

Mathematical Literacy Level 3

Course Number: NQF95-001

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

This module aims to help learners develop and build relevant knowledge of using mathematics in business and the world of work. The module will be looking at the fundamentals of financial planning, income and expenditure principles as well as using numbers in analysing statistics, patterns, reporting and gathering data. This module is aimed at giving learners the basic understanding of how such data is applied and used. There will also be activities which learners will be required to complete and learners will have an opportunity to practice the skills they have learnt in this module and collect these for the learner portfolio of evidence.

Course Number:

NQF95-001

Unit Standards:

The learning program is based on the following unit standard

- 7456
- 9010
- 9012
- 9013
- 11241

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

None

Documentation:

The following documentation is included with the course

- Mathematical Literacy user guide
- Certificate of attendance

After attending you will be able to:

Learners will learn how to successfully communicate in the workplace.

Who should attend?

This learning program is intended for individuals who need to gain knowledge in communication in the workplace and who are required to complete the Learning Unit: Communications of the National Certificate: Information Technology: End User Computing SAQA ID: 61591.



Topics covered

Lesson 1 - US7456: Use Mathematics to investigate and monitor the financial aspects of personal business and national issues

Topic 1: Controlling Finances using Mathematics

Topic 2: Use Simple and Compound Interest

Topic 3: Use Mathematics to debate aspects of the National Economy

Lesson 2 - US9010: Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations

Topic 1: The Decimal and Binary System

Topic 2: Scientific Notation

Lesson 3 - US9012: Investigate life and work related problems using data probabilities

Topic 1: What is Data

Topic 2: The Normal Distribution

Topic 3: Basic Statistical Concepts

Topic 4: Correlation: The Study of Relationships

Topic 5: Organising and Presenting Data

Topic 6: Understanding Probability

Lesson 4 - US9013: Describe, apply, analyse and calculate shape and motion in two- and three dimensional space in different contexts

Topic 1: The Cartesian Plan

Topic 2: Rough Sketches

Topic 3: Scale Drawings of Plans

Topic 4: Drawing and Using Floor Plans

Topic 5: Using Maps

Topic 6: Distance and Using Floor Plans

Topic 7: Distance and Time

Topic 8: Using International Time Zones

Topic 9: Geometrical Relationships and Conjectures

Topic 10: 2D and 3D Shapes

Topic 11: Area of Surface, Volume and Perimeters

Topic 12: Measuring Instruments

Lesson 5- US252435 (11241): Apply basic invoicing and accounting principles

Topic 1: Revenue and Expenditure

Topic 2: Fixed and Variable Costs

Topic 3: Invoicing Operations

Topic 4: Reconciling Accounts

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz