

Programme Title	National Certificate: End User Computing
SAQA ID	61591
NQF Level	3
Credits	130
Duration	1 year
Admission Requirements	English Proficiency
Programme type	Available in Full time and Part time classes
MICT Learnership Code	12/Q120020/40/130/3

Description

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, lifelong learning and to productive employment.

Outcome 1:

Basic Computer Skills

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 1 Basic Computer Literacy	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
SP 1 Basic Computer Literacy	Core	114076	Use computer technology to research a computer topic	1	4
SP 1 Basic Computer Literacy	Elective	258883	Use generic functions in a Graphical User Interface (GUI)- environment	1	4

Outcome 2:

Word Processing

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 2 Word	Core	117924	Use a Graphical user Interface (GUI)- based word processor to format documents	2	5
SP 2 Word	Core	116942	Use a GUI- based word processor to create merged documents	3	3
SP 2 Word	Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5

Outcome 3:

PowerPoint

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 3 PowerPoint	Core	117923	Use a GUI- based presentation application to prepare and produce a presentation according to a given brief	2	5
SP 3 PowerPoint	Core	116930	Use a GUI- based presentation application to enhance presentation appearance	3	5

Outcome 4:

Excel

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 4 Excel	Core	116937	Use a Graphical user Interface (GUI)- based spreadsheet application to create and edit spreadsheets	2	4
SP 4 Excel	Core	116943	Using a GUI- based spreadsheet application, enhance the functionality and apply graph / charts to a spreadsheet	4	3
SP 4 Excel	Core	116940	Use a GUI-based spreadsheet application to solve a given problem.	3	6
SP 4 Excel	Elective	258876	Work with spreadsheets	4	3

Outcome 5:

Access

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 5 Access	Core	116936	Use a Graphical User Interface (GUI)- based database application to work with simple databases	3	3
SP 5 Access	Elective	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	4	6

Outcome 6:

Electronic mail

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 6 Electronic Mail	Core	116945	Use electronic mail to send and receive messages	2	2
SP 6 Electronic Mail	Core	116935	Enhance, edit and organise electronic messages using a GUI- based messaging application	2	2

Outcome 7:

Web browser

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 7 Web Browser	Core	116931	Use a GUI- based web-browser to search the Internet	2	4
SP 7 Web Browser	Core	115391	Demonstrate an understanding of the principles of the internet and world-wide-web	4	3

Outcome 8:

Communications

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 8 Communications	Fundamental	8968	Accommodate audience and context needs in oral communication	3	5
SP 8 Communications	Fundamental	8973	Use language and communication in occupational learning programmes	3	5
SP 8 Communications	Fundamental	8970	Write texts for a range of communicative contexts	3	5

SP 8 Communications	Fundamental	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
SP 8 Communications	Fundamental	110023	Present information in report format	4	6

Outcome 9:

Maths Literacy

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 9 Maths Literacy	Fundamental	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	3	2
SP 9 Maths Literacy	Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2- and 3- dimensional space in different contexts	3	4
SP 9 Maths Literacy	Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5
SP 9 Maths Literacy	Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
SP 9 Maths Literacy	Fundamental	11241	Perform Basic Business Calculations	3	6

Outcome 10:

Maintenance

Skills Programme	U/S Type	SAQA ID	Name	NQF	Credits
SP 10 Maintenance	Elective	13931	Monitor and control the maintenance of office equipment	3	4
SP 10 Maintenance	Elective	7785	Function in a business environment	3	4
SP 10 Maintenance	Elective	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	3	6

Note:

- Qualification is available as a Learnership

Certification upon successful completion

- Certificate: End User Computing – SAQA ID:61591 – MICTSETA (on successful completion of portfolio's assessed and moderated by MICTSETA)
- Provider End User Computing Certificate



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