

Advanced End User Computing

1. Overview

The purpose of this programme is to prepare participants to perform complex computing tasks using advanced features of word processing, spreadsheet, presentation, and electronic mail applications.

participants will gain the ability to:

- Create and edit advanced documents, spreadsheets, and presentations.
- Apply automation, data analysis, and integration tools.
- Enhance workplace productivity and efficiency.
- Communicate and collaborate effectively using advanced digital technologies.

This programme promotes digital literacy at an advanced level, enabling learners to handle complex data-driven tasks, make informed decisions, and solve problems using technology in professional environments.

2. Programme Outcome

- Apply advanced word processing techniques to create, format, and edit professional documents that meet integrated quality standards
- Develop advanced spreadsheets using formulas, functions, and data analysis tools to produce accurate, insightful reports
- Design and deliver interactive presentations integrating multimedia elements for effective communication
- Integrate applications and automate tasks to improve productivity and efficiency
- Manage digital communication using advanced email functions and data security practices
- Analyse and solve complex computing problems using critical thinking and advanced software features

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0887

Programme ID:

SP-240203

NQF Level:

5

Credits:

20

Entry Required:

NQF level 4 with Computer Literacy, English and Mathematics Literacy

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

Module	Title	NQF Level	Credits
Knowledge Module	Concepts and Principles of Advanced Computing	5	4
Practical Skills Module	Use Advanced Functionalities of Word Processing, Spreadsheets, and Presentations	5	16
			Total 20

4. Topics

Module 1: Concepts and Principles Underpinning Advanced Computing Applications

- Overview of advanced computing systems and applications
- Advanced file management and system optimization
- Principles of data integrity and information security
- Advanced user interface and customization
- Integration of word processing, spreadsheets, and presentation software
- Ethical use of digital technologies and cybersecurity awareness

Module 2: Advanced Word Processing Applications

- Creating and managing complex documents (reports, proposals, manuals)
- Advanced formatting (styles, templates, sections, and indexing)
- Using macros, mail merge, and collaborative editing tools
- Document protection, referencing, and automation
- Testing and improving document efficiency

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Advanced Spreadsheet Applications

- Designing advanced spreadsheets for business data analysis
- Using complex formulas, nested functions, and conditional logic
- Data validation, pivot tables, and data visualization
- Automating calculations with macros and linking multiple sheets
- Analysing large datasets and preparing reports

Module 4: Advanced Presentation Applications

- Designing interactive and multimedia-rich presentations
- Using templates, themes, slide masters, and animations
- Integrating data and visuals from external applications
- Delivering professional presentations with speaker notes
- Evaluating and refining presentation effectiveness

Module 5: Integrating Applications and Enhancing Productivity

- Linking and embedding data across multiple software applications
- Using automation tools to streamline workflows
- Email integration for task and project management
- Managing communication, scheduling, and collaboration tools
- Improving efficiency and maintaining digital professionalism

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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