. 25-28			

	techniques for maintaining productivity while working remotely.				
	KT0406 Emerging digital communication technologies: Emerging digital communication technologies and their potential impact on the future of digital communication applications, such as artificial intelligence, machine learning, and virtual and augmented reality. This can also include an exploration of emerging trends in digital communication, such as social networking and mobile messaging, and their potential impact on the future of digital communication applications.	Pp. 29-32			

	• KT0103 Methods of formative practical assessment	PP. 16-20			
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SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS				
PM-01	900240-000-00-PM-01 Use Advanced Functionalities of Word Processing, Spreadsheets and Presentation Applications Level 5 16 Credits			
	PM-01-PS01 Create and use Advanced level Word Processing documents.	pg.6-9		
	PM-01-PS02 Create and use Advanced level Spreadsheets.	pg.10-14		
	PM-01-PS03 Design, develop and use Advanced level Presentations.	pg.15-18		