

National Certificate: Information Technology: End User Computing NQF 3



PURPOSE

The purpose of the qualification is to build the knowledge and skills required by learners in information technology: 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 course environment in the South African community and to respond to the challenges of the economic environment.

COURSE CONTENT

Module 1: Computer Basics

- Basic computer skills
- MS Excel
- MS PowerPoint
- MS Outlook
- Google sheets and forms
- Use a GUI-based word processor to enhance a document through the use of tables and columns

Module 2: Business Communication

- Accommodate audience and context needs in oral communication
- Use language and communication in occupational learning programmes
- Write texts for a range of communicative contexts
- Present information in report format

Module 3: Finance for Office Administrators

- Apply basic invoicing and accounting principles
- Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues
- Interpret basic financial statement

Module 4: Maths Literacy

- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts

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^COURSE CONTENT

Module 5: Project Management

- Work as a project team member
- Apply a range of project management tools

Module 6: Work and Career Orientation

- Investigate life and work-related problems using data and probabilities
- Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation, and a specific workplace

^DELIVERY

- Duration: 12 Months
- Delivery: Classroom/Online/Blended

^ENTRY LEVEL REQUIREMENTS

- Grade 10
- End User Computing at NQF level 1

^CAREER POSSIBILITIES

- Reception services
- Switchboard operations
- Financial administration
- Banking administration
- Personal/executive assistant services
- Typing
- Data capturing
- Project coordination
- Legal secretarial services
- Reception supervision
- Project coordination

^ACCREDITATION

- National Certificate: End User Computing
- Accreditation: MICT SETA
- SAQA ID: 61591
- NQF Level: 3
- Credits: 130

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