Certificate in End User Computing

Introduction:

A qualifying learner will be able to:

Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
Understand the impact and use Information Communication & Technology (ICT) in an organization and society.
Improve communication by combining communication skills with End User Computing skills.
Improve the application of mathematical literacy in the workplace, by better utilizing applicable End User Computing Applications.

Your career as:

- Help Desk Officer
- Project Administrator
- Call centre administrator
- Application Support

Programme entrance criteria:

- Must know the basics of a computer.
- Must have standard eight or higher.

Curriculum

Basic Principals of Communication and Information Technology	
Basic Electronic Communication: MS Outlook	
The Internet and World Wide Web: Internet Explorer	
Researching and Creating Basic Presentations: MS PowerPoint	
Enhancing Presentations: MS PowerPoint	
Creating Basic Spreadsheets: MS Excel	
Editing and Enhancing Spreadsheets: MS Excel	
Working with Advanced Spreadsheets: MS Excel	
Creating Basic Word Processing Documents: MS Word	
Enhancing and Editing Word Processor Documents: MS Word	

Advanced Word Processing Concepts: MS Word	
Creating Effective Databases: MS Access	
National Certificate: End User Computing: Communication Fundamentals	
National Certificate: End User Computing: Numeracy Fundamentals	
Project Management Essentials	

Programme Material

- All books and stationery will be provided.

Lectures

- Learner-focused training will be given.

Graduation Criteria

- Learners must adhere to the rules of the college
- Learners must hand in all assignments and tutorials.

Qualification

- National certificate in End User Computing