

## **NATIONAL CERTIFICATE COURSE**

**INFORMATION TECHNOLOGY: End-User Computing**

**SAQA ID: 49077- NQF.L3- 130 CREDITS**

### **Rationale of the qualification**

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.

Subjects / unit standard integration

### **MICROSOFT OFFICE PROGRAMMES**

- IT Concept
- Microsoft Windows
- Word processing {MS-Word}
- Spreadsheet {MS Excel}
- Presentations {MS PowerPoint}
- Database Creation {MS Access}
- Desktop Publishing {MS Publisher}
- Internet & Email
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### **PROJECT ADMINISTRATION COURSES**

- Project tools application
- Project admin process implementation
- Work as project Team member

### **BUSINESS ADMINISTRATION COURSES**

- Function in a Business environment {Office Administration}
- Managing business incoming and outgoing mail
- Using and maintaining Office equipment
- Business communication
- Understanding HIV/AIDS in the workplace

### **BASIC NUMERACY AND LITERACY SKILLS**

- Financial mathematic
- Basic business calculations
- Basic measurements
- Language and communication

### **BASIC PC TECHNICIAN AND NETWORKING**

## CAREER OPPORTUNITIES

- Personal Assistants / Receptionists
- Helpdesk
- Office Administrators
- Project Administrators

## DURATION OF TRAINING

Full qualification- 12 months

Module / unit standard – 10 notional hour per credit

This course can be tailor-made to suit individual/ company's skills need

**PRE- QUALIFICATION/ Entry requirement: Grade.11 or equivalent**

**Cost per delegate:** *Refer to price list / courses are on part time or Fulltime*

