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

**SUMMATIVE ASSESSMENT**

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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.

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

**Learning Outcome**

**The use of and accessing the internet, websites, electronic email, internet forums, digital learning and virtualisation is demonstrated**

Electronic communication encompasses the use and access of various components such as the internet, websites, electronic email, internet forums, digital learning platforms, and virtualization. These components facilitate communication and information exchange, enabling efficient information sharing, enhanced learning opportunities, and connections among individuals and communities.

Internet access is the ability to connect to the internet, which serves as a vast repository of information and a platform for communication.

Websites are online platforms containing information, services, and functionalities catering to various needs, such as educational, commercial, and social.

Electronic email is a method of exchanging digital messages between people using electronic devices, essential for formal communication, notifications, and correspondence.

Internet forums facilitate community building around shared interests, enabling discussions, advice sharing, and collaboration.

Digital learning platforms provide educational resources, courses, and opportunities for remote learning, including virtual classrooms, webinars, and e-learning courses. Virtualization is the creation of virtual versions of physical hardware, including servers, storage devices, and networks, enabling efficient resource management and remote access to resources.

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

**Learning Outcome**

**Explain what does desktop database mean?**

A desktop database is a type of database designed for personal computers or workstations, typically used by a single user or small group of users. Key characteristics include local storage, a user-friendly interface, and limited multi-user access. These databases are cost-effective, making them suitable for small businesses or individual users who need to manage data without investing heavily in IT infrastructure. They also provide templates and wizards for database creation, data entry, and reporting, making them accessible for users without technical expertise.

Common examples of desktop databases include Microsoft Access, FileMaker Pro, and LibreOffice Base. They are used for personal projects, small business applications, and prototyping. However, they have limitations such as scalability, performance, and limited multi-user capabilities. Scalability is limited, as they may not handle extensive data volumes or high user loads effectively. Performance can slow down with larger datasets or complex search queries. Additionally, concurrent use by multiple users may lead to data conflicts or performance issues.

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

**Learning Outcome**

**Describe How to move files and folders on the computer**

Moving files and folders within a software package often involves working within the specific interface of that software, such as a document management system, file organization app, or a specific feature of an office suite. To move files and folders within software packages, follow these general steps:  
  
1. Open the software package: Launch the application you want to use (e.g., Microsoft Word, Google Drive, Adobe Acrobat).  
2. Navigate to the File/Folder: Use the built-in file browser or project navigator to locate the file or folder you want to move.  
3. Select the File/Folder: Click on the file or folder to highlight/select it. If the software supports multi-select, hold down the `Ctrl` (Windows) or `Command` (macOS) key while clicking to select multiple items.  
4. Move the Item: Drag and drop the selected file or folder to the new location within the interface. If the application has this feature, right-click on the selected item and choose "Cut" (or press `Ctrl + X` on Windows or `Command + X` on macOS).  
5. Confirm the Move: Depending on the software, you might have to confirm the move if prompted.

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

**Learning Outcome**

**Illustrate on how to mail merge documents from different data sources**

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

**Learning Outcome**

**The use of software for creating presentations is described and applied**

Presentation software is used to create and display information in a slide show format. It plays a crucial role by allowing users to insert and format text, include and edit images and media clips, and present content through a series of slides.

In various contexts, presentation software is highly relevant. In business communication, it is frequently employed in meetings and planning sessions. In academic and professional conferences, it is essential for showcasing research findings and ideas. Additionally, in political environments, it is used to craft persuasive presentations and enhance communication.