

# National certificate

## Information technology-

### END-USER-COMPUTING

(NQF 3) SAQA QUALIFICATION ID: 49077

SAKHISISIZWE  
PROJECTS


EMPOWERED  
EDUCATION





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*The National Certificate in IT: End User Computing - NQF Level 3, is designed to meet the needs of learners who require end user computing skills in all sectors of the economy, as End User Computing is an essential skill in any business today. The qualification is designed to accommodate both learners in formal education and learners already employed. It aims to develop informed and skilled learners that can apply the acquired skills in any industry and should contribute towards improved productivity and efficiency in the workplace.*


## Programme Outcomes

 Office Word ⇒ Demonstrate an understanding of applying Graphical User Interface (GUI)-based **Word** Processing Application skills in the Workplace.

 PowerPoint ⇒ Demonstrate an understanding of applying Graphical User Interface (GUI)-based **Presentation** Application skills in the Workplace.

 Office Excel ⇒ Demonstrate an understanding of applying GUI-based **Spreadsheet** Application skills in the Workplace.

 Office Outlook ⇒ Demonstrate an understanding of applying GUI-based **Electronic Mail** Application skills in the Workplace.

 Explorer ⇒ Demonstrate an understanding of applying GUI-based **Web Browser** Application skills in the Workplace.



## CORE

UNIT STANDARD	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">1179 23</a>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	NQF 2	5
<a href="#">1169 30</a>	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	NQF 3	5
<a href="#">1169 37</a>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	NQF 2	4
<a href="#">1169 43</a>	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	NQF 4	3
<a href="#">1169 40</a>	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	NQF 3	6
<a href="#">1169 45</a>	Use electronic mail to send and receive messages	NQF 2	2
<a href="#">1169 35</a>	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	NQF 2	2
<a href="#">1169 31</a>	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	NQF 2	4
<a href="#">1153 91</a>	Demonstrate an understanding of the principles of the internet and the world-wide-web	NQF 4	3
<a href="#">1140 76</a>	Use computer technology to research a computer topic	NQF 4	3

## ELECTIVES

UNIT STANDARD	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">1146 36</a>	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	NQF 3	6
<a href="#">1494 7</a>	Describe data communications	NQF 3	4
<a href="#">1491 2</a>	Investigate the use of computer technology in an organisation	NQF 3	6
<a href="#">1179 28</a>	Describe the application and effect of Information and Communication Technologies (ICT) on society	NQF 4	5
<a href="#">7785</a>	Function in a business environment	NQF 3	4
<a href="#">1393 1</a>	Monitor and control the maintenance of office equipment	NQF 3	4



# NATIONAL CERTIFICATE: END-USER COMPUTING (NQF 3)

**The Certificate consists of 29 unit standards worth 130 credits:**

## UNIT STANDARDS:

<b>FUNDIMENTALS</b>			
UNIT CODE	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">8968</a>	Accommodate audience and context needs in oral communication	NQF 3	5
<a href="#">9010</a>	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	NQF 3	2
<a href="#">1391 5</a>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific work place	NQF 3	4
<a href="#">9013</a>	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF 3	4
<a href="#">9012</a>	Investigate life and work related problems using data and probabilities	NQF 3	5
<a href="#">1124 1</a>	Perform Basic Business Calculations	NQF 3	6
<a href="#">1194 67</a>	Use language and communication in occupational learning programmes	NQF 3	5
<a href="#">7456</a>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	NQF 3	5
<a href="#">1194 65</a>	Write texts for a range of communicative contexts	NQF 3	5
<a href="#">1100 23</a>	Present information in report format	NQF 3	6
<b>CORE</b>			
UNIT STANDARD	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">1 1 7 9 24</a>	Use a Graphical User Interface (GUI)-based word processor to format documents	NQF 2	5
<a href="#">1169 42</a>	Use a GUI-based word processor to create merged documents	NQF 3	3
<a href="#">1190 78</a>	Use a GUI-based word processor to enhance a document through the use of tables and columns	NQF 3	5

