



2015 FACT SHEET FIELD OF STUDY: COMPUTER PROGRAMMING FACULTY OF INFORMATION TECHNOLOGY

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
NC:IT: END USER COMPUTING	61591	LEVEL 3	130

DESCRIPTION

The End User Computing Programme is intended to empower learners to acquire the knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and the world at large, and to respond to the challenges of the economic environment. The qualification addresses the need in the workplace for nationally recognised qualifications, based on unit standards.

CAREER FIELDS

Learners could pursue a career as a/an:

- End User Support Administrator
- Data Capturer
- Office Administrator (Admin Assistant)

PROGRAMME OUTLINE

Word Processing

- Format documents
- Enhance a document through the use of tables and columns
- Create merged documents

Power Point Presentation

- Prepare and produce a presentation according to given brief
- Enhance presentation appearance

Spreadsheets

- Create and edit Spreadsheets
- Solve a given problem
- Enhance the functionality and apply graph/charts to a Spreadsheets

Using Electronic Mail

- Enhance, edit and organise electronic messages using a GUI-based messaging application
- Use electronic mail to send and receive messages

Using the Internet

- Use computer technology to research a computer topic
- Principles of the internet and the world-wide-web
- Searching the Internet
- Using computer technology to research

Basic PC and IT concepts

- Principles of computer networks
- Computer architecture concepts
- Data communications
- Preventative maintenance, including environmental and safety issues in a computer environment
- Concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner
- The application and effect of Information and Communication Technologies (ICT) on society

Database

- Solve given problems
- Working with simple databases

Fundamentals

- Fundamental English 1st Language and HIV/AIDS
- Fundamental Maths

Workplace Learning

This programme includes a compulsory Workplace Learning component. Workplace learning provides important opportunities for professional and personal growth. It addresses specific competencies identified for the acquisition of the qualification, which relates to the development of skills that will make the learner employable and will assist in developing his/her personal skills.

