NATIONAL CERTIFICATE: END USER COMPUTING

NQF LEVEL 3 | CREDITS:131 | SAQA ID: 61591

REGENESYS
CORPORATE EDUCATION

PROGRAMME OVERVIEW

The purpose of this 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 in the End User Computing environment. This includes demonstrating an understanding of applying Word, Excel, Power Point and Outlook application skills in the workplace. 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 Learnings.

DURATION AND MODE OF DELIVERY

- The programme is offered over a period of 12 months
- Online, blended or face to face
- All options include self-study, assignment writing as well as examinations and group presentations and assessments

ENTRY REQUIREMENTS

- Communication NQF Level 4
- Computer Literacy NQF Level 4
- Mathematical Literacy NQF Level 4

ACCREDITATION

- National Certificate in End User Computing, NQF Level 3, Credits 131
- Accredited with MICTSETA – Media, Information and Communication Technologies Sector Education and Training Authority

EXIT LEVEL OUTCOMES

- Demonstrate an understanding of applying Graphical User Interface (GUI) based Word Processing application skills in the workplace
- Demonstrate an understanding of applying 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 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 Information Communications and Technology (ICT) in an organisation and the impact it has on societies

MODULE	UNIT STANDARD TITLE	LEVEL	CREDITS
Module 1: Information and Communication Technology (34 Credits)	117925: Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
	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
	11241: Perform basic business calculations	3	6
	8973: Use language and communication in occupational learning programmes	3	5
	7456: Use mathematics to investigate and monitor personal, business, national issues	3	5
	114636: Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	3	6
	14913: Explain the principles of computer networks	3	5
Module 2: Word Processing and Web Browser Application Skills (26 Credits)	117924: Use a Graphical User Interface (GUI) based word processor to format documents	2	5
	116942: Use a GUI-based word processor to create merged documents	3	3
	8970: Write texts for a range of communicative contexts	3	5
	116935: Enhance, edit and organise electronic messages using a GUI-based messaging application	2	2
	116931: Use a GUI-based web-browser to search	2	4
	116945: Use electronic mail to send and receive messages	2	2
Module 3: Spreadsheet Application Skills (24 Credits)	116937: Use a GUI-based spreadsheet application to create and edit spreadsheets	2	4
	116940: Use a GUI-based spreadsheet application to solve a given problem	3	6
	116943: Using a GUI-based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet	4	3
	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
	9013: Describe, apply, analyze and calculate shape and motion in 2- and 3-dimensional space in different contexts	3	4
	9012: Investigate life and work related problems using data and probabilities	3	5
Module 4: Presentation Application Skills (34 Credits)	117923: Use a GUI-based presentation application to prepare and produce a presentation according to a given brief	2	5
	116930: Use a GUI-based presentation application to enhance presentation appearance	3	5
	8968: Accommodate audience and context needs in oral communication	3	5
	258880: Utilise special features to enhance presentations	3	3
	7785: Function in a business environment	3	4
Module 5: Technology in the Workplace (25 Credits)	110023: Present information in report format	4	6
	115391: Demonstrate an understanding of the principles of the internet and the world wide web workplace	4	3
	114076: Use computer technology to research a computer topic	4	3
	14912: Investigate the use of computer technology in an organisation	3	6
	14917: Explain computer architecture concepts	4	7