

National Certificate ~ Information Technology: End User Computing NQF Level 3 (163 Credits)

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

MS Excel Level 1

MS Excel Level 2

MS Outlook

MS Access

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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Media, Information and Communication Technologies
Sector Education and Training Authority

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