**NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY END USER COMPUTING L3 CURRICULUM DESIGN**

**Qualification Details:**

**Qualification Name**

49077: National Certificate: Information Technology End User Computing

NQF Level 3

Total credits to be obtained after achievement: 146

**Purpose of the Qualification**

The purpose of the qualification is to build knowledge and skills required in End User Computing. It is intended to empower learners to acquire knowledge, skills and attitudes and values required to operate confidentiality in the End User Computing environment in the South African community and to respond to the challenges of the economic development

**Target Group**

* Learners who want acquire knowledge and skills in End User Computing

**Entry/Admission requirements**

* Foundational skills in English and Mathematics at NQF Level 2
* Grade 10 or equivalent.

**Qualification Duration: Notional hours 1300 1** Year (Full time)

**Possible Careers**

* Personal Assistants
* Office Administrators/ End User Support Administrator
* Project Administrators
* Data Captures
* Desktop support
* Executive Assistant

**49077: End User Computing Programme Content**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ID** | **UNIT STANDARD TITLE** | **NQF LEVEL** | **CREDITS** |
| Core | [117925](http://allqs.saqa.org.za/showUnitStandard.php?id=117925) | Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner | 02 | 3 |
| Core | [116935](http://allqs.saqa.org.za/showUnitStandard.php?id=116935) | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application | 02 | 2 |
| Core | [117923](http://allqs.saqa.org.za/showUnitStandard.php?id=117923) | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief | 02 | 5 |
| Core | [116937](http://allqs.saqa.org.za/showUnitStandard.php?id=116937) | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | 02 | 4 |
| Core | [116931](http://allqs.saqa.org.za/showUnitStandard.php?id=116931) | Use a Graphical User Interface (GUI)-based web-browser to search the Internet | 02 | 4 |
| Core | [117924](http://allqs.saqa.org.za/showUnitStandard.php?id=117924) | Use a Graphical User Interface (GUI)-based word processor to format documents | 02 | 5 |
| Core | [116945](http://allqs.saqa.org.za/showUnitStandard.php?id=116945) | Use electronic mail to send and receive messages | 02 | 2 |
| Core | [116936](http://allqs.saqa.org.za/showUnitStandard.php?id=116936) | Use a Graphical User Interface (GUI)-based database application to work with simple databases | 03 | 3 |
| Core | [116930](http://allqs.saqa.org.za/showUnitStandard.php?id=116930) | Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance | 03 | 5 |
| Core | [116940](http://allqs.saqa.org.za/showUnitStandard.php?id=116940) | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem | 03 | 6 |
| Core | [116942](http://allqs.saqa.org.za/showUnitStandard.php?id=116942) | Use a GUI-based word processor to create merged documents | 03 | 3 |
| Core | [119078](http://allqs.saqa.org.za/showUnitStandard.php?id=119078) | Use a GUI-based word processor to enhance a document through the use of tables and columns | 03 | 5 |
| Core | [115391](http://allqs.saqa.org.za/showUnitStandard.php?id=115391) | Demonstrate an understanding of the principles of the internet and the world-wide-web | 04 | 3 |
| Core | [114076](http://allqs.saqa.org.za/showUnitStandard.php?id=114076) | Use computer technology to research a computer topic | 04 | 3 |
| Core | [116943](http://allqs.saqa.org.za/showUnitStandard.php?id=116943) | Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet | 04 | 3 |
| Fundamental | [8968](http://allqs.saqa.org.za/showUnitStandard.php?id=8968) | Accommodate audience and context needs in oral communication | 03 | 5 |
| Fundamental | [9010](http://allqs.saqa.org.za/showUnitStandard.php?id=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 | 03 | 2 |
| Fundamental | [13915](http://allqs.saqa.org.za/showUnitStandard.php?id=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 | 03 | 4 |
| Fundamental | [9013](http://allqs.saqa.org.za/showUnitStandard.php?id=9013) | Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts | 03 | 4 |
| Fundamental | [9012](http://allqs.saqa.org.za/showUnitStandard.php?id=9012) | Investigate life and work related problems using data and probabilities | 03 | 5 |
| Fundamental | [11241](http://allqs.saqa.org.za/showUnitStandard.php?id=11241) | Perform Basic Business Calculations | 03 | 6 |
| Fundamental | [8973](http://allqs.saqa.org.za/showUnitStandard.php?id=8973) | Use language and communication in occupational learning programmes | 03 | 5 |
| Fundamental | [7456](http://allqs.saqa.org.za/showUnitStandard.php?id=7456) | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 03 | 5 |
| Fundamental | [8970](http://allqs.saqa.org.za/showUnitStandard.php?id=8970) | Write texts for a range of communicative contexts | 03 | 5 |
| Fundamental | [110023](http://allqs.saqa.org.za/showUnitStandard.php?id=110023) | Present information in report format | 04 | 6 |
| Elective | [14913](http://allqs.saqa.org.za/showUnitStandard.php?id=14913) | Explain the principles of computer networks | 03 | 5 |
| Elective | [7785](http://allqs.saqa.org.za/showUnitStandard.php?id=7785) | Function in a business environment | 03 | 4 |
| Elective | [10140](http://allqs.saqa.org.za/showUnitStandard.php?id=10140) | Apply a range of project management tools | 04 | 8 |
| Elective | [14917](http://allqs.saqa.org.za/showUnitStandard.php?id=14917) | Explain computer architecture concepts | 04 | 7 |
| Elective | [117927](http://allqs.saqa.org.za/showUnitStandard.php?id=117927) | Use a Graphical User Interface (GUI)-based database application to solve a given problem | 04 | 6 |
| Elective | [10135](http://allqs.saqa.org.za/showUnitStandard.php?id=10135) | Work as a project team member | 04 | 8 |
| Elective | [117926](http://allqs.saqa.org.za/showUnitStandard.php?id=117926) | Identify and explain ICT risks and recommend security solutions | 5 | 5 |
|  | | | | 146 |