

END USER COMPUTING
SUMMATIVE ASSESSMENTS

Module #	331301000-KM-07
NQF Level	L03
Notional hours	60
Credit(s)	Cr6
Development Quality Partner	Quality Council for Trades and Occupations (QCTO)
Occupation Specialisation	or 331301000; Bookkeeper
Associated Occupation	Bookkeeper

Note to the learner

This Learner Guide provides a comprehensive overview of the module. It is designed to improve the skills and knowledge of learners, and thus enabling them to effectively and efficiently complete specific tasks.

Telephone (W)	
Facsimile	
Cellular	
E-mail	

Purpose:

The main focus of the learning in this knowledge module is to build an understanding of End User Computing. It is intended to empower learners to acquire the knowledge required to operate confidently in the basic skill of creating word documents, spreadsheets and presentations. They will also be able to create, send and receive e-mails in the course of their work. The learner will also be able to use the internet to source reliable data in a safe and secure manner for work purposes.

Topic elements to be covered include:

- ✓ KM-07-KT01: Understand Keyboard functions (5%)
- ✓ KM-07-KT02: Create, edit and format word documents (20%)
- ✓ KM-07-KT03: Understand and use presentation software (20%)
- ✓ KM-07-KT04: Understand and apply GUI based spreadsheet application skills (20%)
- ✓ KM-07-KT05: Create, send and receive E-mail messages (20%)
- ✓ KM-07-KT06: Demonstrate ability to use the World Wide Web (10%)
- ✓ KM-07-KT07: Safety and security of ICT (5%)

Exemptions

- ✓ None

Entry Requirements:

A NQF Level 4 qualification with Mathematical Literacy and Communication in English.

Provider Accreditation Requirements for the Knowledge Module

Physical Requirements:

- ✓ The provider must have lesson plans and structured learning material or provide learners with
- ✓ Access to structured learning material that addresses all the topics in all the knowledge modules.

In addition the following must be provided:

- A computer with the necessary software per student in class
- Printers
- Access to internet facilities
- Distance and e-learning modalities available to learners

Provider Accreditation Requirements for the Knowledge Module

Human Resource Requirements:

- ✓ Lecturer/learner ratio of 1:20 (Max)
- ✓ Lecturers need to be qualified at a Level 6 or higher in the relevant field or have at least 5 years relevant experience in Computerised Financial Systems.
- ✓ It would be advantageous if lecturers are registered with a relevant accounting Professional Body for Continuous Professional Development purposes
- ✓ Assessor and Moderator have professional recognition in the Computerised Financial Systems field of expertise and approved by the relevant AQP

Provider Accreditation Requirements for the Knowledge Module

Legal Requirements:

- ✓ Legally compliant venue, (i.e. Fire protection services, OHS and other legislation)
- ✓ Code of Conduct
- ✓ Approved and accredited by the relevant AQP as per QCTO requirements

Venue, Date and Time:

Consult your facilitator should there be any changes to the venue, date and/or time.

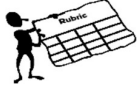
Refer to your timetable.

Assessments:

The only way to establish whether you are competent and have accomplished the learning outcomes is through continuous assessments. This assessment process involves interpreting evidence about your ability to perform certain tasks. You will be required to perform certain procedures and tasks during the training programme and will be assessed on them to certify your competence.

This module includes assessments in the form of self-evaluations/activities and exercises. The exercises, activities and self-assessments will be done in pairs, groups or on your own. These exercises/activities or self-assessments (Learner workbook) must be handed to the facilitator. It will be added to your portfolio of evidence, which will be proof signed by your facilitator that you have successfully performed these tasks.

Listen carefully to the instructions of the facilitator and do the given activities in the time given to you.

 Books	This icon means that other books are available for further information on a particular topic/subject.
 References	This icon refers to any examples, handouts, checklists, etc...
 Important	This icon represents important information related to a specific topic or section of the guide.
 Activities	This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.
 Exercises	This icon represents any exercise to be completed on a specific topic at home by you or in a group.
 Tasks/Projects	An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.
 Workplace Activities	An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace
 Tips	This icon indicates practical tips you can adopt in the future.
 Notes	This icon represents important notes you must remember as part of the learning process.

END USER COMPUTING (EUC)

IAC0101

Word Processing functions.

Marks: 5

Provide a detailed response:

IAC0201

Define the term Word Processing

Marks: 5

Provide a detailed response:

IAC0202

List and describe different uses of word processing (types of documents created) to represent information to users

Marks: 5

Provide a detailed response:

IAC0203

Describe the benefits of using a word processor

Marks: 5

Provide a detailed response:

IAC0204

Describe the characteristics of a good document

Marks: 5

Provide a detailed response:

IAC0301

Define the term presentation software

Marks: 5

Provide a detailed response:

IAC0302

List and describe different uses of presentations (types of presentations created) to represent information to users

Marks: 5

Provide a detailed response:

IAC0303

Describe the benefits of using presentation applications

Marks: 5

Provide a detailed response:

IAC0304

Describe the characteristics of a good presentation document

Marks: 5

Provide a detailed response:

IAC0305

Discuss how presentations are used to convey information and knowledge and list practical examples of such cases

Marks: 5

Provide a detailed response:

IAC0401

Define the term spreadsheet processing

Marks: 5

Provide a detailed response:

IAC0402

List and describe different uses of spreadsheets (types of documents created) to represent information to users

Marks: 5

Provide a detailed response:

IAC0403

Describe the benefits of using a spread sheet application

Marks: 5

Provide a detailed response:

IAC0404

Describe the characteristics of a good spreadsheet document

Marks: 5

Provide a detailed response:

IAC0405

Discuss how spreadsheets are used to transform data into useful information and list examples of such cases

Marks: 5

Provide a detailed response:

IAC0501

Identify the major applications of the internet

Marks: 5

Provide a detailed response:

IAC0502

Identify the how the World Wide Web can be applied in the intranet and extranet

Marks: 5

Provide a detailed response:

IAC0503

Search internet for reliable information

Marks: 5

Provide a detailed response:

IAC0504

Open the electronic diary and create an event

Marks: 5

Provide a detailed response:

IAC0505

Apply security to settings to minimize viruses, trash and spam

Marks: 5

Provide a detailed response:

IAC0601

Define the term internet

Marks: 5

Provide a detailed response:

IAC0602

Describe the term connectivity

Marks: 5

Provide a detailed response:

IAC0603

Discuss the components/constituents and the purpose of internet enabling technologies and terms. (Range: Internet addresses - Internet protocol (IP) addresses and domain names)

Marks: 5

Provide a detailed response:

IAC0604

Discuss how data travels over the internet in relation to networking concepts

Marks: 5

Provide a detailed response:

IAC0605

Explain the different components required to connect to the internet. (Range: Internet Service Providers (ISPs), wired and wireless connections)

Marks: 5

Provide a detailed response:

IAC0701

Still needs to be added.

Marks: 5

Provide a detailed response:

TOTAL MARKS: 130

Facilitator Feedback & Remarks	
Assessment Judgement	
Competent(Tick/Cross) ☐	Not Yet Competent(Tick/Cross) ☐
Action/s required (if any):	
By when:	
Learner Feedback & Comments	

Declaration by the Learner

I (Learner) declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.

Declaration by the Facilitator

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

Declaration by the Assessor

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Learner (Sign)	Date	Facilitator (Sign)	Date
Assessor (Sign)	Date	Moderator (Sign)	Date
