

NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING



DURATION	LEVEL	SAQA QUALIFICATION ID	DELIVERY METHOD	MINIMUM CREDITS
12 Months	NQF Level 3	61591	Classroom	130

INTRODUCTION

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry. The qualification provides a balanced learning experience that lays the foundation for access to further education, lifelong learning and to productive employment.

AUDIENCE PROFILE

The National Certificate in IT: End User Computing at NQF Level 3, is intended for unemployed youth, employed personnel or new candidates entering the workplace, requiring End User Computing skills. The unit standards of this qualification may be added to other industry qualifications to provide an End User Computing focus with comparison, choice, interpretation and the application of knowledge.

PREREQUISITES

The learner is competent in skills gained at:

- Further Education and Training band up to NQF level 2
- End User Computing NQF level 1

MODULES

- Introduction to computers
- Microsoft Office
- Internet usage
- Effective business and report writing
- Oral Communication
- Managing Finances
- Practical Mathematics
- Statistics
- Understanding of HIV/AIDS in a workplace
- Managing teams

EXIT LEVEL OUTCOMES

Outcome 1:

Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.

Outcome 2:

Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.

Outcome 3:

Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.

Outcome 4:

Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.

Outcome 5:

Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.

Outcome 6:

Improve Communication by combining communication skills with End User Computing skills.

Outcome 7:
Improve the application of mathematical literacy in the workplace, by better utilising

End User Computing Applications.

Outcome 8:

Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.