NC INFORMATION TECHNOLOGY-END USER COMPUTING

(SAQA ID 61591- Level 3 – Learning Programme 49077)

Programme Name

National Certificate Information Technology—End User Computing, NQF Level 3, SAQA ID 61591 – Learning Programme 49077, (96) credits. - 47 CAT

Programme Purpose

- The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing
- It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in South African community and to respond to the challenges of the economic environment

Workplace Requirements

- Access to a computer
- Access to office environment
- Access to customer environment

Programme Description

This qualification is ideal for business people following the following fields

- Personal Assistant
- Reception
- Office Administrators
- Project Administrators

The unit standards of this qualification may be added to other industry qualifications to provide and End User Computing focus with comparison, choice, interpretation and the application of knowledge.

Target group

The National Certificate in IT: End User Computing at NQF Level 3 is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills.

Entry Requirements

- It is assumed that learners are competent in Communication and Mathematical literacy at NQF Level 3
- Matric

Programme Outcomes

Qualifying learner should be capable of:

- Competently apply the knowledge, techniques and skills of End User Computing applications in the work place
- Understand the impact and use Information Communication and Technology (ICT) in an organisation society
- Improve Communication by combining communication skills with End User Computing Skills
- Improve the application of mathematical literacy in the workplace, by better utilising applicable End User Computing Applications

Structure of the programme

The learnership Information Technology – End User Computing consists of:

- Classroom based learning
- On-the-job learning
- Coaching/Mentoring
- Assessment

Duration of the Programme

- Programme: 1 year
- Training Days: 22 Days
- Assessment Days: 22 Days
- Workplace experience: 9 Months

Number of learners per class: Minimum 15

Programme Roll-Out:

Type	Unit Standard	Unit standard Title	Level	Credits
Module 1 (5 days Facilitation and 5 days Assessments)				
Module 1: Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace. (MS WORD)				
Core	117924	Use a graphical user interphase (GUI)- based word processor to format documents	2	5
Core	116942	Use a GUI- based word processor to create merged documents	3	3
Core	119078	Use a GUI- based word processor to enhance a document through the use of tables and columns	3	5
Core	117923	Use a Graphical User Interphase (GUI)- based presentation application to prepare and produce a presentation according to a given brief	2	5
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5
				23 Credits
Module 2 (3 days Facilitation and 3 days Assessments)				
Module 2: Demonstrate and understand of applying GUI-based spreadsheet Application skills in the workplace.(MS Excel)				
Core	116937	Use a Graphical User Interphase (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
Core	116943	Using a Graphical User Interphase (GUI)-based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet	4	3
Core	116940	Use a Graphical User Interphase (GUI)-based spreadsheet application to solve a given problem	3	6
				13 Credits
Module 3 (4 days Facilitation and 4 days Assessments)				
Module 3: Demonstrate an understanding of applying GUI-based Electronic Mail application skills in the Workplace.(MS Outlook)				
Core	116945	Use electronic mails to send and receive messages	2	2
Core	116935	Enhance, edit and organise electronic messages using a Graphic User Interphase (GUI)-bases messaging applications	2	2
Core	116931	Use a Graphical User Interface (GUI)-based web – browser to search the Internet	2	4
Core	115391	Demonstrate an understanding of the principles of the internet and the world –wide-web	4	3
Core	114076	Use computer technology to research a computer topic	4	3
				14 Credits
Module 4 (5 days Facilitation and 5 days Assessments)				
Module 4: Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.				
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple database	3	3
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	114636	Demonstrate an understanding of preventative maintenance , environmental and safety issues in a computer environment	3	6
Elective	14947	Describe data communications	3	4
Elective	14912	Investigate the use of computer technology in an organisation	3	6
Elective	117928	Describe the application and effect of Information and Communication Technologies (ICT) on society	4	5
				27 Credits
Module 5 (5 days Facilitation and 5 days Assessments)				
Module 5 Advanced Unit Standards				
Elective	258877	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	4	4
Elective	258898	Review and create documents using a Graphical User Interface (GUI) based word processor	3	7
				11 Credits
In addition to the above, unit standards will be utilised to provide depth of specification of the outcomes ranges and the assessment criteria and processes				
Elective	7785	Function in a business environment	3	4
Elective	13931	Monitor and control the maintenance of office equipment	3	4
				8 Credits
Total Credits				**96**
Note: 47 Credits (Fundamentals) to be acquired by using the Credit Allocation Transfer for learners who have passed English and Maths at level 4				