

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
	Basic End User Computing	SP-240201	3	30	900238-000-00-00

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:
	900238-000-00- KM-01 Concepts and principles that underpin the use and safe handling of computing devices and managing the human interface with computing devices and systems. Level 03,2 CREDITS				<i>LG, FG, POE, FA, GA, Slides, Presentations, Media</i>
			IAC0101 Identify and describe Definition different computing devices.	Pg.4-6	
KM0101: Fundamentals of working with computing devices. (50%)	Topic elements to be covered include:				
	KT0101 Definition and description of different computing devices. Specifically contextualised within organisations. Desktop devices, shared servers, networks, integration of peripherals etc.)	Pg.8-14	IAC0102 Explain the fundamental computing flow (Input, Process and Output). IAC0103 Describe the Features of common computing devices (Processor, Programming, Data storage, data manipulation, information output.)		
	KT0102 The fundamental computing flow (Input, Process and Output).	Pg.15-19			

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	KT0103 Features of common computing devices (Processor, Programming, Data storage, data manipulation, information output.)	Pg.20-25	IAC0104 Explain the Types of general-purpose computing devices. (Multiuser, Dedicated, personal devices).		
	KT0104 Types of general-purpose computing devices. (Multiuser, Dedicated, personal devices).	Pg.26-30	IAC0105 Discuss methods to facilitate human interface with computing devices. (Including the cost of these devices and the licencing requirements and costs of software applications)		
	KT0105 Devices and methods to facilitate human interface with computing devices. (Including the cost of these devices and the licencing requirements and costs of software applications).	Pg.31-35			
KM-01-KT02 Overview of the concepts and principles of					
	Topic elements to be covered include:		IAC0201 Explain what a computer operating system is.	Pg.6-9	
	KT0201 What is a computer operating system.	PP 37-41			

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operating computing devices.	KT0202 What must a person know about an operating system as an end user.	PP. 42-44	IAC0202 Discuss what a person must know about an operating system as an end user. IAC0203 Name the different operating systems. IAC0204 Explain the generic features of an operating system. IAC0205 Debate the concept of information capital.			
	KT0203 What are the different operating systems.	Pg. 45-53				
		KT0204 What are the key features of an operating system.		Pg. 51-57		
		KT0205 Concept of information capital.		Pg.58-60		
900238-000-00-KM-02 Basic computing applications that enhance workplace and personal productivity (Word Processing, Spreadsheets, Presentations, and electronic mail.)Level 03,4 Credits						
KM-02-KT01 Introduction to Word Processing Applications. 25%	TOPIC ELEMENT TO BE COVERED			Pg.4-8		

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	KT0101 What is Word processing and how has it evolved.	Pg.10-11	IAC0101 Explain what Word processing is and how has it evolved. The menu bar vs ribbon.		
	KT0102 Fundamentals of good business writing.	Pg.12-15	IAC0102 Recall and discuss the fundamentals of good business writing.		
	KT0103 Types of business documents and some templates.	Pg.16-24	IAC0103 List and describe the types of business documents and some templates.		
	KT0104 Create, save, and edit a document using a Word Processing Application..	Pg.25-27	IAC0104 Explain and discuss how to create, save, and edit a document using a Word Processing Application.		
	KT0105 Text formatting using a word processing application (Font).	Pg.28-30	IAC0105 Explain and discuss how to do text formatting using a word processing application (Font).		
	KT0106 Paragraph formatting Using a word processing application (Bullets, alignment, indents, numbering).	Pg.31-34	IAC0106 Explain and discuss how to use paragraph formatting using a word processing application (Bullets, alignment, indents, numbering).		
	KT0107 Page formatting using a word processing application (Margins, orientation, paper size, footers and headers, page numbers.)	Pg.35-43			

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	KT0108 Proofing and printing in a word processing application	Pg.44-51	IAC0107 Explain and discuss how to use page formatting using a word processing application (Margins, orientation, paper size, footers and headers, page numbers.) IAC0108 Explain and discuss how to use proofing and printing in a word processing application. IAC0109 Explain and discuss how to Copy and paste in a word processing application. IAC0110 Explain and discuss how to use help functions in a word processing application		
	KT0109 Copy and paste.	Pg.52-54			
	KT0110 Using help functions	Pg.55-57			
KM-02-KT02					
	Topic elements to be covered include:			Pg.8-14	

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Introduction to Spreadsheet Applications. 25%	KT0201 What is a Spreadsheet and how can it be used in our daily lives.	Pp. 59-61	IAC0201 Explain what a Spreadsheet is and how can it be used in our daily lives.		
	KT0202 Open and create a spreadsheet.	Pp. 62-64	IAC0202 Explain and discuss how to use open and create a spreadsheet.		
	KT0203 Work with existing data in a spreadsheet.	Pp. 65-68	IAC0203 Explain and discuss how to work with existing data in a spreadsheet.		
	KT0204 Save spreadsheets (CSV, text, PDF in applicable product)	Pp. 69-72	IAC0204 Explain and discuss how to use save spreadsheets (CSV, text, PDF in applicable product)		
	KT0205 Working with multiple spreadsheets.	Pp. 73-75	IAC0205 Explain and discuss how to work with multiple spreadsheets.		
	KT0206 Format spreadsheets (Number, Date, currency decimal spaces, formatting, FONT (bold, underline, Font colour, cell borders and filling), alignment).	Pp. 76-79	IAC0206 Explain and discuss how to format spreadsheets (Number, Date, currency decimal spaces, formatting, FONT (bold, underline, Font colour, cell borders and filling), alignment)		
	KT0207 Editing columns and rows.	PP. 80-84			

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	KT0208 Page navigation and Printing spreadsheets (page setup and area enhancement, view)	Pg.85-88	IAC0207 Explain and discuss how to use the functions for editing columns and rows. IAC0208 Explain and discuss how to use page navigation and Printing spreadsheets (page setup and area enhancement, view) IAC0209 Explain and discuss how to copy and paste spreadsheets. IAC0210 Explain and discuss how to use help functions. IAC0211 Explain and discuss how to do page formatting using a spreadsheet application (Margins, orientation, paper size, footers and headers, page numbers.) IAC0212 Explain what is meant by structure and components of a spreadsheet.		
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			IAC0213 Solve problems using basic statistical and mathematical principles required to build a good spreadsheet (Addition, subtraction, multiplication, BODMAS Principles, averages, sum, minimum, maximum, round off). IAC0214 Explain and discuss how to use the Fundamental Features and functions of a specific spreadsheet software Application.		
	KT0209 Copy and paste spreadsheets.	Pg.89-91			
	KT0210 Using help functions.	Pg.92-94			
	KT0211 Page formatting using a spreadsheet application (Margins, orientation, paper size, footers and headers, page numbers.)	Pg.95-97			

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	KT0212 Structure and components of a spreadsheet.	Pg.98-99			
	KT0213 Basic statistical and mathematical principles required to build a good spreadsheet (Addition, subtraction, multiplication, BODMAS Principles, averages, sum, minimum, maximum, round off).	Pg.100-101			
	KT0214 Fundamental Features and functions of a specific spreadsheet software Application.	Pg.103-105			
KM-02-KT03 Introduction to Presentation Applications.					
	KT0301 What are good presentations and how are they used in organisations.	Pg.107-109	IAC0301 Explain what good presentations are and how are they used in organisations.	Pg.15-21	

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	KT0302 Key rules and principles of building a presentation slide.	Pg.110-112	IAC0302 Discuss the key rules and principles of building a presentation slide.		
	KT0303 Different types of presentations.	Pg.113-115	IAC0303 Discuss the different types of presentations.		
	KT0304 Overview of the basic functions and features of a Presentation application.	Pg.116-118	IAC0304 Provide an Overview of the basic functions and features of a Presentation application.		
	KT0305 Choose slide layouts.	Pg.119-122	IAC0305 Explain and discuss how to choose slide layouts.		
	KT0306 Add and format text to the presentation	Pg.123-124	IAC0306 Explain and discuss how to add and format text to the presentation (Bold, font styles)		
	KT0307 Paragraph settings	Pg.125-127	IAC0307 Explain and discuss how to use paragraph settings (Bullets, numbering, line spacing, Alignment, text direction)		
	KT0308 Use graphics	Pg.128-130	IAC0308 Explain and discuss how to use graphics (Use Smart Art, pictures, Insert illustrations, charts)		
	KT0309 Modify images.	Pg.131-132	IAC0309 Explain and discuss how to modify images (Size, position, arrangement)		
	KT0310 Design transition and animation.	Pg.133-135	IAC0310 Explain and discuss how to design transition and animation.		
	KT0311 Move and delete slides.	Pg.136-138			
	KT0312 Views (Working formats).	Pg.139-141			
	KT0313 Using notes.	Pg.142-146			
	KT0314 Spell check	Pg.147-149			
	KT0315 Printing	Pg.150-153			

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			IAC0311 Explain and discuss how to move and delete slides. IAC0312 Views (Working formats) IAC0313 Explain and discuss how to use notes in a presentation application. IAC0314 Explain and discuss how to use spell check in a presentation application. IAC0315 Explain and discuss how to use printing in a presentation application.		
KM-02-KT04 Introduction to Digital Communication Applications.					
	KT0401 Basics of digital communication	Pg.155-157	IAC0401 Explain the basics of digital communication. IAC0402 Discuss the different types of digital communication applications: IAC0403 Explain what is meant by communication protocols.	Pg.21-25	
	KT0402 Types of digital communication applications	Pg.158-160			
	KT0403 Communication protocols	Pg.161-164			
	KT0404 Network architecture	Pg.165-167			

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	KT0405 Security and privacy concerns	Pg.168-171	IAC0404 Reflect on the fundamentals of Network architecture.		
	KT0406 Emerging technologies	Pg.172-175	IAC0405 Discuss the issues relating to security and privacy concerns when using digital communication applications.		
	KT0407 Ethics and responsible use	Pg.176-179	IAC0406 Discuss the Emerging technologies relating to digital communication.		
	KT0408 Future of digital communication	Pg.180-184	IAC0407 Debate the ethical and responsible use of digital communication applications. IAC0408 Reflect on the future of digital communication		

SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS					
PM-01	900238-000-00-PM-01 Manage the human interface with computing devices and computing systems. Level 03,8 credits				
	PM-01-PS01	pg.6-9			
	Correctly apply appropriate safety and health principles when handling	pg.10-13			

	computing devices and ensure safe operating environment.			
PM-02	900238-000-00-PM-02 Use basic functionalities of Word Processing, Spreadsheets and Presentation software applications. Level 03,3 credits			
	PM-02-PS01 Create basic Word processing documents.	pg.6-9		
	PM-02-PS02 Create and use basic spreadsheets.	pg.10-14		
	PM-02-PS03 Design and develop basic Presentations (Graphics and multimedia).	pg.15-19		
	PM-02-PS04 Draft a range of electronic mail communications.	pg.20-24		
	PM-02-PS05 Select install and safely use different Web browsers (Ethical and appropriate use of information from web browsers).	pg.25-29		