



# INFORMATION TECHNOLOGY AND COMPUTERS NATIONAL CERTIFICATE

## INFORMATION TECHNOLOGY: END USER COMPUTING

**SAQA QUAL ID: 49077    NQF Level 3**  
**Minimum Credits: 130**

### COURSE OBJECTIVES

This programme is appropriate for any person involved in the workplace. A qualifying learner will be able to:

- 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 applications.

### WHO SHOULD ATTEND?

- Administrative Assistants;
- Office Administrators;
- Personal Assistants;
- Office Clerks; and
- Staff members aspiring to administrative positions.

### CAMPUS

- ATTI Nelspruit.

### MINIMUM ADMISSION REQUIREMENTS

- To enter this program you must successfully complete the Front Office Assessment;
- Recognition of Prior learning will be applicable in certain circumstances. This will be dealt with on an individual basis;
- Grade 11; or with 2 years relevant experience;
- Communication and Numeracy Skills at Level 3; and
- All applicants are subject to selection.

### DURATION

- 12 months;

### PRESENTATION FORMAT

- Theoretical / practical contact sessions.
- Day Classes

### ASSESSMENT / EVALUATION

- Continues Integrated Formative and Summative Assessment;
- Simulations;
- Written Assessments; and
- Practical Portfolio of Evidence.

### INTAKE FOR THE QUALIFICATION

- January & February

### ADDITIONAL COSTS

Examination Re-writes, Late Submissions, Lost Student Cards and Penalty fees for late payments after the 7th of each month

### POSSIBLE FURTHER STUDIES

- Diploma: Office Administration NQF L6 - SAQA ID 35958;
- National Diploma: Technical Financial Accounting; and
- Further Education and Training Certificate Information Technology: Technical Support - The candidate must comply with the minimum requirements.

### POSSIBLE CAREERS

- Office Administrator;
- Customer Care and Relations Assistant;
- Personal Assistant, Project Team Member;
- Call Centre Operator;
- Data Capturer;
- Office Clerk;
- Cashier;
- Executive Secretary; and
- Receptionist.

### SUBJECTS / LEARNING AREAS:

- PC Basics
- Internet Explorer
- Hardware Concepts
- Team Participation
- MS Word 2010
- MS Excel 2010 Basic
- Basic Business Mathematics
- MS Outlook 2010 Basic
- Communication Skills
- MS Access 2010 Basic
- MS PowerPoint 2010
- MS Windows 7

### CERTIFICATION

- MICT SETA Certification Programme.