

# NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY – END USER COMPUTING



## Programme Overview

This occupational qualification builds the knowledge and skills of participants in End User Computing. It addresses the need in the workplace for essential computing skills through practical training applied to the effecting use of information, enhancing communication skills and the effective use of technology. This occupational qualification empowers participants to apply computing skills in all sectors of the economy.

## Core Modules

- Information and Communication Technology
- Word Processing and Web Browser Application Skills
- Spreadsheet Application Skills
- Presentation Application Skills
- Technology in the Workplace

The emphasis of the module assessment is on practical application. Students may be required to work as individuals or in teams/syndicates and will be required to address work-based challenges or relevant case study-based questions.

Organisation-specific projects and presentations may also be used to assess the module outcomes in an integrated manner.

## Exit Level Outcomes

Upon completion of this programme, you will be able to:

- Demonstrate an understanding of applying graphical user interface (GUI)-based word processing application skills in the workplace;
- Demonstrate an understanding of applying graphical user interface (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; and
- Demonstrate an understanding of the use of information communications and technology (ICT) in an organisation and the impact it has on societies.

## Entry Requirements

- The assumed learning to be in place are skills gained at the further education and training band up to NQF Level 2.

## Programme Structure

- The National Certificate: Information Technology – End User Computing is an NQF Level 3 qualification registered and accredited with the Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA) at 131 credits over a period of 12 months.

