

SAQA ID: 61591

LP: 49077

NQF Level: 3

Minimum Credits: 152

Training Days: 20

Assessment Days: 20

Total Contact Days: 40

Accreditation Body: MICTSETA

E-Learning Days: N/A

Workplace Experience: 10 Months

Self-study Days: N/A

**Qualification Description:**

This qualification builds a foundational entry into the field of Computer Sciences and Information Technology and is ideal for business people following the following fields: Personal Assistant; Reception; Office Administrators and Project Administrators. The unit standards of this qualification can be added to other industry qualifications to provide the basis of End User Computing knowledge and application.

**Programme Structure:**

Classroom-based Interactive Learning  
Workplace Learning  
On-the-Job Coaching & Mentoring  
Theoretical Assessment & Practical Workplace Observation

**Qualification Purpose:**

The purpose of this 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 Africa and to respond to the challenges of the economic environment.

**Qualification Target Group:**

End User Computing NQF Level 3 is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills.

**Minimum Entry Requirements:**

Competent in Communication (English) at NQF Level 4  
Competent in Mathematical Literacy at NQF Level 4

**Workplace Requirements:**

Access to a computer in an office environment with MS Office (Word, Excel, PowerPoint, Outlook, Access)  
Access to the Internet  
Access to Customers  
An allocated Workplace Mentor / Supervisor

**Qualification Outcomes:**

On completion of this qualification, the delegate should be able to:

- Competently apply the knowledge, techniques and skills of End User Computing applications in the workplace.
- 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.

# QUALIFICATION ROLL-OUT

Unit Standard Type	Unit Standard ID	Unit Standard Title	NQF Level	Credits
<b>MODULE 1: DEMONSTRATE AN UNDERSTANDING OF APPLYING GRAPHICAL USER INTERFACE (GUI)-BASED WORK PROCESSING APPLICATIONS</b>				
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
<b>MODULE 2: DEMONSTRATE AN UNDERSTANDING OF APPLYING GUI-BASED SPREADSHEET APPLICATIONS</b>				
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
<b>MODULE 3: DEMONSTRATE AN UNDERSTANDING OF APPLYING GUI-BASED ELECTRONIC MAIL APPLICATIONS</b>				
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 application.	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
<b>MODULE 4: DEMONSTRATE AN UNDERSTANDING OF THE USE OF ICT IN AN ORGANISATION &amp; THE IMPACT IT HAS ON SOCIETY</b>				
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
<b>MODULE 5: ADVANCED UNIT STANDARDS</b>				
Elective	258877	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical	4	4
Elective	258898	Review and create documents using a Graphical User Interface (GUI) based word	3	7
Elective	7785	Function in a business environment	3	4
Core	13931	Monitor and control the maintenance of office equipment	3	4
<b>MODULE 6 &amp; 7: COMMUNICATION AND NUMERACY SKILLS</b>				

56 Credits (Fundamental Communication and Mathematics) to be acquired by using the Credit Allocation Transfer based on Entry Level Criteria