



CAREERS
BUSINESS INSTITUTE

www.cb institute.co.za

National Certificate in Information Technology: End User Computing (NQF 3)



Careers Business Institute has been empowering the community since its inception in 1991. We provide a comprehensive range of Management, Office Administration, Financial and IT courses that have been designed to help you launch your successful career. The Careers Training Group has campuses in Umhlanga Ridge and at the Chatsworth Centre in Kwazulu Natal

Microsoft
CERTIFIED
Partner




MICTSETA

National Certificate in IT: End User Computing NQF 3

National Certificate in IT: End User Computing at Careers Business Institute

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. 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



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

The MICT & Microsoft Solution

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the sub-sectors it operates namely; Information Technology, Film and Electronic Media, Electronics, Advertising and Telecommunications.



Microsoft Software is used by almost every Company Worldwide in some form. Its widespread use means it's crucial in many roles in and out of IT, making it the ultimate transferable skill. Careers Business Institute has been offering Seta & Microsoft courses for over 15 years in South Africa. Our College is one of the most trusted in KwaZulu-Natal.

Is the National Certificate in IT: End User Computing for me?

This certification provides a foundational qualification for people who are pursuing a career in the computer industry, or related fields – This course can be used as a bridging course to the FET Certificate in IT: Technical Support & Web Design (NQF 4) or IT System Support Engineer Course.



National Certificate in IT: End User Computing NQF 3

Module Breakdown:

- Introduction to Computers
- Concepts of ICT & the use of its Components
- Microsoft Windows
- Word Processing: Microsoft Word
- Spreadsheets: Microsoft Excel
- Database Creation: Microsoft Access
- Presentations: Microsoft PowerPoint
- Internet & Email: Microsoft Outlook and Internet Explorer
- Basic Mathematical Literacy
- Basic knowledge of HIV/AIDS in the workplace
- Networking Fundamentals



I'm End User Computing Certified, What now?

Certified IT: End Users have a range of Career Opportunities available. We have listed some of the more widely available careers for certified end users below;

- Data Capturer
- Executive Assistant
- Personal Assistant

Students have the option of specialization through IT programs offered at Careers Business Institute. Enquire for the full range of IT courses to upgrade and/or specialize in.

Minimum Requirements & Details

Minimum Requirements: Grade 10 (English & Math Literacy)

Full - Time: 6 months (Part time also available)

SAQA ID: 61591

Credits: 130

Includes FREE USB with all Learning Materials loaded – No hidden costs!

Course Fees

Careers Business Institute have developed easy payment options for all courses. Please enquire for a full fee schedule!