



Level 2 – BBB-EE



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Level 1 – BBB-EE

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Promoting Skills

Imparting Experience

Enhancing Employability

National Certificate: Information Technology - End User Computing NQF3 SAQA ID 49077

Unit Standards Covered in this 6 Month Learnership Facilitated Online or Face-to-Face

Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet
Core	114076	Use computer technology to research a computer topic
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner
Core	116945	Use electronic mail to send and receive messages
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application
Elective	258897	Apply electronic messaging and calendar application
Elective	114984	Manage electronic mail in a business environment
Elective	14912	Investigate the use of computer technology in an organisation
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet
Elective	14913	Explain the principles of computer networks
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	116942	Use a GUI-based word processor to create merged documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
Elective	14947	Describe data communications
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Elective	258880	Utilise special features to enhance presentations
Elective	7785	Function in a business environment
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases
Elective	13931	Monitor and control the maintenance of office equipment

N.B. It is assumed that Learners have achieved Maths and English at NQF3 Level

Training Costs, recovered through SARS Allowances!