

61591

National Certificate: Information Technology: End User Computing

NQF Level **03**

Credits: 131
Duration: 1 Year
Type: National Certificate

Accreditation
*Media, Information and Communication
Technologies Sector Education and Training
Authority (MICT SETA)*
Accreditation No: ACC/2015/07/0048

Entry Requirements

- A minimum of NQF level 2
- English Proficiency

Who is this training for?

- Those wishing to obtain an accredited and SAQA registered qualification in End User Computing.
- Any person qualified in other fields across the various sectors who need to gain the knowledge and skill in End User Computing.
- Persons entering the workplace.
- Those who wish to become computer literate or wishing to improve their computer skills.



SAQA 61591 National Certificate: Information Technology: End User Computing will equip learners with knowledge, skills, attitudes and values required to operate in the End User Computing environment and to respond to the challenges of the economic environment. People will also develop a range of skills that will enable them to be better-informed as workers in their chosen industry.

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, life long learning and to productive employment.

Skills and Knowledge Acquired

A person with an end user computing certificate is computer literate in the following:

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Using the internet.
- Using email.
- Creating, formatting and editing word documents in MS Word.
- Creating and working with spreadsheets in MS Excel.
- Create basic databases in MS Access
- Creating presentation slides in MS PowerPoint.

Apart from being computer literate, this qualification also teaches the person to:

- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace.
- Report Writing and Business Communication proficiency.
- Do basic investigation into life and work-related problems.
- Do basic business calculations and monitor the financial aspects of personal, business and national issues.
- Do basic research on computer related topics.

ENJO Consultants (Pty) Ltd

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2020-01

ETDP SETA: ETDP10602 | MICT SETA: ACC/2015/07/0048 | SABPP: 58116L125EC | QCTO: QCTOSDP00180907-1302



What does this Qualification Entail?

The unit standards for the National Certificate: Information Technology: End User Computing have been grouped together into modules (skills programmes) that focus on the different areas within the qualification.

| Type | ID | Title | NQF Level | Credits | Credits per Module |
|---|------------------------|---|-----------|---------|--------------------|
| Module 1: Business Communication & Report Writing | | | | | |
| Fundamental | 8968 | Accommodate audience and context needs in oral communication | 3 | 5 | 21 |
| Fundamental | 8970 | Write texts for a range of communicative contexts | 3 | 5 | |
| Fundamental | 8973 | Use language and communication in occupational learning programmes | 3 | 5 | |
| Fundamental | 110023 | Present information in report format | 4 | 6 | |
| Module 2: Numerical Skills | | | | | |
| 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 | 11 |
| 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 | |
| Module 3: Business Calculations, Economy & Budget | | | | | |
| Fundamental | 7456 | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 3 | 5 | 11 |
| Fundamental | 11241 | Perform Basic Business Calculations | 3 | 6 | |
| Module 4: Demonstrate knowledge and understanding of HIV/AIDS in a workplace | | | | | |
| 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 | 4 |
| Module 5: Introduction to Computers & Windows | | | | | |
| 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 | 7 |
| Elective | 258883 | Use generic functions in a Graphical User Interface (GUI)-environment | 1 | 4 | |
| Module 6: Microsoft Word: Basic | | | | | |
| Core | 117924 | Use a Graphical User Interface (GUI)-based word processor to format documents | 2 | 5 | 5 |
| Module 7: Microsoft Word: Intermediate | | | | | |
| Core | 119078 | Use a GUI-based word processor to enhance a document through the use of tables and columns | 3 | 5 | 12 |
| Elective | 258898 | Review and create documents using a Graphical User Interface (GUI)-based word processor | 3 | 7 | |
| Module 8: Microsoft Word: Advanced | | | | | |
| Core | 116942 | Use a GUI-based word processor to create merged documents | 3 | 3 | 7 |
| Elective | 258877 | Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor | 4 | 4 | |
| Module 9: Microsoft Excel: Basic | | | | | |
| Core | 116937 | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | 2 | 4 | 7 |
| Elective | 258879 | Change the appearance of a spreadsheet | 3 | 3 | |
| Module 10: Microsoft Excel: Intermediate | | | | | |
| Core | 116940 | Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem | 3 | 6 | 9 |

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| Type | ID | Title | NQF Level | Credits | Credits per Module |
|---|------------------------|---|-----------|---------|--------------------|
| Core | 116943 | Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet. | 4 | 3 | |
| Module 11: Microsoft Excel: Advanced | | | | | |
| Elective | 258876 | Work with spreadsheets | 4 | 3 | 3 |
| Module 12: Microsoft Access | | | | | |
| Core | 116936 | Use a Graphical User Interface (GUI)-based database application to work with simple databases. | 3 | 3 | 3 |
| Module 13: Microsoft PowerPoint: Basic | | | | | |
| Core | 117923 | Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief | 2 | 5 | 5 |
| Module 14: Microsoft PowerPoint: Intermediate/Advanced | | | | | |
| Core | 116930 | Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance | 3 | 5 | 8 |
| Core | 258880 | Utilise special features to enhance presentations | 3 | 3 | |
| Module 15: Emails (Outlook) | | | | | |
| Elective | 114984 | Manage electronic mail in a business environment | 3 | 2 | 8 |
| Core | 116935 | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application | 2 | 2 | |
| Core | 116945 | Use electronic mail to send and receive messages | 2 | 2 | |
| Elective | 258897 | Apply electronic messaging and calendar application | 2 | 2 | |
| Module 16: Using the Internet | | | | | |
| Core | 114076 | Use computer technology to research a computer topic | 4 | 3 | 10 |
| Core | 115391 | Demonstrate an understanding of the principles of the internet and the world-wide-web | 4 | 3 | |
| Core | 116931 | Use a Graphical User Interface (GUI)-based web-browser to search the Internet | 2 | 4 | |
| Total Credits for this Qualification | | | | | 131 |

How is this Qualification Completed?

This qualification can be completed as following:

- **Class Attendance**
 - This option is available to corporates and individuals.
- **Distance Learning**
 - Some of the modules may be completed via distance learning, however, the Microsoft training is only available as class-based learning and is available to corporates and individuals.
- **Recognition of Prior Learning (RPL)**
 - Qualifying learners may be able to complete the qualification as RPL.
- **Learnerships**
 - Qualifications can be presented for corporates as learnerships.
- **Support**
 - Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.

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When can I Enrol/Book for Training?

- Training can be enrolled for at any time of the year.

Does One Need to Write Exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

Assessment, Verification and Certification

- The Portfolios of Evidence will be assessed by a registered assessor.
- Each module will be assessed as it is completed.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- On successful completion of all the modules, ENJO Consultants will upload your results onto the MICT database.
- MICT SETA will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned as well as a certificate.

Bookings and Enquiries

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