

National Certificate in End – User Computing

This certification is developed for any individual entering the IT sector and is aligned with the ICDL/ECDL International Computing Driver's License.



Campus for delivering the Qualification:

2nd Floor, 408 West Street, Durban, 4001.

Minimum Entry Requirements: None

Delivery Mode: Instructor Led

Language Policy: English

Duration: 12 months

NQF Level: 3

SAQA ID: 49077 / 61591

Credits: 130



mictseta

Delivery Days:

Full Time: Monday to Friday (8:30am – 12:00pm & 12:00pm – 3:30pm)

Part-Time: Only on Saturday (8:30am – 12:30pm)

Course Curriculum

The course comprises of eleven modules in which a learner must pass all modules to qualify for the certification.

End User Computing

Module 1: Basic concepts of Information Technology*

Module 2: Using a Computer and Managing Microsoft Windows*

Module 3: Microsoft Word (*Word processing*)*

Module 4: Microsoft Excel (*Developing and working with spreadsheets*)*

Module 5: Microsoft Access (*Developing and working with databases*)*

Module 6: Microsoft PowerPoint (*Developing presentations*)*

Module 7: Microsoft Internet Explorer (*Web Browsing and Configuration*)*

Module 8: Microsoft Outlook (*Email Services and Configuration*)*

Module 9: Business Numeracy

Module 10: HTML – Web Development

Module 11: Language and Communication/Office Skills



Commerce and Computer College of South Africa (Pty) Ltd

Reg No: 2006/033845/07

*Required for ICDL/ECDL only