



National Certificate: IT: End User Computing NQF Level 3

Duration:	12 Months
Audience:	Novice/First Time Computer User
Delivery Method:	Self-Paced (Facilitator)
Admission Requirements:	Grade 12 with Mathematics

At Course Completion:

After completing this course, students will be able to:

- Have a clear understanding on computer basics, terminology & application.
- Acquire the competency & knowledge they need to use a computer on a daily basis.
- National certificate Issued by MICT Seta

Course Content:

Typing
Using ICT in the Organisation
MS Word Level 1
MS Word Level 2
Communication
Mathematical Literacy
Using a Web Browser
MS PowerPoint Level 1
MS Excel Level 1
MS Excel Level 2
MS Outlook Level 1
MS Access Level 1

Assessment of program:

- ** Assessment is conducted as both Formative Assessment & Summative Assessment. The Formative Assessment is covered as a Continuous Assessment Test & compilation of a Portfolio of Evidence (POE) by the learner. The Summative Assessment takes place as a National Summative. It is compulsory for all learners to complete.

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