



INFORMATION TECHNOLOGY

END USER COMPUTING

LEVEL 3 SAQA ID - 49077

130 CREDITS



CONTENTS

01 | ENTRY REQUIREMENTS

01 | COURSE OBJECTIVE

02 | QUALIFICATION OUTCOME

03 | TRAINING OUTCOME



ENTRY 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**.

COURSE OBJECTIVE

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, life long learning and to productive employment.





QUALIFICATION OUTCOME

ON ACHIEVING 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 GUI-based Spreadsheet 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 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 organisation & the impact it has on societies.

Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed and may carry them over to other qualifications to which they are applicable.

Learners may also retain the credits until a later stage should studies be recommended, provided the Unit Standards are still relevant to the qualification.

TRAINING OUTCOME

UNIT STANDARDS

CORE

	ID	CREDITS
Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	117925	3
Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	116935	2
Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923	5
Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	116937	4
Use a Graphical User Interface (GUI)-based web-browser to search the Internet	116931	4
Use a Graphical User Interface (GUI)-based word processor to format documents	117924	5
Use electronic mail to send and receive messages	116945	2
Use a Graphical User Interface (GUI)-based database application to work with simple databases	116936	3
Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	116930	5
Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	116940	6
Use a GUI-based word processor to create merged documents	116942	3
Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	5
Demonstrate an understanding of the principles of the internet and the world-wide-web	115391	3
Use computer technology to research a computer topic	114076	3
Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	116943	3

TRAINING OUTCOME

UNIT STANDARDS

FUNDAMENTALS

	ID	CREDITS
Accommodate audience and context needs in oral communication	8968	5
Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	9010	2
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	4
Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9013	4
Investigate life and work related problems using data and probabilities	9012	5
Perform Basic Business Calculations	11241	6
Use language and communication in occupational learning programmes	8973	5
Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	7456	5
Write texts for a range of communicative contexts	8970	5
Present information in report format	110023	6



TRAINING OUTCOME

UNIT STANDARDS

ELECTIVE

	ID	CREDITS
Use generic functions in a Graphical User Interface (GUI)-environment	258883	4
Apply electronic messaging and calendar application	258897	2
Change the appearance of a spreadsheet	258879	3
Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	114636	6
Describe data communications	14947	4
Describe the principles of Computer Programming	14918	5
Explain the principles of computer networks	14913	5
Function in a business environment	7785	4
Investigate the use of computer technology in an organisation	14912	6
Manage electronic mail in a business environment	114984	2
Monitor and control the maintenance of office equipment	13931	4
Review and create documents using a Graphical User Interface (GUI)-based word processor	258898	7
Utilise special features to enhance presentations	258880	3
Apply a range of project management tools	10140	8
Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	258877	4
Describe the application and effect of Information and Communication Technologies (ICT) on society	117928	5
Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	258881	5

TRAINING OUTCOME

UNIT STANDARDS

ELECTIVE CONTINUED

ID

CREDITS

Design forms and reports using a Graphic User Interface (GUI) based database	258875	4
Ensure spreadsheet integrity to enhance reliability	258878	3
Explain computer architecture concepts	14917	7
Implement project administration processes according to requirements	10139	5
Interpret basic financial statements	117156	4
Manipulate data and ensure integrity	258882	4
Use a Graphical User Interface (GUI)-based database application to solve a given problem	117927	6
Work as a project team member	10135	8
Work with spreadsheets	258876	3
Identify and explain ICT risks and recommend security solutions	117926	5

FOR BOOKINGS



+27 11 492 1254



training@amasiko.co.za

www.amasiko.co.za

