

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
	Intermediate End User Computing	SP-240202	4	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 textbooks 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:
900239-000-00- KM-01 Concepts and principles underpinning the Intermediate use of core computing applications (Word Processing, Spreadsheets, Presentations, and electronic mail. Level 04,4 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 Managing Lists (Use multi-level lists, customise multi-level lists, sorting lists).	Pg.9-10	
KM0101: Intermediate features of Word Processing Applications. (25%)	Topic elements to be covered include:		2. IAC0102 Indicate and explain where to access and how to use the functions for Templates and Styles (Use existing templates, create/customise		
	KT0101 Managing Lists (Use multi-level lists, customise multi-level lists, sorting lists).	Pg.9-10			
	KT0102 Templates and Styles (Use existing templates, create/customise Templates, Different styles, Apply,	Pg.11-13			

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	format, and update quick styles, create and save new styles).		Templates, Different styles, Apply, format, and update quick styles, create and save new styles). 3. IAC0103 Indicate and explain where to access and how to use the functions for Quick Parts. (Create headers and footers, insert building blocks, create building blocks, modify building blocks, Use auto text). 4. IAC0104 Indicate and explain where to access and how to use the functions for Text editing (Insert non-breaking spaces, Clear formatting, Use autocorrects, create your own autocorrect entries, view document statistics:		
	KT0103 Using Quick Parts. (Create headers and footers, insert building blocks, create building blocks, modify building blocks, Use AutoText).	Pg.14-16			
	KT0104 Text editing (Insert non-breaking spaces, Clear formatting, Use AutoCorrect, create your own AutoCorrect entries, View document statistics: word count, View document properties, change a document's theme, Save a theme, Sections).	Pg.17-20			
	KT0105 Organising information in columns and Tables (Create and format columns, Create tables, Typing text into tables, Edit and	Pg.21-27			

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	format text in cells, Rotating text in tables, Move around in a table,		word count, view document properties, change a document's theme, Save a theme, Sections).		
	KT0106 Adjust column width/row height, Insert/delete columns and rows, Merge cells, add table borders, Format table structure, Align tables, Convert text to a table, Convert a table to text, Table properties, Sort table data, Use formulas within a table).	Pg.28-31	5. IAC0105 6. Indicate and explain where to access and how to use the functions for Organising information in columns and Tables (Create and format columns, Create tables, Typing text into tables, Edit and format text in cells, Rotating text in tables, Move around in a table, Adjust column width/row height, Insert/delete columns and rows, Merge cells, Add table borders, Format table structure , Align tables, Convert text to a table, Convert a table to text, Table properties, Sort table		

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			data, Use formulas within a table).		
KM0102: Intermediate features of Spreadsheet Applications. (25%)	Topic elements to be covered include:		1. IAC0201 Indicate and explain where to access and how to use the functions for using shortcuts to work efficiently, accurately, and faster. 2. IAC0202 Indicate and explain where to access and how to use the functions for Creating a wide range of formulas properly. 3. IAC0203 Indicate and explain where to access and how to use the functions for Consolidating data using 3D formulas.	Pg.8-11	
	KT0201 Using shortcuts to work efficiently, accurately, and faster.	PP 33-36			
	KT0202 Create a wide range of formulas properly.	Pp. 37-44			
	KT0203 Consolidate data using 3D formulas.	Pg. 45-46			
	KT0204 How to use functions.	Pg. 47-50			
	KT0205 How to clean up data downloaded from other programs.	Pg.51-54			
	KT0206 How to sort, filter and do subtotals.	Pg.55-57			
	KT0207 Use conditional formatting and formatting as a table.	Pg.58-61			

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	KT0208 How to create charts and sparklines.	Pg.62-68	4. IAC0204 Indicate and explain where to access and how to use the functions for to use functions. 5. IAC0205 Indicate and explain where to access and how to use the functions to clean up data downloaded from other programs. 6. IAC0206 Indicate and explain where to access and how to use the functions to sort, filter and do subtotals. 7. IAC0207 Indicate and explain where to access and how to use the functions for conditional formatting and formatting as a table.		
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			8. IAC0208 Indicate and explain where to access and how to use the functions to create charts and sparklines.		
KM0103: Intermediate features of Presentation Applications. (25%)	TOPIC ELEMENT TO BE COVERED			Pg.11-14	
	KT0301 Effective use of slide masters.	Pg.70-85	IAC0301 Indicate and explain where to access and how to use the functions for the Effective use of slide masters. IAC0302 Indicate and explain where to access and how to use the functions for manipulating charts in presentations. IAC0303 Indicate and explain where to access and how to use the functions for the Effective utilisation of Smart Art functions.		
	KT0302 Using and manipulating charts in presentations.	Pg.86-89			
	KT0303 Effective utilisation of Smart Art functions.	Pg.90-93			
	KT0304 Integration of other applications into presentations.	Pg.94-97			
	KT0305 Applying appropriate graphic enhancements in presentations.	Pg.98-101			

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	KT0306 Using animations and transition effects.	Pg.102-104	IAC0304 Indicate and explain where to access and how to use the functions for Integration of other applications into presentations.		
	KT0307 Effective slide show setups.	Pg.105-108			
	KT0308 Incorporating multimedia in presentations.	Pg.109-112	IAC0305 Indicate and explain where to access and how to use the functions for Applying appropriate graphic enhancements in presentations. IAC0306 Indicate and explain where to access and how to use the functions for Using animations and transition effects. IAC0307 Indicate and explain where to access and how to use the functions for Effective slide show setups. IAC0308 Indicate and explain where to access and how to use the functions for Incorporating multimedia in presentations.		

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KM0104: Intermediate Features of Electronic mail applications					
	Topic elements to be covered include:		IAC0401 Explain and give examples of email basics:	Pg.15-17	
	KT0401 Email basics: An overview of email and how it works, including the different components of an email (such as the header, body, and attachments), how email addresses work, and how emails are sent and received.	Pp. 114-117	IAC0402 Explain and give examples of email clients: IAC0403 Explain and give examples of email IAC0404 Explain and give examples of email organization and management: IAC0405 Explain and give examples of email etiquette: IAC0406 Explain and give examples of email Advanced features and tools:		
	KT0402 Email clients: The different types of email clients, including web-based email clients such as Gmail, and desktop-based email clients such as Microsoft Outlook. The features and capabilities of different email clients can be compared.	Pp. 118-122	IAC0407 Explain and give examples of email Security and privacy: IAC0408 Explain and give examples of the future of email:		
	KT0403	Pp. 123-131			

	Email protocols: The protocols used for sending and receiving email, such as SMTP, POP3, and IMAP, and their differences. It is essential to discuss the role of email protocols in the functioning of email applications.				
	KT0404 Email organization and management: Strategies for managing and organizing emails, including using folders, filters, labels, and other tools that can help users prioritize and sort their emails.	Pp. 132-135			
	KT0405 Email etiquette: best practices for composing and sending professional and effective emails. This can include discussing elements such as appropriate salutations and signoffs, subject	Pp. 136-148			

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	lines, and the tone and language used in emails.				
	KT0406 Advanced features and tools: Advanced features of email applications, such as email templates, email signatures, out-of-office messages, and calendar integration, and how they can be used to improve productivity and communication.	Pp. 149-154			
	KT0407 Security and privacy: The potential security risks associated with email, including phishing scams, malware, and spam. It is important to discuss best practices for email security, including how to avoid these risks and how to protect sensitive information in emails	PP. 155-160			

	KT0408 Future of email: A discussion of how email is evolving, including trends such as the integration of artificial intelligence (AI) and machine learning, and how these changes will impact the use of email in the future.	Pg.161-164			
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SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS				
PM-01	900239-000-00-PM-01 Use Intermediate level Functionalities of Word processing, Spreadsheets and Presentation Applications Level 04,16 credits			
	PM-01-PS01 Create intermediate level Word Processing documents	pg.6-9		
	PM-01-PS02 Create and use intermediate level Spreadsheets.	pg.10-13		

	PM-01-PS03 Design and develop intermediate level Presentations (Graphics and multimedia).	pg.14-17		
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