

Course	NQF level	Credits
National Certificate: Information Technology: End User Computing	NQF Level 03	130
Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	NQF Level 02	3
Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	NQF Level 02	2
Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	NQF Level 02	5
Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	NQF Level 02	4
Use a Graphical User Interface (GUI)-based web-browser to search the Internet	NQF Level 02	4
Use a Graphical User Interface (GUI)-based word processor to format documents	NQF Level 02	5
Use electronic mail to send and receive messages	NQF Level 02	2
Use a Graphical User Interface (GUI)-based database application to work with simple databases	NQF Level 03	3
Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	NQF Level 03	5
Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	NQF Level 03	6
Use a GUI-based word processor to create merged documents	NQF Level 03	3
Use a GUI-based word processor to enhance a document through the use of tables and columns	NQF Level 03	5
Demonstrate an understanding of the principles of the internet and the world-wide-web	NQF Level 04	3
Use computer technology to research a computer topic	NQF Level 04	3

Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	NQF Level 04	3
Accommodate audience and context needs in oral communication	NQF Level 03	5
Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	NQF Level 03	2
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	NQF Level 03	4
Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 03	4
Investigate life and work related problems using data and probabilities	NQF Level 03	5
Perform Basic Business Calculations	NQF Level 03	6
Use language and communication in occupational learning programmes	NQF Level 03	5
Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	NQF Level 03	5
Write texts for a range of communicative contexts	NQF Level 03	5
Present information in report format	NQF Level 04	6
Use generic functions in a Graphical User Interface (GUI)-environment	NQF Level 01	4
Apply electronic messaging and calendar application	NQF Level 02	2
Change the appearance of a spreadsheet	NQF Level 03	3
Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	NQF Level 03	6
Describe data communications	NQF Level 03	4
Describe the principles of Computer Programming	NQF Level 03	5
Explain the principles of computer networks	NQF Level 03	5
Function in a business environment	NQF Level 03	4
Investigate the use of computer technology in an organisation	NQF Level 03	6
Manage electronic mail in a business environment	NQF Level 03	2

Monitor and control the maintenance of office equipment	NQF Level 03	4
Review and create documents using a Graphical User Interface (GUI)-based word processor	NQF Level 03	7
Utilise special features to enhance presentations	NQF Level 03	3
Apply a range of project management tools	NQF Level 04	8
Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	NQF Level 04	4
Describe the application and effect of Information and Communication Technologies (ICT) on society	NQF Level 04	5
Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	NQF Level 04	5
Design forms and reports using a Graphic User Interface (GUI) based database	NQF Level 04	4
Ensure spreadsheet integrity to enhance reliability	NQF Level 04	3
Explain computer architecture concepts	NQF Level 04	7
Implement project administration processes according to requirements	NQF Level 04	5
Interpret basic financial statements	NQF Level 04	4
Manipulate data and ensure integrity	NQF Level 04	4
Use a Graphical User Interface (GUI)-based database application to solve a given problem	NQF Level 04	6
Work as a project team member	NQF Level 04	8
Work with spreadsheets	NQF Level 04	3
Identify and explain ICT risks and recommend security solutions	Level TBA: Pre-2009 was L5	5