No. 962   **12 September 2008**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Computer Sciences and Information Systems

registered by Organising Field 10, Physical, Mathematical, Computer and Life Sciences, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Unit Standard. The full Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Unit Standards should reach SAQA at the address *below and no later than 13 October 2008.* All correspondence should be marked **Standards Setting – Computer Sciences and Information Systems addressed** to

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Design advanced forms and reports using a Graphic User Interface (GUI) based database

SAQA US ID	UNIT STANDARD TITLE		
258875	Design advanced forms and reports using a Graphic User Interface (GUI) based database		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Analyse the use of advanced forms and reports.

SPECIFIC OUTCOME 2
Design a form with all the necessary controls for ease of use in an end user environment.

SPECIFIC OUTCOME 3
Create a report for meaningful interpretation of data.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Work with spreadsheets

SAQA US ID	UNIT STANDARD TITLE		
258876	Work with spreadsheets		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	4

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Import and export text files.

SPECIFIC OUTCOME 2
Consolidate and link data within spreadsheets.

SPECIFIC OUTCOME 3
Apply filters and use forms in a spreadsheet.

SPECIFIC OUTCOME 4
Create and use macros.

SPECIFIC OUTCOME 5
Combine and compare large sets of data in a spreadsheet.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor

SAQA US ID	UNIT STANDARD TITLE		
258877	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of and use master and sub documents.

SPECIFIC OUTCOME 2
Use outline options.

SPECIFIC OUTCOME 3
Create and use fields.

SPECIFIC OUTCOME 4
Create and use forms.

SPECIFIC OUTCOME 5
Create and automate tasks using macros.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Ensure spreadsheet integrity to enhance reliability

SAQA US ID	UNIT STANDARD TITLE		
258878	Ensure spreadsheet integrity to enhance reliability		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	4

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Set up a spreadsheet.

SPECIFIC OUTCOME 2
Apply security.

SPECIFIC OUTCOME 3
Check input data.

SPECIFIC OUTCOME 4
Check formulas and totals.

SPECIFIC OUTCOME 5
Check output data.

SPECIFIC OUTCOME 6
Audit spreadsheets.

SPECIFIC OUTCOME 7
Validate and sort data in a spreadsheet.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Change the appearance of a spreadsheet

SAQA US ID	UNIT STANDARD TITLE		
258879	Change the appearance of a spreadsheet		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	4

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Outline data in a spreadsheet.

SPECIFIC OUTCOME 2
Modify the display of spreadsheet data.

SPECIFIC OUTCOME 3
Apply conditional formatting to data.

SPECIFIC OUTCOME 4
Create and use templates.

SPECIFIC OUTCOME 5
Work with comments.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Utilise special features to enhance presentations

SAQA US ID	*UNIT STANDARD TITLE*			
258880	Utilise special features to enhance presentations			
ORIGINATOR		*PROVIDER*		
SGB Computer Sciences and Information Systems				
FIELD		*SUBFIELD*		
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences		
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*		*CREDITS*
Undefined	Regular	Level 4		4

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Create and use templates in a GUI based presentation application.

SPECIFIC OUTCOME 2
Manipulate graphics/images and drawn objects.

SPECIFIC OUTCOME 3
Use charts/graphs to enhance presentations.

SPECIFIC OUTCOME 4
Use sound and video to enhance presentations.

SPECIFIC OUTCOME 5
Customise and control a slideshow.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem

SAQA US ID	UNIT STANDARD TITLE		
258881	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	6

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Demonstrate an understanding of relational database theory.

SPECIFIC OUTCOME 2
Analyse unstructured data not populated to a relational database model.

SPECIFIC OUTCOME 3
Create queries using specific functions.

SPECIFIC OUTCOME 4
Create different types of queries.

SPECIFIC OUTCOME 5
Create parameter queries and adding calculated fields.

SPECIFIC OUTCOME 6
Create basic select queries using simple SQL syntax.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Manipulate data and ensure integrity

SAQA US ID	UNIT STANDARD TITLE		
258882	Manipulate data and ensure integrity		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Validate and sort data in a spreadsheet.

SPECIFIC OUTCOME 2
Apply security settings to a spreadsheet.

SPECIFIC OUTCOME 3
Use a range of functions within a spreadsheet.

SPECIFIC OUTCOME 4
Use formula, mixed references and named ranges to provide solutions to a problem.

SPECIFIC OUTCOME 5
Audit formula to ensure data integrity.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Use generic functions in a Graphical User Interface (GUI)-environment

SAQA US ID	UNIT STANDARD TITLE		
258883	Use generic functions in a Graphical User Interface (GUI)-environment		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 1	4

This unit standard replaces:

US ID	Unit Standard Title	NQF Level	Credits	Replacement Status
117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	4	Will occur as soon as 258883 is registered

SPECIFIC OUTCOME 1
Use the desktop of a GUI-based operating system.

SPECIFIC OUTCOME 2
Use of the features of a GUI Window.

SPECIFIC OUTCOME 3
Use the Help facility in a GUI environment.

SPECIFIC OUTCOME 4
Use a pointing device in a GUI environment.

SPECIFIC OUTCOME 5
Use generic print options in a GUI environment.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Apply electronic messaging and calendar application

SAQA US ID	UNIT STANDARD TITLE		
258897	Apply electronic messaging and calendar application		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	3

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Customise email settings.

SPECIFIC OUTCOME 2
Apply security settings to messages.

SPECIFIC OUTCOME 3
Create and use contacts.

SPECIFIC OUTCOME 4
Create and use appointment/events.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Review and create documents using a Graphical User Interface (GUI)-based word processor

SAQA US ID	UNIT STANDARD TITLE		
258898	Review and create documents using a Graphical User Interface (GUI)-based word processor		
ORIGINATOR		PROVIDER	
SGB Computer Sciences and Information Systems			
FIELD		SUBFIELD	
10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1
Insert and delete sections within a document while maintaining document integrity.

SPECIFIC OUTCOME 2
Insert, edit and delete headers and footers within a document.

SPECIFIC OUTCOME 3
Facilitate online review of documents using comments and tracking changes.

SPECIFIC OUTCOME 4
Create and use styles in a document.

SPECIFIC OUTCOME 5
Create, edit and/or delete references in a document.

SPECIFIC OUTCOME 6
Create, edit and use electronic links in a document.

QUALIFICATIONS UTILISING THIS UNIT STANDARD
None