COMPUTER STUDIES

End User Computing

Why study End User Computing NQF Level 3?

End User Computing is an essential skill in any business today and is required in order for businesses to meet local and global economic challenges and requirements of a digital world.

Additionally, the End User Computing NQF Level 3 qualification is foundational and generic, which allows for maximum mobility between qualifications. Apart from the workplace needs the qualification will address, it is also designed as an entry-level qualification into most further education and training fields.

Who should study this course?

Grade 9

Course Outcomes

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 organisation and society.
- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace, by better utilising applicable End User Computing Applications.

Programme outline

- **Module 1. Introduction to Computers**

- **Module 2. Microsoft Word**

- **Module 3. Microsoft Excel**

- **Module 4. Microsoft PowerPoint**

- **Module 5. Microsoft Access**

- **Module 6. Outlook and Internet**

- **Module 7. Effective Writing**

- **Module 8. Report writing**

- **Module 9. Oral Communication**

- **Module 10. Managing My Finances**

- **Module 11. Practical Mathematics**

- **Module 12. Statistics**

- **Module 13. Understanding of HIV/AIDS in a workplace**

- **Module 14. Managing Teams**

COURSE DURATION

6 Months