



# NIMET

**Microsoft Office Qualification Title: Information Technology: End User Computing**

**Qualification Level: National Certificate NQF3**

**SAQA ID: 49077**

**Credits: 130**

**Duration: 1 year (for Part time, Distance Learning and Full time)**

This course will develop you to be proficient and understand computer skills and its functions on how to use it in the Industry in different Business world applications.

**Admission Requirements:**

Full Matric or Grade 12 certificate or Matric equivalent qualification

US ID: 117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner
US ID: 116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application
US ID: 117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
US ID: 116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheet
US ID: 116931	Use a Graphical User Interface (GUI)-based web-browser to search the internet
US ID: 117924	Use a Graphical User Interface (GUI)-based word processor to format documents
US ID: 116945	Use electronic mail to send and receive message
US ID: 116936	Use a Graphical User Interface (GUI)-based database application to work with simple data
US ID: 116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
US ID: 116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem
US ID: 116942	Use a Graphical User Interface (GUI)-based word processor to create merged documents
US ID: 119078	Use a Graphical User Interface (GUI)-based word processor to enhance a document through the use of tables and columns
US ID: 115391	Demonstrate an understanding of the principles of the internet and the world-wide-web
US ID: 114076	Use Computer Technology to research a computer topic
US ID: 116943	Use a Graphical User Interface (GUI)-based spread sheet application, enhance the functionality and apply graph/charts to a spreadsheet



US ID: 8968	Accommodate audience and context need in oral communication
US ID: 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
US ID: 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
US ID: 9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
US ID: 9012	Investigate life and work related problems using data and probabilities
US ID: 11241	Perform Basic Business Calculations
US ID: 8973	Use language and communication in occupational learning programmes
US ID: 7456	Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues
US ID: 8970	Write texts for a range of communicative contexts
US ID: 110023	Present information in report format

**Choose electives a minimum of 27 credits**

Unit Standard	Unit Standard Title	NQF Level	Credits
US ID: 258883	Use generic functions in a Graphic User Interface (GUI)-environment	1	4
US ID: 258897	Apply electronic messaging and calendar application	2	2
US ID: 258879	Change the appearance of a spreadsheet	3	3
US ID: 114636	Demonstrate an understanding of preventive maintenance, environmental and safety issues in a computer environment	3	6
US ID: 14947	Describe data communications	3	4
US ID: 14918	Describe the principles of Computer Programming	3	5
US ID: 14913	Describe the principles of Computer Networks	3	5
US ID: 7785	Function in a business environment	3	4
US ID: 14912	Investigate the use of computer technology in an organisation	3	6
US ID: 114984	Manage electronic mail in a business environment	3	2
US ID: 13931	Monitor and control the maintenance of office equipment	3	4
US ID: 258898	Review and create documents using a Graphical User Interface (GUI)-based word Processor	3	7
US ID: 258880	Utilise special features to enhance presentations	3	3
US ID: 10140	Apply a range of project management tools	4	8
US ID: 258877	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	4	4
US ID: 117928	Describe the application and effect of information and communication Technologies (ICT) on society	4	5



US ID: 258881	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	4	5
US ID: 258875	Design forms and reports using a Graphic User Interface (GUI) based database	4	4
US ID: 258878	Ensure spreadsheet integrity to enhance reliability	4	3
US ID: 14917	Explain computer architecture concepts	4	7
US ID: 101139	Implement project administration processes according to requirements	4	5
US ID: 117156	Interpret basic financial statements	4	4
US ID: 258882	Manipulate data and ensure integrity	4	4
US ID: 117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	4	6
US ID: 101135	Work as a project team member	4	8
US ID: 258876	Work with spreadsheets	4	3
US ID: 117926	Identify and explain ICT risks and recommend security solutions	5	5

- On successful completion of the programme, the student will receive a National Certificate from **MICTSETA** through **SEBENZISANANE HUMAN CAPITAL (Accreditation no: ACC/2016/07/0031)**
- Course fees: R20000 per year. These study fees include the cost for study material.
- The qualification will require Practical experience for the certificate to be issued
- If you register for this course, you will have access to a free Business Establishment and Development course.
- 10% of the fees must be paid to complete registration

**Disclaimer:**

The content of this brochure, accurate at the time of going to print, is subject to change without notification due to legislation, market requirements or any other reason. NIMET reserves the right to change the programme content without notice.