



NATIONAL CERTIFICATE END USER COMPUTING

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, lifelong learning and to productive employment.

Careers & Job Opportunities:

* End-user Support Administrator, * Data Capturer, * Office Administrator, * Network Administration.

Course Modules

- 👍 Introduction to computers
- 👍 Mathematical Literacy
- 👍 Word processing
- 👍 Spreadsheets
- 👍 Presentations
- 👍 Database & Email management
- 👍 Web browsing & Business communication
- 👍 Principles of Project management

TYPE OF PROGRAMME

- * Full Time
- * This is an accredited NQF programme with MICT SETA

DURATION

- * 1 year full time study according to certificate requirements.

LEARNER MATERIAL

- * All text books and Lab manuals are excluded from the tuition fees.

ADDITIONAL COSTS

Learners may choose to write the optional external exams at the end of each module for international recognition which will be at an additional cost payable for CompTIA Strata, MOS and the ICDL. These exams may be written at any approved testing centre.

ASSESSMENT

Formative and summative assessments will assess all specific outcomes and adhere to all assessment criteria of the learning programme. The external ICDL exam, the MCITP and the CompTIA external exams are optional.