



# National Certificate End-User Computing

**NQF LEVEL 3 SAQA ID: 49077**

**Credits: 130**

## GENERAL INFORMATION

### DELIVERY

- Instructor led
- Delivery can be full-time or part time (modular) around the availability of learners/employees.

### TRAINING DURATION

- 1 year on quarterly basis

### INTAKE

- Quarterly

### ADMISSION REQUIREMENTS

- NQF Level 2/Grade 10

### EXIT LEVEL OUTCOMES

On completion of the is qualification learners are able to:

- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.
- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in 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
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.

### CAREER OPPORTUNITIES

- Personal Assistants/Receptionists
- Office Administrators
- Project Administrator

## ABOUT US

Ginini Consulting (Pty) Ltd is accredited by MICT SETA for this qualification with Accreditation number ACC/2018/07/0027.

### PURPOSE OF THE QUALIFICATION

The aim 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.

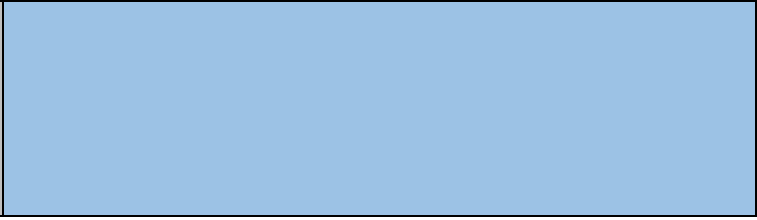
The qualification addresses the need in the workplace for nationally recognised qualifications, based on unit standards, which will allow learners with workplace experience in End User Computing to obtain recognition for prior learning.

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, lifelong learning and to productive employment.



**PRICE**

- R19 500(Vat Inclusive)
- Registration fee R1500 (once off)
- Deposit R7000
- Instalment (over 10 months) R1250
- Reassessment fee R350



## Qualification overview

Modules	Us Type	US ID	US Title	NQF Level	Credits
<b>Introduction to computers</b>					
1	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
<b>Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word processing Application skills in the Workplace.</b>					
2	Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
	Core	119078	Use a Graphical User Interface (GUI)-based word processor to enhance a document through the use of tables and columns	3	5
	Core	116942	Use a Graphical User Interface (GUI)-based word processor to create merged columns	3	3
<b>Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.</b>					
	Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
	Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6
	Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	4	3
<b>Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.</b>					
2	Core	117923	Use a Graphical User Interface (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>Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.</b>					
4	Core	116945	Use electronic mail to send and receive messages	2	2
	Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2
<b>Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.</b>					
5	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>Improve Communication by combining communication skills with End User Computing skills.</b>					
6	Fundamental	119472	Accommodate audience and context needs in oral communication	3	5
	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
	Fundamental	119467	Use language and communication in occupational learning programmes	3	5
	Fundamental	119465	Write texts for a range of communicative contexts	3	5
	Fundamental	110023	Present information in report format	4	6
	Elective	10135	Work as a project team member	4	8
<b>Office Administration</b>					
7	Elective	7785	Function in a business environment	3	4
	Elective	13931	Monitor and control the maintenance of office equipment	3	4
<b>Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications</b>					
8	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
	Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5
	Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4

	Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
	Fundamental	252435	Apply basic invoicing and accounting principles -	3	6
<b>Demonstrate an understanding of the use of Information Communications &amp; Technology (ICT) in an organisation &amp; the impact it has on societies.</b>					
9	Elective	14913	Explain the principles of computer networks	3	5
	Elective	14917	Explain computer architecture concepts	4	7
	Elective	117926	Identify and explain ICT risks and recommend security solutions	5	5