



## HIGHER EDUCATION PROGRAMMES

Academic Year 2023:	July - December
Summative Assessment 1:	Computer Literacy Advanced (HCLT108-1)
NQF Level, Credit:	5, 10
Weighting:	25%
Assessment Type:	Practical exercise
Educator:	I. Musakwa
Examiner:	I. Musakwa
Due Date	20 November 2023
Total	50 Marks

### Instructions:

1. This paper consists of one (1) compulsory question.
2. The paper covers Units 14 to 18 (Microsoft PowerPoint)
3. A PowerPoint presentation is to be submitted as a .pptx file. Do not convert the file to PDF.

## Question 1

[50 marks]

A lot has been written about the importance of choosing a career. Some students have completed studies selected by their parents, and most have changed careers soon after completing their studies. Though some schools host career guidance seminars, a lot still needs to be done to help students with career selection. You volunteer at a local community where you engage with school-going-age children. You have decided to make a presentation to these kids on a career of your choice. Create a presentation bearing information on your career choice. Be sure to follow the below-provided instructions in completing the presentation.

### Required:

#### Slide 1

(10 marks)

- You will use a PowerPoint in-build theme to start your presentation. Create a new presentation using a **Theme** of your choice. (2 marks)
- Create a title for your presentation. (1 mark)
- Use the Algerian font, and make the font size 60 (2 marks)
- Make the title bold (1 mark)
- Centre the title (1 mark)
- Enter your name and surname as the sub-title. (2 marks)
- Add the current date as a second sub-title. (1 mark)

#### Slide 2

(10 marks)

- Add a blank slide.
- Add a picture showing people in your career choice. (2 marks)
- Add a text box and write five (5) numbered lines describing the career and qualifications one can take for this career. (5 marks)
- Find a website analysing this career in South Africa and add the link. (3 marks)

#### Slide 3

(10 marks)

- Add a blank slide. (2 marks)
- Add logo pictures of two different certification boards in South Africa available for this course. (6 marks)
- List in bullet points the membership requirements for the two professional boards one can register in this career. (2 marks)
- Apply the Honeycomb transition to the slide

#### **Slide 4 (10 marks)**

- Add a hyperlink to a video on an external site giving insight into your career choice for this presentation. (3 marks)
- Give a brief explanation of the video in five numbered lines. (5 marks)
- Change the font style to Ariel Black font style, size 14. (2 marks)

#### **Slide 5 (10 marks)**

- Write a title for this slide, make the font size 20, and use your chosen colour. (2 marks)
- Write five reasons why you have chosen this career in bullet points. (5 marks)
- List in sub-bullets two challenges associated with this career. (2 marks)
- Use the Algerian theme font and size 14. (1 mark)

**The below only applies to students enrolled in the Bachelor of Accounting program.**

Aligns to SAICA competencies:

<b>W3</b>	<b>Data Analytics</b>
<b>a)</b>	Identify the practical challenges of data analytics (e.g., data volume and quality, privacy, regulatory and ethical issues).
<b>d)</b>	Interpret the results to solve a defined business or audit problem and suggest further steps to be taken.
<b>W7</b>	<b>User Competencies</b>
<b>b)</b>	Use presentation software in an accounting/ business context.