



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**GSN210(E)(M29)T
NATIONAL CERTIFICATE**

COMPUTER PRACTICE N4

(6030204)

**29 May 2018 (X-Paper)
09:00–12:00**

INSTRUCTIONS TO LECTURERS

THESE INSTRUCTIONS MUST BE HANDED TO THE LECTURER 3 WEEKS BEFORE THE COMMENCEMENT OF THE EXAMINATION. THIS MATERIAL IS TO BE USED BY THE LECTURER ONLY – NO COPY MAY BE HANDED TO CANDIDATES.

This document consists of 4 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS TO THE COMPUTER LECTURER

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SECTION A: OPERATING SYSTEM

Create the following files/folders on the candidates' disks (there must be no data in the files). If the computer does not have an A-drive, create a folder with the name COMPUTER PRACTICE N4 on the hard drive and copy the files/folders to this folder.

QUESTION 3

1. Create a folder MISCHIEVIOUS and save it on the diskette/hard drive COMPUTER PRACTICE N4 folder.
2. Create a folder UNMOTIVATED and save it on the diskette/hard drive COMPUTER PRACTICE N4 folder.

SECTION B: WORD PROCESSING

QUESTION 5 of the word processing part of the paper is hereby included for keying in.

Key in the following document and copy it to the candidates' diskettes/hard drive according to the instructions below.

QUESTION 5

1. Use Courier New 12 pt.
2. Alignment must be left.
3. Use margins of 1"/2.54 cm.
4. Save the document as TYPES.

Student personalities add an unforeseen dynamic to the classroom that requires a certain finesse to handle properly. The personalities of students are not the same; therefore, it requires an assortment of strategies to manage students effectively.

In essence, this requires the to become educator something more than a provider of information. An educator may have to wear the hats of mentor, role model, disciplinarian, et cetera when handling student personalities. Educators should have the ability to connect with students to increase learning in the classroom and help students outside the classroom.

Here is a list of common personalities found in any classroom:

Shy

Shy students can be great from a behavioural viewpoint because they rarely cause any problems. Actually, they can easily fall into the educators' 'blind spots' and go unnoticed. That is why it is important to give these students some attention, but be careful not to focus too much on them as this may cause more withdrawal than previously experienced.

Mischievous

Mischievous students tend to cause problems or disruptions in the classroom. They are normally the 'fun' students in the classroom, but have to be properly managed to ensure they do not become a huge disruption to the class. These students are commonly referred to as class clowns, and if handled properly, can provide a fun element to the class.

The boss

The boss student is the student who likes to answer every question and is commonly found among younger learners, but not usually as students get older. However, it does happen to older students from time to time. These are the students who want to answer everything and are too eager to show they know all the answers. They are very happy when allowed to answer, but get very upset or sulk when that opportunity is given to someone else. These students can be so strong that they will defy instructions to show they know the answer such as standing up and writing on the board when asked to sit down or blurting out answers when asked to be quiet.

Unmotivated

These students have no desire to learn or study. This can be a real challenge to handle inside the classroom. Most of the time, the students are unmotivated because they do not see the relevancy of what is being studied, are not interested in the topics, or the material is far above their level. Regardless, the educator needs to find some means to motivate these students and have them learn.