

National Certificate: Information Technology: End User Computing

NQF 3 – SAQA ID 61591 LP 49077, Credits: 130

Introduction

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.

The qualification addresses the need in the workplace for nationally recognised qualifications, based on unit standards, which will allow learners with workplace experience in End User Computing to obtain recognition for prior learning.

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.

Admission 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.

Duration

You should be able to complete this course within 12 months.

Learning Areas

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Understand the impact and use Information Communication & Technology (ICT) in an organisation and society.
- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace, by better utilising applicable End User Computing Applications

Certification

Upon successful completion of this section of the programme, you will receive a National Certificate: Information Technology: End User Computing, after the MICTSeta has done a verification visit.

Career Opportunities

- Personal Assistants / Receptionists
- Office Administrators
- Project Administrators