ACCREDITATION NUMBER WITH MICT SETA: LPA/00/2020/07/0004

SAQA QUALI FICATION   : 61591
SAQA QUALIFICATION TITLE: : NATIONAL CERTIFICATE INFORMATION TECHNOLOGY
                               END USER COMPUTING
NQF LEVEL   : 3
CREDITS: : 130

SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI) -based messaging application	2	2
117923	Use a Graphical User Interface (GUI) -based presentation application to prepare and produce a presentation according to a given brief	2	5
116937	Use a Graphical User Interface (GUI) -based spreadsheet application to create and edit spreadsheets	2	4
116931	Use a Graphical User Interface (GUI) -based web -browser to search the Internet	2	4
117924	Use a Graphical User Interface (GUI) -based word processor to format documents	2	5
116945	Use electronic mail to send and receive messages	2	2
116936	Use a Graphical User Interface (GUI) -based database application to work with simple databases	3	3
116930	Use a Graphical User Interface (GUI) -based presentation application to enhance presentation appearance	3	5
116940	Use a Graphical User Interface (GUI) -based spreadsheet application to solve a given problem	3	6
116942	Use a GUI -based word processor to create merged documents	3	3
119078	Use a GUI -based word processor to enhance a document through the use of tables and columns	3	5
116943	Using a Graphical User Interface (GUI) -based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	4	3
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
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
9013	Describe, apply, analyse and calculat e shape and motion in 2 -and 3 -dimensional space in different contexts	3	4

SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
9012	Investigate life and work -related problems using data and probabilities	3	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
116932	Operate a personal computer system	1	3
117902	Use generic functions in a Graphical User Interface (GUI) - environment	1	4
117867	Managing files in a Graphical User Interface (GUI) environment	1	3
116938	Use a Graphical User Interface (GUI) based word processor to create and edit documents	1	4
117927	Use a graphical User interface (GUI) based database application to solve a given problem	4	6
119457	Interpret and use information from texts	3	5
119465	Write/present/sign texts for a range of communicative contexts	3	5
119467	Use language and communication in occupational learning programmes	3	10
119472	Accommodate audience and context needs in oral/signed communication	3	10
7785	Function in a business environment	3	5
10135	Work as a project team member	3	5
10139	Implement project administration processes according to requirements	4	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on business sub- sector own organization and a specific workplace.	3	4