

### **COURSE: WORKPLACE TECHNOLOGY [2314]**

Demonstrate mastery of word processing and spreadsheet applications, formatting and preparing presentations, and using electronic mail.

#### **MODULE 1. COMMUNICATION TECHNOLOGY [23141]**

Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner.

NSB 03 US ID 117925 Cr = 3 NQF–Level 2

- Lesson 1. COMMUNICATION COMPONENTS [231411]
- Lesson 2. PC HARDWARE COMPONENTS [231412]
- Lesson 3. SOFTWARE [231413]
- Lesson 4. INFORMATION NETWORKS [231414]
- Lesson 5. ERGONOMIC PRINCIPLES [231415]

#### **MODULE 2. UNDERSTANDING WINDOWS [23142]**

Describe the concepts of Understanding Windows.

- Lesson 1. INTRODUCTION TO WINDOWS [231421]
- Lesson 2. THE GRAPHICAL USER INTERFACE [231422]
- Lesson 3. WINDOWS COMPONENTS [231423]

#### **MODULE 3. WORD PROCESSING [23143]**

Use a graphical user interface (GUI)-based word processor to format documents.

NSB 03 US ID 117924 Cr = 5 NQF–Level 2

- Lesson 1. MULTIPLE DOCUMENTS [231431]
- Lesson 2. FORMATTING TEXTS [231432]
- Lesson 3. FORMATTING PARAGRAPHS [231433]
- Lesson 4. FORMATTING PAGES [231434]
- Lesson 5. FORMATTING EXISTING DOCUMENTS [231435]
- Lesson 6. USING TEMPLATES [231436]

#### **MODULE 4. SPREADSHEETS [23144]**

Use a graphical user interface (GUI)-based spreadsheet application to create and edit spreadsheets.

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- Lesson 1. PRINCIPLES OF SPREADSHEETS [231441]
- Lesson 2. CREATING SPREADSHEETS [231442]
- Lesson 3. PRODUCING SPREADSHEETS [231443]

#### **MODULE 5. POWERPOINT PRESENTATIONS [23145]**

Use a graphical user interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief.

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- Lesson 1. PRESENTATIONS [231451]
- Lesson 2. EDITING PRESENTATIONS [231452]
- Lesson 3. WORKING WITH MULTIPLE PRESENTATIONS & SPECIAL EFFECTS [231453]

### **MODULE 6. ELECTRONIC MESSAGING [23146]**

Enhance, edit and organise electronic messages using a graphical user interface (GUI)-based messaging application. Use a graphical user interface (GUI)-based word processor to format documents.

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Lesson 1. ELECTRONIC MESSAGING [231461]

Lesson 2. CREATE & SEND E-MAIL [231462]

Lesson 3. RESPONDING & PRINTING E-MAILS [231463]

### **MODULE 7. INTERNET APPLICATIONS [23147]**

Understand the concepts and terms of the Internet.

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Lesson 1. INTERNET [231471]

Lesson 2. USE OF INTERNET AND ETHICS [231472]

Lesson 3. NAVIGATE ON THE INTERNET [231473]