

National Certificate: IT End User Level 3

SAQA Qualification ID 61591, NQF Level 3, 130 Credits | 20 OPISA CPD Points

Introduction

Its fun, fast paced and to the point – it's the MS Office Boot camp. Obtain the most sought after qualification for Office Professionals – The National Certificate in IT End User. No exams! Simply complete and submit assignments.

In order to thrive in a rapidly changing technological environment, it is imperative to develop your computer skills. A nationwide survey found that computer literacy requirements for all job levels has increased dramatically over the last few years, and will continue to do so. This qualification is probably the handiest tool you will acquire in your career.

Many of the competencies used in the IT profession have been acquired through short courses and on-the-job training, which did not provide formal recognition of the knowledge and skills acquired.

For productivity skills development, we provide relevant interaction to ensure that you grasp the latest and fastest way of performing tasks. You will leave able to immediately apply your new efficiency tools in your work environment.

This qualification is ideal for candidates who have been working in an administrative position for a minimum of one year as the sessions cover gap-training of concepts and principles relating to the specific topics and outcomes of this qualification. These sessions will also facilitate understanding of the evidence required to be collected for the delegates Portfolio of Evidence.

Delegates are required to complete a Portfolio of Evidence.

Entry Requirements

Learners accessing this qualification are assumed to be competent in: Communication, Mathematical and Computer Literacy at NQF Level 3 (Grade 10).

Qualification Objectives

- Create, edit and enhance document appearance; and create merged documents
- Create and edit and enhance the appearance of presentations
- Create, edit and enhance the functionality of spread sheet and apply graphs/charts
- Enhance, edit and organise e-mail messages
- Use a web-browser to search and use information from the internet
- Combining computing skills with fundamental communicating skills
- Improvement of mathematical literacy by utilising computing applications to solve various aspects of personal life and business
- An understanding of impact of ICT and its use in an organisation

Qualification Outline

Module 1 and 2: Understanding IT

- IT hardware and software
- IT safety and security
- IT legislation
- MS Windows
- MS Internet Explorer

Module 3 and 4: Presentation Skills using PowerPoint

- MS PowerPoint efficiency tools
- Presentation Skills

Module 5 and 6: Business Writing using Word

- MS Word efficiency tools
- Report writing skills

Module 7 and 8: Business Calculations using Excel

- MS Excel efficiency tools
- Basic business calculations
- Survey design and reporting

Module 9 and 10: Getting things done using Outlook

- MS Outlook efficiency tools