

LEARNERSHIPS QUALIFICATION



National Certificate

END-USER COMPUTING

Level 3

SAQA ID: 61591

DURATION

12 MONTHS

**B-BBEE POINTS CLAIMABLE
FOR ALL LEARNERSHIPS**

**TAX CONCESSIONS APPLY BETWEEN
R80 000 - R120 000
PER CANDIDATE**

BOOK YOUR SEAT

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Level 3

Course Purpose

The National Certificate in IT: End User Computing – NQF level 3 qualification is a foundational and generic course that focuses on building employed or new learners entering a workplace where End User Computing skills are required. This qualification will provide learners with skills, comprehension, attitudes, and values that are essential to navigate in the information communication technology industry.

The certificate will enable qualifying candidates to:

- Improve knowledge and understanding of the Information Technology industry
- Monitor and control the maintenance of office equipment.
- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Communicate and articulate more effectively within the organisation.
- Improve the use of mathematical literacy in the workplace, using applicable End User Computing applications.
- Learn Microsoft excel, Microsoft Word, Microsoft PowerPoint, and spreadsheet application.

Who Should Study End-User Computing Level 3

This course is intended for employed and newly employed individuals entering a workplace and aiming at upskilling themselves and unemployed individuals who want to develop their skills and become more employable

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US	Name of Unit Standard
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner.
114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment.
14947	Describe data communications
14912	Investigate the use of computer technology in an organisation.
117928	Describe the application and effect of Information and Communication Technologies (ICT) on society.
11792	Use a Graphical User Interface (GUI)-based word processor to format documents (5).
116942	Use a GUI-based word processor to create merged documents (3)
119078	Use a GUI-based word processor to enhance a document using tables and columns (5).
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets.
116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet.
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem.
116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases.
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief.
116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance.
116945	Use electronic mail to send and receive messages.
116935	Enhance, edit, and organise electronic messages using a Graphical User Interface (GUI)-based messaging application.
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet.
115391	Demonstrate an understanding of the principles of the internet and the world-wide-web.
114076	Use computer technology to research a computer topic.
8968	Accommodate audience and context needs in oral communication.
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
11241	Perform Basic Business Calculations.
8973	Use language and communication in occupational learning programmes.
8970	Write texts for a range of communicative contexts.
110023	Present information in report format.
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.
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts.
9012	Investigate life and work-related problems using data and probabilities.
7456	Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues
7785	Function in a business environment
13931	Monitor and control the maintenance of office equipment



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**WE AIM TO BOOST YOUR COMPETITIVENESS IN THE MARKETPLACE AND
OUTRANK YOUR COMPETITORS**



COMPANY PROFILE

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TECHNICAL SUPPORT LEVEL 4

SAQA ID: 78964

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INTERACTIVE MEDIA LEVEL 5

SAQA ID: 49121

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