

## NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING

SAQA ID:	49077	NQF Level:	Level 3
Credits:	130		
Duration: Full-time:	1 year	Lectures:	Week days
Full Time: Accelerated:	6 Months	Times:	08H00 – 12H30

### IS THIS FOR ME?

This qualification is designed to equip you with basic computer literacy and to build your confidence and knowledge for a solid foundation in office computing. No previous computer knowledge is required and you don't need your own PC.

### WHAT DO I NEED TO GET IN?

- Grade 10 or Standard 8 or an NQF 2 qualification,
- Or 1-year verifiable relevant working experience

### WHAT CERTIFICATION DO I GET?

On successful completion, ELMI will upload your student information and results to MICT SETA who will conduct a moderation and verification after which successful students will receive their NQF certificate from MICT SETA.

### WHAT MODULES ARE COVERED?

Word Processing (Microsoft Word)	<ul style="list-style-type: none"> <li>• Creating and formatting word documents</li> <li>• Use of tables and columns</li> <li>• Merging documents</li> </ul>
Presentations (Microsoft PowerPoint)	<ul style="list-style-type: none"> <li>• Prepare, produce and enhance presentations</li> </ul>
Spreadsheets (Microsoft Excel)	<ul style="list-style-type: none"> <li>• Create and edit spreadsheets</li> <li>• Create and use formulae for calculations</li> <li>• Create graphs in a spreadsheet</li> </ul>
Using Email (Microsoft Outlook)	<ul style="list-style-type: none"> <li>• Enhance, edit and organise email messages</li> <li>• Use email to send and receive messages</li> </ul>
Using the Internet (Microsoft Windows)	<ul style="list-style-type: none"> <li>• Use computer technology for research</li> <li>• Principles and use of the internet and world-wide-web</li> </ul>
Database (Microsoft Access)	<ul style="list-style-type: none"> <li>• Working with simple databases</li> </ul>
Basic PC and IT concepts:	<ul style="list-style-type: none"> <li>• Principles of computer networks</li> <li>• Maintenance and safety issues</li> <li>• Data communications</li> </ul>

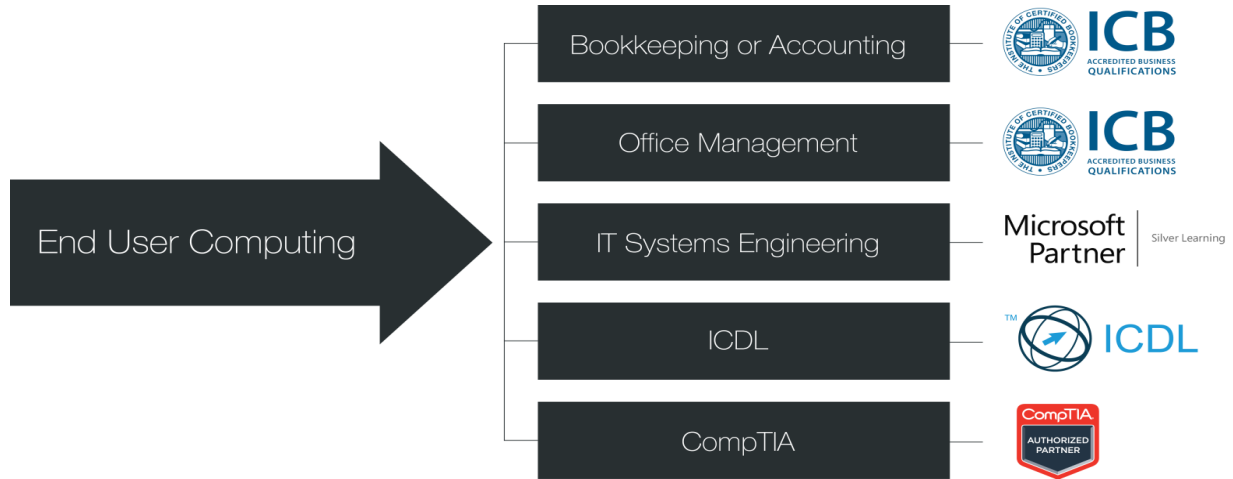
### HOW WILL I BE ASSESSED?

With completion of a Portfolio of Evidence (PoE) which will include class tests, assignments and practical's. This will be assessed and moderated by ELMI MICT Seta Registered Assessors and Moderators, and then verified by MICT Seta.

### WHAT CAREER OPPORTUNITIES DOES IT OPEN FOR ME?

- Administrative Assistant/Officer
- Personal Assistance
- Secretary
- Desktop Support
- Administrative Clerk
- Executive Assistant
- Receptionist
- End User Support Administrator

## WHAT ARE MY OPTIONS IF I WANT TO STUDY FURTHER AFTER THE COURSE?



## WHERE WILL THE CLASSES BE HELD?

The course will be run at our East London Campus at 231 Upper Oxford Street, Southernwood. Off-street parking is available in the evenings.



## WHAT'S INCLUDED IN MY COURSE FEE

- ELMI Registration fee
- Tuition material and textbooks
- Classroom Lectures and personal mentorship
- Assignments and assessments
- Marking, moderation and verification
- ELMI Kit Bag
- Access to ELMI campus events

## DISCLAIMER

The contents of this information sheet are subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice. This information sheet forms part of your enrolment contract.