



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

National Certificate: End User Computing NQF L3

This qualification is accredited by the Media, Information and Communication Technologies Services Sector Education & Training Authority MICT SETA. National Certificate : Information Technology: End User Computing and material covers SAQA ID: 61591 (LP: 49077) at NQF level 3 worth 130 credits

Imsimbi Training is an accredited training provider with the , Accreditation number: , as well as a Level 1 Contributor BBBEE company.



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This National Certificate programme can also be offered as a 12-month learnership programme. Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 per employee tax rebate from SARS, which almost covers the full cost of the course.

26 days

COURSE OBJECTIVES

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

This qualification 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.

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, lifelong learning and to productive employment.

TARGET AUDIENCE

The qualification is ideal for business people in the following fields:

- Personal Assistants / Receptionists
- Office Administrators
- Project Administrators
- All Industries and Business Professionals that wants to gain or upskill their computer skills

ENTRY LEVEL REQUIREMENTS

Learners accessing this qualification are assumed to be competent in:

Skills gained at the further education and training band up to NQF level 2.

The National Certificate in IT: End User Computing at NQF Level 3, is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills.



WORKPLACE REQUIREMENTS

- Peripherals
- Display/Monitor • Keyboard and mouse • Printer (Where the venue does not accommodate printing of POE) Software
- Windows 7/8/10 OS system • Microsoft Office 2010/2016 or Office 365 • Printer Driver (Where applicable) Internet access

FISA Requirements: Final Integrated Summative Assessment is requirement for the successful completion of this learnership.

EXIT OUTCOMES

On completion of this qualification, the 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
- 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.
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organization & the impact it has on societies.



Learning Programme 1: ICT and MS Windows

US	Title	Credits
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	3
258883	Use generic functions in a Graphical User Interface (GUI)-environment	4
117928	Describe the application and effect of Information and Communication Technologies (ICT) on society	5
Total Credits		12
Total Number of Days		3

Learning Programme 2: Internet Explorer & Projects

US	Title	Credits
115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	3
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	4
114076	Use computer technology to research a computer topic	3
10135	Work as a Project Team Member	8
Total Credits		18
Total Number of Days		3



Learning Programme 3: MS Word

US	Title	Credits
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	5
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	5
116942	Use a GUI-based word processor to create merged documents	3
258898	Review and create documents using a Graphical User Interface (GUI)-based word processor	7
Total Credits		20
Total Number of Days		3

Learning Programme 4: MS Outlook

US	Title	Credits
116945	Use electronic mail to send and receive messages	2
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2
Total Credits		4
Total Number of Days		1



Learning Programme 5: MS PowerPoint

US	Title	Credits
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	5
116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	5
Total Credits		10
Total Number of Days		1

Learning Programme 6: MS Excel

US	Title	Credits
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	4
116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	3
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6
258879	Change the appearance of a spreadsheet	3
Total Credits		16
Total Number of Days		4



Learning Programme 7: MS Access

US	Title	Credits
116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	3
Total Credits		3
Total Number of Days		1

Learning Programme 8: Financial Literacy

US	Title	Credits
11241	Perform Basic Business Calculations	6
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5
Total Credits		11
Total Number of Days		2

Learning Programme 9: Communication

US	Title	Credits
8973	Use language and communication in occupational learning programmes	5
8968	Accommodate audience and context needs in oral communication	5
8970	Write texts for a range of communicative contexts	5
110023	Present information in report format	6
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	4
Total Credits		25
Total Number of Days		4



Learning Programme 10: Mathematical Literacy

US	Title	Credits
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	2
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
9012	Investigate life and work related problems using data and probabilities	5
Total Credits		11
Total Number of Days		3
Final Practical Summative Assessments		
Number of Days		1
Total no. of days		26

