

New Era Computer Training Centre

Est 1995 || SDL Registered || BEE Certified || MICT SETA Accreditation ACC/2011/00/675 || Microsoft Certified Partner || ICDL

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ACCREDITED Programs and Courses through MICT (ISETT) SETA

Courses of: **Information Technology (IT): End User Computing (EUC) - National Certificate**

MICT ID 61591 (SAQA ID 49077), Level 3 NQF, 130 Total Credits: Based on MS-Office 2007 Version (or 2010/2013) ¹

	Name of Course/Manual	Unit Standard (US) Covered	Unit Standard (US) NQF Level	Unit Standard (US) NQF Credits	Unit Standards (US) Core / Elective / Fundamental
Courses of Computer Literacy Program (CLP) I / II (Basic/Int)**	Basic Principles of Communication and Information Technology Basic/Int**	117925	2	3	Core
	Electronic Communications: Outlook 2007 [2010] Basic/Int**	116945	2	2	Core
		116935	2	2	Core
	Internet Explorer 7-11 Basic/Int**	116931	2	4	Core
		115391	4	3	Core
	PowerPoint 2007 [2010] Basic/Int**	117923	2	5	Core
		116930	3	5	Core
		114076	4	3	Core
	Excel 2007 [2010] Basic	116937	2	4	Core
		116940	3	6	Core
		116943	4	3	Core
	Excel 2007 [2010] Intermediate	116937	2	overlap	Core
		116940	3	overlap	Core
	Excel 2007 [2010] Advanced ***	116943	4	overlap	Core
		119078	3	5	Core
Word 2007 [2010] Basic	117924	2	5	Core	
	117924	2	overlap	Core	
Word 2007 [2010] Intermediate	119078	3	overlap	Core	
	117924	2	overlap	Core	
Word 2007 [2010] Advanced ***	116942	3	3	Core	
	116936	3	3*	Core	
Access 2007 [2010] Basic/Int	117927	4	5*	Elective	
	10135	4	8*	Elective	
Project Management Essentials: MS-Project 2007 [2010]	10139	4	5*	Elective	
	10140	4	8*	Elective	
	8968	3	5	Fundamental	
Communication Fundamentals	8973	3	5	Fundamental	
	8970	3	5	Fundamental	
	110023	4	6	Fundamental	
	9010	3	2	Fundamental	
Numeracy Fundamentals	9012	3	5	Fundamental	
	11241	3	6	Fundamental	
	9013	3	4	Fundamental	
	7456	3	5	Fundamental	
	13915	3	4	Fundamental	
HIV-AIDS in the workplace	13915	3	4	Fundamental	
Total No. of Credits on SOR: - For Computer Literacy Program I-II:				44 Credits	
- For Access Basic (Optional for Literacy):				8* Credits	
- For Project Management (" " ")				21* Credits	
Alternative Unit Standards, if applicable - NQF Level 1 (Basic/Beginner)					
	Introduction to Microcomputers	116932	1	3	Operate a personal computer system
	Word 2007/2010 Beginner	116938	1	4	
	PowerPoint 2007/2010 Beginner	116933	1	3	
	Windows 7	117867	1	3	Managing files
		117902	4	4	Old Unit Standard - N/A
Additional Generic Courses - Optional:					
Intermed/Advanced Courses ***	MS PowerPoint 2007 Advanced	N/A - no Unit Standard available by MICT(ISETT) SETA			
	Outlook 2007 Intermediate G	N/A - no Unit Standard available by MICT(ISETT) SETA			
	Outlook 2007 Advanced	N/A - no Unit Standard available by MICT(ISETT) SETA			
	Access 2007 Intermediate	N/A - no Unit Standard available by MICT(ISETT) SETA			
	Access 2007 Advanced	N/A - no Unit Standard available by MICT(ISETT) SETA			
	Windows Advanced	N/A - no Unit Standard available by MICT(ISETT) SETA			

- Learners may practice the following options:

- (a) complete any individual Courses;
- (b) complete the courses of **Computer Literacy Program (CLP) I/Basic/Foundation to II/Intermediate/Proficiency Level, in Yellow Highlight;**
- (c) complete all Courses with Unit Standard (US) Numbers for **IT: End User Computing (EUC) National Certificate** full program qualification.
- (d) they may also complete [any of] the **additional optional Generic Courses**, for competency up to **III/Advanced/Expert** Level.

>> **We Prepare Our Learners for any requested Assessments/Exams - Computer Literacy Program (CLP); EUC; Microsoft MOS/MCAS; or ICDL.**

- Completion of each Accredited Course will take 1-2days. Free Course-Attendance-Repeat may be provided, if required-negotiable.
- Credited Unit Standard (US) Assessment includes FAA: Classroom Independent Completion of Exercises; and SAA: final US Exam.
- Final Assessment is based on Delegate's Application; date/time will be confirmed. If required one free Re-assessment may be provided - negotiable.
- **Certificate** of Attendance and Successful Course Completion will be granted by New Era Computer Training Centre; and on request, Learners will receive the Statement of Results (SOR) for their Final Assessment/Exams, from MICT SETA, Microsoft or ICDL, as may be applicable.

Professional Computer Literacy is the key to confidence, productivity, quality, and fast development; but if only 'assumed' serves as a bottleneck to success!