**DESKTOP AND PROFESSIONAL SOFTWARE TO COMMUNICATE AND VISUALIZE INFORMATION, NQF LEVEL 4, CREDITS 8**

**LEARNER WORKBOORK**

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| **Module #** | 251201-005-00-KM-02: |
| **NQF Level** | level 4 |
| **Notional hours** | 80 |
| **Credit(s)** | Cr 8 |
| **Occupational Code** | 251201005 |
| **SAQA QUAL ID** |  |
| **Qualification Title** | Occupational Certificate: Software Developer |

**CONTACT INFORMATION:**

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| **Cellular** |  |

**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.

**Purpose**

The main focus of the learning in this knowledge module is to build an understanding of the functioning and purpose of information, computer technology and computer hardware units. The learning of this module will also enable the learner to acquire an understanding of the principles of electronic communication and the operation and functioning of soft-ware packages, including the design of presentations

**Topic elements to be covered include**

The learning will enable learners to demonstrate an understanding of:

* KM-02-KT01 : Electronic Communication 15%
* KM-02-KT02 : Software Apps for office use 15%
* KM-02-KT03 : Operating a software package 15%
* KM-02-KT04 : Text documents using an appropriate software package 40%
* KM-02-KT05 : Presentations using and appropriate software package 15%

**Entry Requirements**

NQF 4

**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 as well as the applied knowledge in the practical skills
* QCTO/ MICT SETA requirements

**Human Resource Requirements:**

* Lecturer/learner ratio of 1:20 (Maximum)
* Qualification of lecturer (SME):
* NQF 6 in industry recognised qualifications with 1 year’s experience in the IT industry
* AI vendor certification (where applicable)
* Assessors and moderators: accredited by the MICT SETA

**Legal Requirements:**

* Legal (product) licences to use the software for learning and training (where applicable)
* OHS compliance certificate
* Ethical clearance (where necessary)

**Exemptions**

* No exemptions, but the module can be achieved in full through a normal RPL process

**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 programmer 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.

# SECTION 1: KM-02-KT01: Electronic Communication 15%

**Learning Outcome**

**Electronic communication options are identified and the purposes thereof are described and applied**

* Electronic communication methods include email, messaging, blogging, video chat, social networking, telex, fax, and multimedia.
* Email allows for easy and free communication of messages, files, photos, and documents. It is easy to use, free, and doesn't impact the environment.
* Messaging, such as Skype, WhatsApp, and Gmail, offers real-time text communication, instant replies, and global access.
* Blogging allows for online journaling and sharing information or opinions, with frequent updates and interactive features.
* Video chat, like Skype and Zoom, allows real-time video and audio communication using web cameras.
* Social networking platforms like Facebook, LinkedIn, and Twitter offer social interaction, real-time updates, and broad audience reach.
* Telex is a fast and accurate method for sending written messages, but is less common today.
* Fax sends visual documents over phone lines, but is less common than digital alternatives.
* Multimedia combines text, images, audio, and video to communicate messages, making it engaging and powerful for marketing and advertising.

# SECTION 2: KM-02-KT02 : Software Apps for office use 15%

**Learning Outcome**

**Demonstrated how to find files in computer**

**When I need to find files on my computer, here's what I usually do:**

On Windows, I start by opening File Explorer. A quick way to do this is by pressing 'Windows + E' or just clicking the File Explorer icon on the taskbar. Once I'm in, I head to the search bar in the top-right corner and type in the name or even just part of the name of the file I'm looking for. To make things easier, I sometimes filter the results by clicking on the "Search" tab at the top of the window. If I'm in the mood to manually browse, I go through folders like "Documents," "Downloads," and "Pictures."

For my Mac, I use Spotlight by either clicking the little magnifying glass icon in the top-right corner of the screen or pressing 'Command + Space.' Then, I just type in the name of the file or a related keyword. Spotlight gives me a list of results, and I simply click on the one I need. If I need to refine my search, I can specify file types or other details.

Other ways involve using a command prompt, but this is rarely used.

On Windows, I open Command Prompt by pressing 'Windows + R,' typing 'cmd,' and hitting Enter. Then, I navigate to the directory where I think the file might be using the 'cd' command, and type `dir filename\*.\* /S` to search for it.

On my Mac, I open Terminal by pressing 'Command + Space,' typing 'Terminal,' and pressing Enter. To search for a file, I use the 'find' command.

Sometimes, I also use the Windows Search Tool by clicking on the search icon next to the Start menu or the Mac Finder by clicking the Finder icon in the Dock. Both are pretty straightforward and get the job done.

# SECTION 3: KM-02-KT03 : Operating a software package 15%

**Learning Outcome**

**Describe how create a new folder**

On a computer, making a new folder is very simple. To begin with, on a Windows computer, open File Explorer. You can accomplish this by either pressing the 'Windows + E' keys or by clicking the File Explorer icon on the taskbar. The next step is to navigate to the location where the new folder is required once File Explorer has opened. Once you've reached the desired location, you need to right-click in the directory's empty space. This action displays a context menu, from which you should select the 'New' option. Selecting 'Folder' from the resulting sub-menu will instantly create a new folder in that location. The new folder will show up with a default name; to rename it, just type a different name.

It's an as simple process on a Mac. The user opens Finder and goes to the location where the new folder is required. Once there, you can make a new folder by either using the 'File' menu at the top of the screen or performing a right-click in the desired location. The 'New Folder' option will generate a new folder in that location. The user will be able to immediately type a new name for the newly created folder because it will be highlighted.

Making folders facilitates file organisation and maintains a neat workspace in both systems, which facilitates finding and managing documents, images, and other data.

# SECTION 4: KM-02-KT04 : Text documents using an appropriate software package 40%

**Learning Outcome**

**Defining page formats**

Page formatting, which concentrates on the overall arrangement and presentation of the text, is a crucial component of document creation. This entails establishing margins, which specify the area surrounding the text on the page and have a big impact on how readable and presentable a document looks. Margin adjustments can add more room for notes and comments or produce a neater, more polished appearance.

# SECTION 5: KM-02-KT05 : Presentations using and appropriate software package 15%

**Learning Outcome**

**An ability to use software for creating presentations using various tools, functionalities and options is demonstrated**

Presentation software, also called graphics presentation applications or presentation graphics programs, is used to create content that visually represents information. This type of software helps tell a story or support written information with pictures, charts, graphs, and other visual elements. Various presentation software options are available to enhance communication through these graphical tools.