

# INFORMATION TECHNOLOGY END USER COMPUTING

NLRD49077, L/P61591

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TYPE	ID	UNIT STANDARD TITLE	NQF	CREDITS
Core	<u>117925</u>	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
Core	<u>116935</u>	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2
Core	<u>117923</u>	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
Core	<u>116937</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4
Core	<u>116931</u>	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4
Core	<u>117924</u>	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
Core	<u>116945</u>	Use electronic mail to send and receive messages	2	2
Core	<u>116936</u>	Use a Graphical User Interface (GUI)-based database application to work with simple databases	3	3
Core	<u>116930</u>	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5
Core	<u>116940</u>	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6
Core	<u>116942</u>	Use a GUI-based word processor to create merged documents	3	3
Core	<u>119078</u>	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
Core	<u>115391</u>	Demonstrate an understanding of the principles of the internet and the world-wide-web	4	3
Core	<u>114076</u>	Use computer technology to research a computer topic	4	3
Core	<u>116943</u>	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	4	3
Fundamental	<u>8968</u>	Accommodate audience and context needs in oral communication	3	5
Fundamental	<u>9010</u>	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
Fundamental	<u>13915</u>	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
Fundamental	<u>9013</u>	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
Fundamental	<u>9012</u>	Investigate life and work related problems using data and probabilities	3	5
Fundamental	<u>11241</u>	Perform Basic Business Calculations	3	6

TYPE	ID	UNIT STANDARD TITLE	NQF	CREDITS
Fundamental	<u>8973</u>	Use language and communication in occupational learning programmes	3	5
Fundamental	<u>7456</u>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fundamental	<u>8970</u>	Write texts for a range of communicative contexts	3	5
Fundamental	<u>110023</u>	Present information in report format	4	6
Elective	<u>258883</u>	Use generic functions in a Graphical User Interface (GUI)-environment	1	4
Elective	<u>258897</u>	Apply electronic messaging and calendar application	2	2
Elective	<u>258879</u>	Change the appearance of a spreadsheet	3	3
Elective	<u>114636</u>	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	3	6
Elective	<u>14947</u>	Describe data communications	3	4
Elective	<u>14918</u>	Describe the principles of Computer Programming	3	5
Elective	<u>14913</u>	Explain the principles of computer networks	3	5
Elective	<u>7785</u>	Function in a business environment	3	4
Elective	<u>14912</u>	Investigate the use of computer technology in an organisation	3	6
Elective	<u>114984</u>	Manage electronic mail in a business environment	3	2
Elective	<u>258880</u>	Utilise special features to enhance presentations	3	3
Elective	<u>14917</u>	Explain computer architecture concepts	4	7