NATIONAL CERTIFICATE: END USER COMPUTING

PROGRAMME OVERVIEW

Studying a certificate in end user computing is essential for anyone looking to enhance their proficiency with everyday computer applications and technology. This qualification provides practical skills in using software tools such as word processors, spreadsheets, databases, and presentation software, which are crucial in today's digital workplace. By mastering these applications, individuals can improve their productivity, efficiency, and ability to handle various tasks with ease. Additionally, this certification helps build a solid foundation in IT literacy, empowering learners to adapt to new technologies and contribute more effectively to their organisations. Ultimately, a certificate in end user computing opens up numerous opportunities for career advancement and personal growth in an increasingly tech-driven world.

QUALIFICATION SPECIFICATIONS

- SAQA ID: 61591
- NQF Level: 3
- Credits: 131
- Duration: 12 Months
- Accreditation body: MICT SETA

ENTRY LEVEL REQUIREMENTS

- Further education and training band up to NQF level 2
- End User Computing at NQF level 1

OCCUPATION FUNCTION

The skills applied from this qualification is critical for any professional

PROGRAMME STRUCTURE

The programme is divided into nine modules covering the following:

1. Effective communication
2. Mathematical Literacy
3. Introduction to ICT
4. Word processing application skills in the workplace
5. Spreadsheet application skills in the workplace
6. Presentation application skills in the workplace
7. Web browser application skills in the workplace
8. Electronic mail application skills in the workplace
9. Advanced computer applications and technology

The programme consists of:

- Facilitator led online knowledge modules
- Facilitator led online practical modules
- Final Integrated Summative Assessment (exam)

VERTICAL ARTICULATION

- The qualification at this level is foundational and generic, allowing maximum mobility between qualifications