

National Certificate: End-User Computing NQF 4

Duration: 20 Days

Course Modules:

- – Introduction to computers
- – Microsoft Office
- – Internet usage
- – Effective business and report writing
- – Oral Communication
- – Managing Finances
- – Practical Mathematics
- – Statistics
- – Understanding of HIV/AIDS in a workplace
- – Managing teams

Course Outcome:

- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace
- Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace
- Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace
- Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.
- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace
- Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace
- Improve Communication by combining communication skills with End User Computing skills
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organization & the impact it has on societies.