



Executive Summary

Qualification	National Certificate: End User Computing
Qualification ID	49077 recorded against 61591
NQF Level	3
Minimum Credits	130
Duration	12 months
Field	Physical, Mathematical, Computer and Life Sciences
Subfield	Information Technology and Computer Sciences
ETQA	MICT SETA
Purpose	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.

Entry Requirements

It is assumed that the learner is competent in skills gained at the further education and training band up to NQF Level 2. Further learning assumed is that learners are competent in End User Computing at NQF Level 1.



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Exit Level Outcomes

1. Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.
2. Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.
3. Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.
4. Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.
5. Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.
6. Improve Communication by combining communication skills with End User Computing skills.
7. Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.
8. Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.

The KLM Empowered X-Perience



X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1

Using A Web Browser

ID	Unit Standard Title	Level	Credits
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
114076	Use computer technology to research a computer topic	4	3
115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	4	3
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4
258883	Use generic functions in a Graphical User Interface (GUI)-environment	1	4
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Total			22

2

Using Microsoft Office Word

ID	Unit Standard Title	Level	Credits
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
116942	Use a GUI-based word processor to create merged documents	3	3
8970	Write texts for a range of communicative contexts	3	5
Total			18

3

Using Microsoft Office PowerPoint

ID	Unit Standard Title	Level	Credits
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
8973	Use language and communication in occupational learning programmes	3	5
8968	Accommodate audience and context needs in oral communication	3	5
Total			24

4

Using Microsoft Office Excel

ID	Unit Standard Title	Level	Credits
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6
116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	4	3
258876	Work with spreadsheets	4	3
11241	Perform Basic Business Calculations	3	6
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	3	2
Total			24

5

Using Microsoft Office Outlook

ID	Unit Standard Title	Level	Credits
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2
116945	Use electronic mail to send and receive messages	2	2
110023	Present information in report format	4	6
10135	Work as a project team member	4	8
Total			18

6

Using Microsoft Office Access

ID	Unit Standard Title	Level	Credits
116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	3	3
117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	4	6
9012	Investigate life and work related problems using data and probabilities	3	5
10140	Apply a range of project management tools	4	8
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	3	4
Total			26

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The Greatness Effect