

National Certificate: Information Technology: End User Computing.

NOF LEVEL 3,

SAQA QUALIFICATION ID.
24293

MINIMUM CREDITS : 130

PURPOSE AND RATIONALE OF THE QUALIFICATION

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 the South African community and to respond to the challenges of the economic environment.

The qualification addresses the need in the workplace for nationally recognised qualifications, based on unit standards, which will allow learners with workplace experience in End User Computing to obtain recognition for prior learning.

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. It provides a balanced learning experience that lays the foundation for access to further education, life long learning and to productive employment.

A qualifying learner will be able to:

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
 - Understand the impact and use Information Communication & Technology (ICT) in an organisation and 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
- 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. 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.

Duration: 1 Year

Qualification :

IT National Certificate ; End user computing

**Certification Body : ISETT
SETA**

Entrance requirements:

Grade 11 (std 9) or an equivalent qualification or that level of education through experience (RPL)

Employment opportunities include:

End user computing, Data capturing,

Syllabus

First Semester

IT Principles

Word processing using MS word.

Spreadsheet using MS Excel

Numeracy Skills and basic Bookkeeping

Communication Skills

Administration

Second Semester

Internet Technology

Database management systems using Ms Access

Business presentations using MS PowerPoint

Computer Architecture

EXIT LEVEL OUTCOMES

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