

*Are you interested in Information Technology? Start your professional career with a National certificate in National Certificate: Information Technology: End User Computing.*

# National Certificate in Information Technology: End User Computing

<b>WHO IS THIS BEST FOR:</b>	If you passed grade 10 and would like to acquire a National Certificate: Information Technology: End User Computing
<b>QUALIFICATION LEVEL:</b>	National Certificate, NQF 3
<b>ACCREDITATION:</b>	SAQA ID: 61591
<b>MINIMUM CREDITS:</b>	130
<b>ENTRY REQUIREMENTS:</b>	Grade 10
<b>DURATION:</b>	1 year
<b>COST:</b>	Registration fee of R1 500.00 Tuition fee R650.00
<b>METHOD:</b>	50% theoretical studies, 50% practical studies
<b>ASSESSMENT:</b>	Assessed through a portfolio of evidence, no exams
<b>POSSIBLE CAREER OPPORTUNITIES</b> <ul style="list-style-type: none"><li>• Secretary</li><li>• Personal assistant</li><li>• Call center operator</li><li>• Office administrator</li><li>• Project Team Member</li><li>• Data capturer</li><li>• End user support administrator</li></ul>	

## COURSE OVERVIEW

National Certificate: Information Technology: End User Computing, NQF 3, 130 minimum credits

## QUALIFICATION RULES

Scientia Computer and Business Institute National certificate in Information Technology: End User Computing is an academic programme and is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further learning. The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 130 credits is required to complete the qualification. The purpose of this qualification is to confer the qualifying student with a basic knowledge and understanding of using ICT in the organisation, with particular emphasis on word processing, spreadsheet, database, presentation and email.

**Admission requirements**

- Grade 10

**Duration**

- 1 year

**Assessments**

- Assessed through a portfolio of evidence (No exams)

**WORKPLACE RELEVANCE**

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment. The National Certificate in IT: End User Computing - NQF Level 3, is designed to meet the needs of learners who require end user computing skills in all sectors of the economy, as End User Computing is an essential skill in any business today. The qualification is designed to accommodate both learners in formal education and learners already employed. It aims to develop informed and skilled learners that can apply the acquired skills in any industry and should contribute towards improved productivity and efficiency in the workplace.

**POSSIBLE CAREER OPPORTUNITIES**

- Secretary
- Personal assistant
- Call center operator
- Office administrator
- Project Team Member
- Data capturer
- End user support administrator

**WHAT YOU STUDY****YEAR 1**

ALL THESE MODULES ARE COMPULSORY MODULE - SEMESTER 1	SAQA ID	CREDITS	MODULE - SEMESTER 2	SAQA ID	CREDITS
Communication	8973, 8968 8970 13915	25	Microsoft Powerpoint	117923 116930	10

	110023				
Numeracy	9010, 7456 9013 9012 11241	22	Microsoft Access	116936 117927	9
Information Communication Technology	117925	3	Internet & Email	115391, 116945, 116935, 116931, 114076	14
Microsoft Word	117924 119078 116942	13	Project Management	10140, 10139, 10135	21

#### **Fee structure**

**This qualification cost R8000.00 including a registration fee of R1 500.00**

#### **Payment Plan 1**

<b>At registration</b>	<b>R1 500.00</b>
<b>Tuition fee</b>	<b>R650.00 monthly for 10 months</b>

#### **Payment Plan 2**

<b>At registration</b>	<b>R1 500.00</b>
<b>Tuition fee</b>	<b>R1625.00 quarterly</b>

#### **Payment Plan 3**

<b>At registration</b>	<b>R1 500.00</b>
<b>Tuition fee</b>	<b>R5850.00 cash (10% discount if fees are paid in full within the first quarter of the year)</b>

### **FACULTY BONUS TO ALL END COMPUTER STUDENTS**

Every End User Computing student will attend a business skills short course free of charge before they graduate.

**WHY choose to study with Scientia Computer and Business Institute?**

- Courses are SAQA accredited
- Our team consists of people with expertise in computer and business studies as well as assessment, facilitation, and design
- We are an affordable computer skills training provider
- We are the best computer and business skills school with world class lectures and affiliated academics
- If you are working or do not want to relocate you can choose to study online
- Custom- designed online computer and business campus that supports e-learning

