

National Certificate: End User Computing

SAQA: 61591 | NQF Level: 3 | Total Credits: 130 | Duration: 1 Year (2 Semesters)

Accreditation Authority: Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA)

Boost your career with the End User Computing. This qualification provides you with practical IT Skills preparing you for roles in tech-driven workplaces. Gain proficiency in word processing, spreadsheets, email management and web browsing, making you an asset in any modern organisation.

Admission Requirements

To register for this qualification, candidates must meet one of the following criteria:

- ❖ National Certificate at NQF Level 2 or equivalent
- ❖ Recognition of Prior Learning (RPL) is available for candidates with relevant industry experience.

Qualification Structure

This qualification is structured to provide a comprehensive foundation in IT End User Computing. The qualification comprises of three components: Fundamental, Core and Elective modules, totalling a minimum of 130 credits delivered over the course of one year, the qualification is structured as follows:

| Unit Standard | Modules | NQF Level | Credits |
|---|--|-----------|---------|
| SEMESTER 1 | | | |
| Module 1: Information and Communication Technology | | | |
| 117925 | Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner. | 4 | 7 |
| Module 2: Microsoft Word | | | |
| 117924 | Use a Graphical User Interface (GUI)-based word processor to format documents | 4 | 6 |
| 119078 | Use a GUI-based word processor to enhance a document through the use of tables and columns | 4 | 6 |
| 116942 | Use a GUI-based word processor to create merged documents | 4 | 4 |
| Module 3: Microsoft PowerPoint | | | |
| 117923 | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief | 3 | 5 |
| 116930 | Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance | 3 | 5 |
| Module 4: Microsoft Access | | | |
| 116936 | Use a Graphical User Interface (GUI)-based presentation application to work with simple databases | 4 | 5 |
| 117927 | Use a Graphical User Interface (GUI)-based presentation application to solve a given problem | 3 | 5 |
| SEMESTER 2 | | | |
| Module 5: Internet and Email | | | |
| 115391 | Demonstrate an understanding of the principles of the internet and the world-wide-web | 4 | 4 |
| 116945 | Use electronic mail to send and receive messages | 4 | 10 |
| 116935 | Enhance, edit and organise electronic messages using a Graphic User Interface (GUI)-based messaging application | 4 | 5 |
| 116931 | Use a Graphical User Interface (GUI)-based web-browser to search the internet | 4 | 3 |
| 114076 | Use Computer technology to research a computer topic | 4 | 4 |

| Module 6 : Project Management | | | |
|-------------------------------|---|---|---|
| 10140 | Apply a range of project management tools | 4 | 9 |
| 10139 | Implement project administration processes according to requirements | 4 | 7 |
| 10135 | Work as a project team member | 4 | 9 |
| Module 7: Communication | | | |
| 8968 | Accommodate audience and context needs in oral communication | 3 | 5 |
| 8970 | Write texts for a range of communicative contexts | 3 | 5 |
| 8973 | Use language and communication in occupational learning programmes | 3 | 5 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business subsector, own organisation and a specific workplace | 3 | 4 |
| 110023 | Present information in report format | 4 | 6 |
| Module 8: Numeracy Skills | | | |
| 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 | 4 | 6 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 3 | 6 |
| 9013 | Describe, apply, analyse and calculate shape and motion in 2-and-3-dimensional space I different contexts | 4 | 6 |
| 9012 | Investigate life and work-related problems using data and probabilities | 4 | 7 |
| 11241 | Perform Basic Business Calculations | 4 | 6 |

Career Opportunities

Students for this qualification are equipped with the essential skills needed to excel in all industries. Upon completing this qualification, Students can pursue various career opportunities, including:

- ❖ Office Administrator
- ❖ Personal Assistant
- ❖ Data Entry Clerk
- ❖ Project Support Officer
- ❖ Customer Service Representative
- ❖ Sales and Marketing Support

Articulation Options

- ❖ Horizontal: National Certificate: Management (NQF Level 3)
- ❖ Vertical: Further Education and Training Certificate: IT Support (NQF Level 4)
- ❖ Diagonal: National Certificate in Project Management (NQF Level 4)