

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/SCI/SLCOME (non-credit-bearing SLP)

TITLE: ComCo Spreadsheets

NQF LEVEL: 2

NOTIONAL LEARNING HOURS: 30

FORMAL CONTACT TIME: 15 hours

LEARNING ASSUMED TO BE IN PLACE:

Basic Literacy & Mathematical skills for reading and interpreting instructions given in course manual. No formal qualification is required.

LEARNING OUTCOMES:

At the end of this module the student will be able to:

- Demonstrate knowledge of the uses and features of computer spreadsheets
- Plan, design and produce computer spreadsheet documents
- Use the basic spreadsheet application functions
- Manipulate and format data in a spreadsheet
- Apply spreadsheet formulae
- Produce graphs.

BRIEF DESCRIPTION OF CONTENT:

- Demonstrate knowledge of the uses and features of computer spreadsheets
- Produce a computer spreadsheet file
- Format data in a spreadsheet
- Use basic functions and formulae to manipulate spreadsheet data
- Create graphs

CRITICAL OUTCOMES SUPPORTED BY THIS MODULE:

- Using computer technology effectively and critically;
- Collecting, analysing, organising and critically evaluating information;
- Organise and manage oneself and one's activities responsibly and effectively;
- Working effectively with people as a member of a team.

METHOD OF ASSESSMENT:

Practicals, Tests

Practical Exam will comprise of one 2-hour paper.

ORGANISING FIELD: 10

(1 = Agriculture and Nature Conservation)

(2 = Culture and Arts)

(3 = Business, Commerce and Management Studies)

(4 = Communication Studies and Language)

(5 = Education, Training and Development)

(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)

(8 = Law, Military Science and Security)

(9 = Health Sciences and Social Services)

(10 = Physical, Mathematical, Computer and Life Sciences)

(11 = Services)

(12 = Physical Planning and Construction)

APPROVAL DATE: 9 February 2006

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME":

Computer Science and Informatics – UFS sustained

DEVELOPER/COORDINATOR:

Module was developed by Mrs N de Sousa. The module will be coordinated by a relevant member of Department of Computer Science and Informatics.

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