**SHORT PROGRAMME: DATA CAPTURING**

**Short Programme Details:**

**Short Programme Name**

Skills Programme: Data Capturing

**Purpose of the Skills programme**

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| People credited with this Programme are able to use keyboard techniques to key in alpha and numeric text, symbols, and special characters, using a standard alpha-numerical keyboard; identify and remedy technique errors; apply keyboard techniques and ergonomic practices to avoid overuse injuries; and produce sentences and paragraphs containing alpha and numeric text, symbols and special characters. |

**Total credits: 27**

**Target Group**

* Learners who want acquire speed typing into computer applications

**Entry/Admission requirements**

* Foundational skills in English and Mathematics at NQF Level 2
* Grade 9 or equivalent.

**Short Programme Duration:** Notional hours 240/ 12 Weeks

**Possible Careers**

* Data Capturer
* Assistant Administrator
* Girl Friday
* General Administrator

**Data Capturing Short Programme Content**

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|  | **ID** | **UNIT STANDARD TITLE** | **NQF LEVEL** | **CREDITS** |
| Core | [117923](http://allqs.saqa.org.za/showUnitStandard.php?id=117923) | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief | 02 | 5 |
| Core | [116937](http://allqs.saqa.org.za/showUnitStandard.php?id=116937) | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | 02 | 4 |
| Core | [116931](http://allqs.saqa.org.za/showUnitStandard.php?id=116931) | Use a Graphical User Interface (GUI)-based web-browser to search the Internet | 02 | 4 |
| Core | [117924](http://allqs.saqa.org.za/showUnitStandard.php?id=117924) | Use a Graphical User Interface (GUI)-based word processor to format documents | 02 | 5 |
| Core | [116945](http://allqs.saqa.org.za/showUnitStandard.php?id=116945) | Use electronic mail to send and receive messages | 02 | 2 |
| Core | [116936](http://allqs.saqa.org.za/showUnitStandard.php?id=116936) | Use a Graphical User Interface (GUI)-based database application to work with simple databases | 03 | 3 |
| Elective | [7785](http://allqs.saqa.org.za/showUnitStandard.php?id=7785) | Function in a business environment | 03 | 4 |
|  | | | | 27 |