

Course title: COMPUTER COURSE {EUC}

Course Name	US type	Unit standards ID	US Title	NQF	Credits
End-User Computing Skills programme NQF.3	Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	Level 2	3
	Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	Level 2	2
	Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	Level 2	5
	Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	Level 2	4
	Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	4
	Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	5
	Core	116945	Use electronic mail to send and receive messages	Level 2	2
	Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	5
	Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	6
	Core	116942	Use a GUI-based word processor to create merged documents	Level 3	3
	Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	5
	Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	Level 4	3
	Core	114076	Use computer technology to research a computer topic	Level 4	3
				Total	50

RATIONALE OF THE QUALIFICATION:

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.

WHO SHOULD ATTEND THIS TRAINING

Anyone who requires computer skills or seeking to improve their end-User computing knowledge

WHAT YOU SHOULD BE ABLE TO DO AT COMPLETION

A learner 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.
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies

WHAT YOU CAN BECOME AT COMPLETION

- Personal Assistants / Receptionists
- Office Administrators

DURATION OF COURSE:

3 months {530 notional hours }

Learners to attend 3 months contact session {physical presence}/ Or on Distance learning. Compulsory 2 days contact session assessment days is required if on distance learning.

Course roll out

Refer to course timetable. Course can be rolled out at the delegates' premises in event of more than 7 delegates comes from same place/ company.

The unit standards can be customised to individual/ Company preference.

PRE-QUALIFICATION/ Entry criteria –

Grade.10 or an equivalent

