

NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING
SAQA ID 61591 NQF 3 CREDITS 136

1. TARGET AUDIENCE

The programme is designed to meet the needs of those learners both employed or unemployed, who are desirous of obtaining skills and knowledge in End User Computing.

The programme provides skills and knowledge in key outcomes such as:

- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.
- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.
- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.

2. RECOMMENDED ENTRY CRITERIA

To enable the candidate to fulfil the requirements of this qualification it is assumed that the candidates will meet the following entry requirements:

- Communication at NQF Level 2 (Grade 10 or equivalent)
- Mathematical Literacy at NQF Level 2 (Grade 10 or equivalent)

3. METHODOLOGY

30% Classroom
70% Workplace

Skills Programmes 1 & 2 are trained as units but are not assessed as individual units. The unit standards in these skills programmes will be assessed in an integrated manner in skills programmes 4 & 6.

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Accreditation and Certifications

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4. DURATION

Comprehensive: Up to 40 face to face contact sessions

Blended learning: Up to 7 contact sessions (must have literacy and maths to Grade 11 level)

Online / Self-study: Up to 3 contact sessions with email and telephone support (must have literacy and maths to Grade 11 level)

5. CURRICULUM

Qualification certification requires that the candidates obtain credits towards three components:

Fundamental: All unit standards totalling 47 credits are compulsory

Core: All unit standards totalling 56 credits compulsory

Elective: Unit standards totalling 29 credits

For achievement of these requirements the program is delivered in Skills Programmes as per the below layout:

Skills Programme 1: Business Environment (Unit Standards Trained here and assessed later)

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental	110023	Present information in report format	4	6
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5
Fundamental	8973	Use language and communication in occupational learning programmes	3	5
Fundamental	8970	Write texts for a range of communicative contexts	3	5
Fundamental	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4

Skills Programme 2: Business Management (Unit Standards Trained here and assessed later)

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Elective	10135	Work as a project team member	4	8
Elective	10140	Apply a range of project management tools	4	8

Skills Programme 3: PC Concepts

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
Elective	258883	Use generic functions in a Graphical User Interface (GUI) - environment	1	4
		TOTAL CREDIT VALUE		7

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Skills Programme 4: MS Word

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental Assessments	8970	Write texts for a range of communicative contexts	3	5
Fundamental Assessments	8973	Use language and communication in occupational learning programmes	3	5
Elective Assessments	10135	Work as a project team member	4	8
Elective Assessments	10140	Apply a range of project management tools	4	8
Fundamental Assessments	110023	Present information in report format	4	6
Core	116942	Use a GUI-based word processor to create merged documents	3	3
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
		TOTAL CREDIT VALUE		45

Skills Programme 5: MS Excel

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet	4	3
Elective	258876	Work with spreadsheets	4	3
		TOTAL CREDIT VALUE		16

Skills Programme 6: MS PowerPoint

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental Assessments	8968	Accommodate audience and context needs in oral communication	3	5
Fundamental Assessments	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
		TOTAL CREDIT VALUE		19

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Skills Programme 7: Outlook & Internet

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Core	114076	Use computer technology to research a computer topic	4	3
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	4	3
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2
Core	116945	Use electronic mail to send and receive messages	2	2
		TOTAL CREDIT VALUE		14

Skills Programme 8: MS Access

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	3	3
Elective	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	4	6
		TOTAL CREDIT VALUE		9

Skills Programme 9: Mathematics – Credit accumulation transfer (CAT) – where applicable

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	3	4
Fundamental	11241	Perform Basic Business Calculations	3	6
		TOTAL CREDIT VALUE		22

6. NOT READY TO COMMIT TO THE FULL QUALIFICATION, YET?

You are also able to work toward this qualification by completing any of the above short skills programmes.

[Enquire with us](#)

To access our public schedule, [click here](#)

For in-house or customised training requirements get in touch [here](#)

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