

Computer Networks, Architecture and

Programming: 27 Credits

SAQA ID: 14918, 14913, 14917, 14912, 1393

Computer Networking

Media and Topologies, Protocols and Standards, Network Implementation, Network Support ,

Computer Support

Computer Hardware, Computer Software, Computer Peripherals , Investigate computer technology in organizations

Describe the uses of IT in an organization.

Computer Programming / Web-Designing

Types of data, Programming rules, and Basic designs



Mathematical Literacy: 22 Credits

SAQA ID: 9010, 9013, 9012, 11245, 7456

Addition & Subtraction, Common fractions, Percentages & Conversions, Round off and Measurement.

The use of Approximation, Percentages, Business calculations, Area, Volume & Capacity, Circles, Scale drawings (ratio), 3-Dimensional shapes and Angles.

Collection of Data, Sampling, Pie Chart, Tabulation of Data, Frequency Distributions, Frequency Polygons Histogram, Cumulative Frequency Curves, Measures of central tendency, Harmonic, Geometric & Weighted Mean, Time Series Analysis

Life Orientation: 10 Credits

SAQA ID: 13915, 110023

Understanding of HIV/AIDS in a workplace and the Effects it has on a business sub-sector, own organization and a specific workplace.

Presenting information in report format
Presentation skills



Business Communication: 15 Credits

SAQA ID: 8968, 8973, 8970

Communication Skills, Listening and Hearing. Techniques for improving listening skills. Reading and Viewing. Skimming, Scanning and Intensive reading. Strategies for effective reading. Concise Communication: Write faxes and cover pages, Write memorandums, general and formal letters.

COLLEGE OF KUILSRIVER

“We take your hand, open your mind and touch your heart”

**“I hear, I know.
I see, I remember.
I do, I understand.”
- Anon.**



We welcome any queries or questions you may have.

OMNICRON BUILDING
90 VAN RIEBEECK WEG
KUILSRIVER

Phone: (021) 906-1000
Fax: 086 503 6918
Cell: 071 1122 225

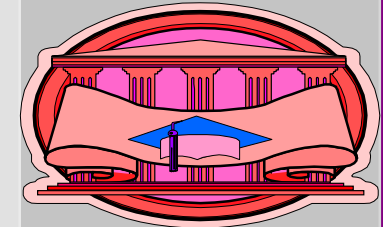
E-mail Address: info@collegekuilsriver.com
Website: www.collegekuilsriver.com

COLLEGE OF KUILSRIVER

FULLY ACCREDITED PRIVATE FURTHER
EDUCATION AND TRAINING PROVIDER
ISETT SETA ACCREDITATION ACC/2007/01/221
DEPARTMENT OF EDUCATION REG.2007/FE07/021
“FUNDA UKUKHOKHELA”

REG 2007/001673/07 VAT REG.: 4820228999

DESKTOP SUPPORT NQF LEVEL 2/3



“Learn To Lead”

NATIONAL CERTIFICATE (SAQA ID: 49077)
INFORMATION TECHNOLOGY:
END-USER (DESKTOP SUPPORT) NQF LEVEL 2/3

- ♦ BASIC COMPUTER LITERACY
- ♦ WORD PROCESSING
- ♦ SPREADSHEET APPLICATION
- ♦ MICROSOFT POWERPOINT
- ♦ MAIL & INTERNET
- ♦ DATA BASE MANAGEMENT
- ♦ COMPUTER NETWORKS
- ♦ COMPUTER ARCHITECTURE
- ♦ COMPUTER PROGRAMMING
- ♦ MATHEMATICAL LITERACY
- ♦ BUSINESS COMMUNICATION
- ♦ LIFE ORIENTATION

COST: ADMISSION : R780.00 EX VAT
PROGRAMME:: R13500 EX VAT
Payment Arrangement Application Available
EXCLUDES: LEARNING MATERIAL

COLLEGE OF KUILSRIVER



College of Kuilsriver is positioning itself to be at the centre of adequately taking care of educational excellence.

Our focus is on providing a highly distinctive set of complimentary courses based on highest quality; in terms of objectivity, accuracy, relevance, comprehensiveness, reliability and presentation.

Vision Statement

Built On five Pillars:

- Pillar 1** - Expand minds through empowerment
- Pillar 2** - Uplift values and attitudes
- Pillar 3** - Grow into the future through development
- Pillar 4** - Learn to lead by being professional
- Pillar 5** - Contribute towards social responsibility

Mission Statement

To uplift our community to its fullest potential, by contributing towards the distinctive academic needs of our society. We seek to equip our leaders of today and tomorrow with the knowledge and skills to empower themselves.

NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY END USER COMPUTING (DESKTOP SUPPORT) CURRICULUM

OVERALL PURPOSE of this qualification is:

- ◆ To build the knowledge and skills required by learners in End User Computing.
- ◆ To empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

Basic Computer Literacy: 6 Credits

SAQA ID: 117925, 114076

Basic Concepts

What is a computer: What does it consist of; different type of devices and how these devices interact with the different software programs to perform specific user tasks and functions.

Connecting your computer: What are ports and connectors, different types, shapes and descriptions.

Operate a PC

Understanding your main screen or desktop. What is the computer desktop and icons, different types of icons, shortcuts and its function, the taskbar including quick launch and the programs menu, utilizations' of these powerful functions.



Use a PC Operating System

Organizing your computer: What are files and folders, including creating of files and folder and subfolder, Select, copy cut, move, rename, delete, and arranging these files and folders to conveniently organizing your computer.

Typing Skills

Effective Keyboard Training to improve typing skills in accuracy and speed.

Word Processing: 13 Credits[R3500]

SAQA ID: 117924, 116942, 119078

Entry Level Word Processing (Microsoft Word)

An overview of Microsoft Word, including how to use the menus and toolbars, task panes, essential. Word terminology and Navigation.

Intermediate (Advance) Level Word Processing

File menu. Step by step instructions, as well as alternative methods to completing the task. Entering and editing data; creating a list using new create list command. Sorting, maintaining, manipulating lists; and importing People Soft query data results. Different printing options in MS Word

Spread Sheet Application: 13 Credits

SAQA ID: 116937, 116940, 116943

Entry Level Spread Sheets (Microsoft Excel)

Creating formulas, logic statements, using multiple worksheets, and exchanging data, formatting the worksheet, utilizing special effects, headers and footers, and managing the print function.

Intermediate (Advance) Level Spread Sheets

Freezing columns, deleting columns, changing the width of all columns, sorting data in lists, filtering a list, formatting multiple worksheets. Advanced printing options

Presentation Development: 10 Credits

SAQA ID: 117923, 116930

Microsoft PowerPoint

Terminology, Panes and views, auto content wizard, design templates, arranging slides, slides masters, hand outs, and notes. Clip art, data charts, organization charts, and transitions. Creating PowerPoint presentations: Creating and editing a presentation. Adding clip art and data charts. Adding transitions, and printing handouts and speaker notes.

Mail & Internet: 11 Credits

SAQA ID: 116931, 115391

Electronic Mail

Windows Messenger (E-Mail) :Creating a message account. Creating a message. Attaching a file to a message. Sending and receiving messages. Replying to a message. Setting up an appointment in accuracy and speed.

World Wide Web Browsing

The Internet Explorer window. Searching for info on the Web. Making a Web site available off line. Downloading files Introduction to The Internet and how to connect to the Internet.

Data Base Management: 3 Credits

SAQA ID: 116936

Microsoft Access

Field Types, Creating a Database, Table and Modifications, Entering Data, Filters and Records, Reports.