NATIONAL CERTIFICATE:
INFORMATION TECHNOLOGY: END USER COMPUTING

NQF

3

SAQA

**61591
(LP: 49077)**

INSTRUCTOR LED TRAINING DAYS

26

DURATION

12 months

CREDITS

130

SETA

MICTSETA

AVAILABLE DELIVERY METHODOLOGY

Online
Online interface training with occasional support

Instructor Led
100% Trainer led methodology in order for learners to achieve applied competence

Blended
Variety of learning methodologies used for learners to achieve applied competence

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

This qualification is made up of fundamental, core and elective unit standards and a minimum of 130 credits is required to complete the qualification:

• Core unit standards totaling 56 credits are compulsory.
• Fundamental unit standards totaling 47 credits are compulsory.
• Elective unit standards totalling a minimum of 27 credits needs to be completed.

ENTRY CRITERIA

• It is assumed that the learner is competent in skills gained at the further education and training band up to NQF level 2.
• Further learning assumed is that learners are competent in End User Computing at NQF level 1.

SKILLS OUTCOMES

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

MARKET INFORMATION

Target Market: This qualification is designed to provide qualified learners with an undergraduate entry into the field of networking/system support, earning credits towards tertiary offerings in the fields of computer.
Target Industries: All industries that require staff to use a computer.
Training Equipment Required: Access to a computer.
Mentor Requirements: Mentor must have at least 5 years' experience.
Workplace Approval: This programme requires workplace approval.
Workplace Requirements: Learners must be exposed to all Outcomes related to this qualification.

RESOURCE REQUIREMENTS

• Peripherals.
• Display/Monitor • Keyboard and mouse • Printer (Where the venue does notaccommodate printing of POE) Software.
• Windows 7 OS system • Microsoft Office 2010 • Printer Driver (Where applicable) Internet access.

For more information on how your organisation can benefit, contact Training Force:

011 974 6633   info@trainingforce.co.za   www.trainingforce.co.za

INFORMATION TECHNOLOGY

GENERAL INFORMATION

Credit Accumulation Transfer (CAT): CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Part 1 and Part 2 of every Cluster.

Recognition of Prior Learning (RPL): RPL is available for this qualification.

Cluster 1 Part 1 – Communication – Credit Accumulation Transfer is applicable to the unit standards below:

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	8968	Accommodate audience and context needs in oral communication.	5
Fundamental	8970	Write texts for a range of communicative contexts.	5
Fundamental	8973	Use language and communication in occupational learning programmes.	5

Recommended training days for Cluster 1 Part 1 is 3 days.

Cluster 1 Part 2 – Report writing & HIV

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	110023	Present information in report format.	6
Fundamental	13915	Demonstrate knowledge and understanding of HIV / AIDS in a workplace, and its effects on a business subsector, own organization and a specific workplace.	4

Recommended training days for Cluster 1 Part 2 is 2 days.

Cluster 2 – Using ICT in an organisaton

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner.	3
Elective	13931	Monitor and control the maintenance of office equipment.	4
Elective	14913	Explain the principles of computer networks.	5
Elective	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment.	6
Elective	258883	Use generic functions in a Graphical User Interface (GUI)-environment.	4

Recommended training days for Cluster 2 is 4 days.

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Cluster 3 – Word Processing

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents.	5
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns.	5
Core	116942	Use a GUI-based word processor to create merged documents.	3

Recommended training days for Cluster 3 is 3 days.

Cluster 4 – Mathematical Literacy – Credit Accumulation transfer is applicable to the Unit Standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues.	5
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.	2
Fundamental	9012	Investigate life and work related problems using data and probabilities.	5
Fundamental	9013	Describe, apply, analyze and calculate shape and motion in 2-and 3-dimensional space in different contexts.	4
Fundamental	11241	Perform Basic Business Calculations.	6

Recommended training days for Cluster 4 is 4 days.

Cluster 5 – Research using ICT

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet.	4
Core	115391	Demonstrate an understanding of the principles of the internet and the worldwide-web.	3
Core	114076	Use computer technology to research a computer topic.	3

Recommended training days for Cluster 5 is 2 days.

Cluster 6 – Powerful presentations

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief.	5
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance.	5

Recommended training days for Cluster 6 is 2 days.

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Cluster 7 – Creating, Editing and Enhancing Spreadsheets

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets.	4
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem.	6
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph / charts to a spreadsheet.	3
Elective	258876	Work with Spreadsheets.	3

Recommended training days for Cluster 7 is 3 days.

Cluster 8 – Electronic emailing

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	116945	Use electronic mail to send and receive messages.	2
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application.	2

Recommended training days for Cluster 8 is 1 day.

Cluster 9 – Creating effective Databases

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	116936	Use a Graphical user Interface (GUI)-Based database application to work with simple databases.	3
Elective	117927	Use a Graphical user Interface (GUI)-based application to solve a given problem.	6

Recommended training days for Cluster 9 is 2 days.