

National Certificate: Information Technology End-User Computing

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended 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.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, life long learning and to productive employment.

Minimum Entry Requirements: None

Delivery Mode: Contact and Distance Learning

Language Policy: English

Duration: 12 months

NQF Level: 3., **Credits:** 130

SAQA ID: #49077



Course Curriculum

This qualification comprises of nine modules for which a learner must pass all modules to qualify for the certification.

Semester One	Semester Two
- Module 1: Basic concepts of Information Technology - Module 2: Using a Computer and Managing Microsoft Windows - Module 3: Microsoft Word (Word processing) - Module 4: Microsoft Excel (Developing and working with spreadsheets)	- Module 5: Microsoft Access (Developing and working with databases) - Module 6: Microsoft PowerPoint - Module 7: Microsoft Internet Explorer (Web Browsing and Configuration) - Module 8: Microsoft Outlook (Email) - Module 9: Business Communication Skills

