



LEARNING &
DEVELOPMENT

Blended Learning

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Programme Name	National Certificate: Information Technology: End User Computing				
SAQA ID	61591	NQF Level	3	Credits	130

Exit Level Outcomes	<ol style="list-style-type: none"> 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.
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Programme Methodology	A blended learning approach, consisting of face-to-face classroom sessions and virtual classroom learning.
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Programme Delivery	<ul style="list-style-type: none"> • The qualification is delivered over 1 year. • Attended by learners in a classroom situation with learning activities that include individual, group and self-study activities as well as practical reinforcement within a structured work environment, with workplace activities, exposure, coaching, mentoring activities and assessments.
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Pre-requisites	<ul style="list-style-type: none"> • 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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Learner Support	<p>Learner Support caters for 2 hours per learner, using the following platforms:</p> <ul style="list-style-type: none"> • Google Meet • WhatsApp • Emailing • Skype • Tele-conferencing
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Classroom Tools	<p>The following tools/resources are used in this learning programme:</p> <ul style="list-style-type: none"> • Google Classroom • Various online activities platforms • Electronic training materials • YouTube • Google Meet • WhatsApp • Emailing • Skype • Tele-conferencing
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LEARNING PROGRAMMES

Learning Programme 1 Introduction to Information Technology

ELO	US ID	US Title	Level	Credits
8. Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner.	2	3
	258883	Use generic functions in a Graphical User Interface (GUI)-environment.	1	4
	Total Credits			7

Learning Programme 2 Introduction to MS Word

ELO	US ID	US Title	Level	Credits
1. Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.	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
	258898	Review and create documents using a Graphical User Interface (GUI)-based word processor.	3	7
	116942	Use a GUI-based word processor to create merged documents.	3	3
	Total Credits			20

Learning Programme 3 Introduction to Internet Explorer

ELO	US ID	US Title	Level	Credits
5. Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.	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
	114076	Use computer technology to research a computer topic.	4	3
	Total Credits			10

Learning Programme 4 Introduction to MS Outlook

ELO	US ID	US Title	Level	Credits
4. Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.	116945	Use electronic mail to send and receive messages.	2	2
	258897	Apply electronic messaging and calendar application.	2	2
	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application.	2	2
	Total Credits			6

Learning Programme 5 Introduction to MS PowerPoint

ELO	US ID	US Title	Level	Credits
2. Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.	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
	258880	Utilise special features to enhance presentations.	3	3
	Total Credits			13

Learning Programme 6 Introduction to MS Excel

ELO	US ID	US Title	Level	Credits
3. Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets.	2	4
	258879	Change the appearance of a spreadsheet.	3	3
	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet.	4	3
	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem.	3	6
	258878	Ensure spreadsheet integrity to enhance reliability.	4	3
	Total Credits			19

Learning Programme 7 Introduction to MS Access

ELO	US ID	US Title	Level	Credits
3. Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases.	3	3
	258875	Design forms and reports using a Graphic User Interface (GUI) based database.	4	4
	117927	Use Graphical User Interface (GUI)-based database application to solve a given problem.	4	6
	Total Credits			13

Learning Programme 8 Introduction to Financial Literacy

ELO	US ID	US Title	Level	Credits
7. Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.	11241	Perform Basic Business Calculations.	3	3
	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues.	3	4
	Total Credits			10

Learning Programme 9 Communication

ELO	US ID	US Title	Level	Credits
6. Improve Communication by combining communication skills with End User Computing skills.	8973	Use language and communication in occupational learning programmes.	3	5
	8968	Accommodate audience and context needs in oral communication.	3	5
	8970	Write texts for a range of communicative contexts.	3	5
	110023	Present information in report format.	4	6
	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 Credits			25

Learning Programme 10 **Mathematical Literacy**

ELO	US ID	US Title	Level	Credits
7. Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.	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
	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts.	3	4
	9012	Investigate life and work-related problems using data and probabilities.	3	5
				Total Credits