END USER

SISEKELO
ACCELERATING POTENTIAL

MODE OF DELIVERY: FACE TO FACE & ONLINE
NQF LEVEL: 3
CREDITS: 130
DURATION: 6 - 12 MONTHS
STARTING: DECEMBER 2019

There are many tasks that an individual has to execute in the workplace environment by utilising Microsoft Windows Applications.

There are individuals who have no experience at all when it comes to using these applications, others may know the basics, however training may be needed to confidently operate with Microsoft Windows Applications. Whether you are already employed or entering the workplace environment, this course will be beneficial to you. If you need to be empowered with End User skills and knowledge to excel in your tasks, then this course is definitely for you.

LEARNING OUTCOMES

- Apply the skills, knowledge and techniques of
- End User Computing Applications in the workplace environment.
- Enhance communication by combining communication skills with End User Computing skills.
  Utilise End User Computer applications by incorporating mathematical literacy.
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation.
- Demonstrate ways to handle the effects of illnesses, and understand the consequences of HIV/AIDS in a work environment.

MODULES

Basic Principles of ICT

The basic skills of using a computer are needed in the workplace. It is important to understand and know how to use a computer to carry out tasks in the workplace. In this module you will learn about the basics of Information and Communication Technologies.

Microsoft Word

Microsoft word is a word processing application, its aim is to allow the user to type and save documents. You will learn how to use its tools to create professional documents for the business.

Microsoft Excel

Microsoft Excel is a spreadsheet application developed by Microsoft. You will be able to create , open, edit and save spreadsheets. Microsoft excel has calculation tools, it enables you to create graphs and tables. Microsoft enables you to calculate data and present the data.

Microsoft Powerpoint

Microsoft Powerpoint is a slideshow presentation program developed by Microsoft. The program utilises slides to demonstrate information. You will learn how to create slide presentations using multimedia such as images and videos and charts.

Internet & Web Browser

The internet is a globally connected network system that uses specified protocols to transmit data via various types of media. A browser is software that is used to access the internet. A browser lets you visit websites and do activities within them like login and view multimedia. You will learn how to smartly surf the internet.

Microsoft Outlook

Microsoft Outlook is a personal information manager which allows you to schedule your calendar, manage your contacts , take notes, however it is mainly an email application.

Microsoft Access

Microsoft is a tool that will help you manage and store information.you will learn how to develop, access, manage, edit, share, report and analyse information. Develop databases, spreadsheets, forms for easy access and sharing and management of information

Mathematical Literacy

Mathematics is an important tool which is used in the workplace, you will learn how to integrate mathematics to perform daily tasks in the workplace.

Communication

Communicating effectively in a business is important. You will learn how to effectively communicate with customers, managers, colleagues and supervisors in the workplace.

HIV/AIDS

HIV/AIDS has an impact on the business. You will learn about HIV/AIDS and how it has a direct impact on the business.