

FACT SHEET

END USER COMPUTING NQF LEVEL 3 SAQA 49077

National Certificate: Information Technology: End User Computing NQF Level 3 SAQA 49077			
Period		ID	Unit standard title
Session 1	Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner
	Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application
	Fundamental	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
	Fundamental	8968	Accommodate audience and context needs in oral communication
Session 2	Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
	Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

	Fundamental	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
	Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
Session 3	Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet
	Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
	Fundamental	9012	Investigate life and work related problems using data and probabilities
	Fundamental	11241	Perform Basic Business Calculations
	Elective	14918	Describe the principles of Computer Programming
Session 4	Core	116945	Use electronic mail to send and receive messages
	Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases
	Fundamental	8973	Use language and communication in occupational learning programmes
	Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
	Elective	14913	Explain the principles of computer networks
Session 5	Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
	Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem
	Fundamental	8970	Write texts for a range of communicative contexts
	Elective	114984	Manage electronic mail in a business environment

Session 6	Core	<u>116942</u>	Use a GUI-based word processor to create merged documents
	Core	<u>119078</u>	Use a GUI-based word processor to enhance a document through the use of tables and columns
	Fundamental	<u>8970</u>	Write texts for a range of communicative contexts
	Elective	<u>13931</u>	Monitor and control the maintenance of office equipment
Session 7	Core	<u>115391</u>	Demonstrate an understanding of the principles of the internet and the world-wide-web
	Core	<u>114076</u>	Use computer technology to research a computer topic
	Core	<u>116943</u>	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet
	Fundamental	<u>110023</u>	Present information in report format
	Elective	<u>258880</u>	Utilise special features to enhance presentations