

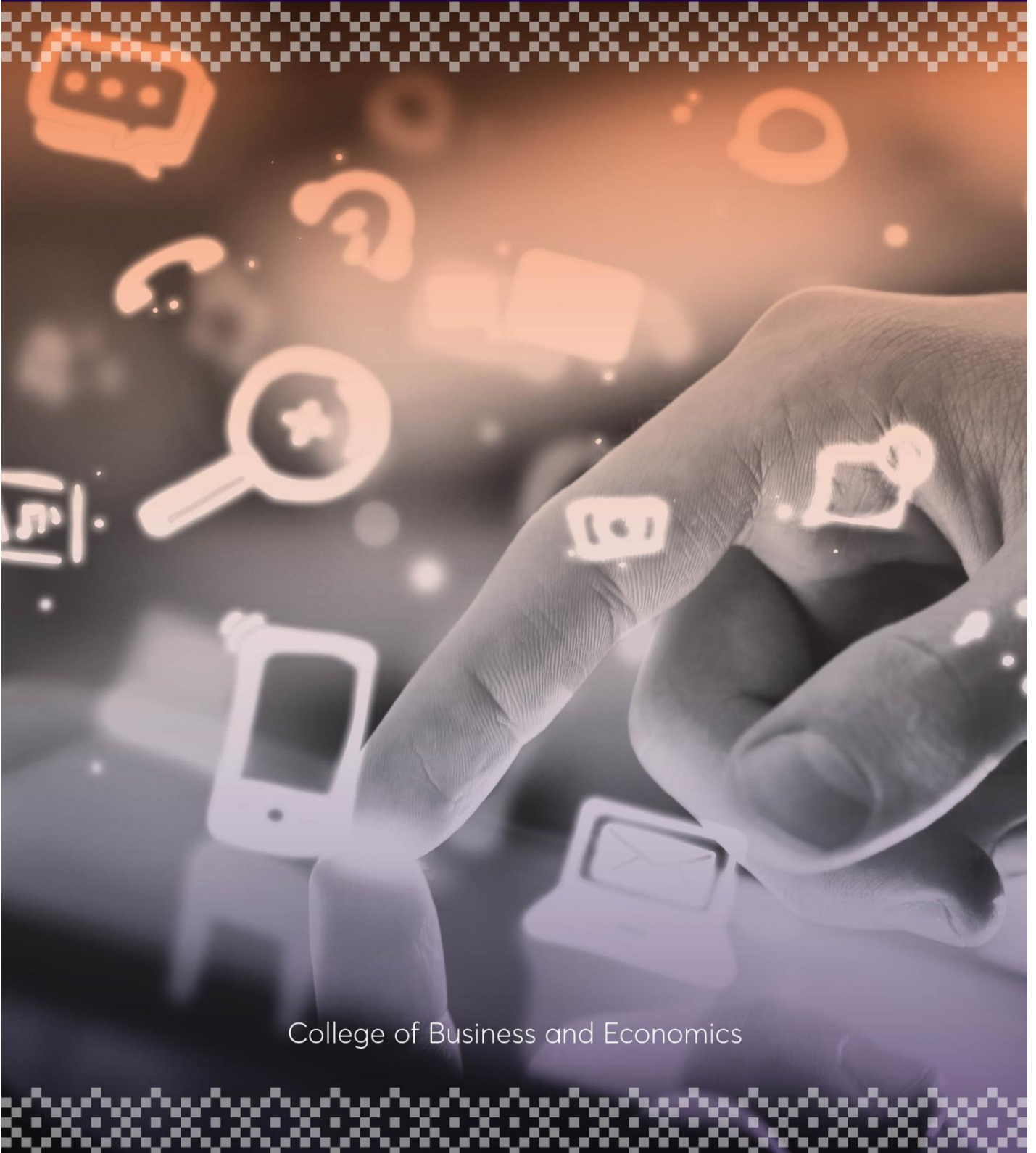


UNIVERSITY
OF
JOHANNESBURG

Department of Applied Information Systems
School of Consumer Intelligence and
Information Systems

**Continuing Education and
Short Learning Programmes**

End User Computing



College of Business and Economics



END-USER COMPUTING

1. GENERAL

Thank you for your interest in the End-User Computing short course at the University of Johannesburg. This document will provide a detailed overview of the programme.

2. ENTRANCE REQUIREMENTS

Admission requirements: Grade 12

Duration: 12 sessions of 8 hours each

Application deadline: Applications are accepted throughout the year

3. ABOUT THIS COURSE

The purpose of this module is to introduce the learner to basic IT (Information Technology) terminology, basic computer components, common functions of a Personal Computer (PC), and the operating system. Also introduction to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. The learner will be able to use applications such as, Word Processing, spreadsheet, presentation, and database to solve business problems.

COURSE OUTLINE

INTRODUCTION TO PC'S

Purpose:

The purpose of the first two modules are to introduce the learner to basic IT (Information Technology) terminology, basic computer components, common functions of a Personal Computer (PC), and the operating system.

Outcome(s):

Students should be able to:

- Identify the different parts of the PC
- Use the keyboard and mouse


MICROSOFT WORD


Purpose:

The purpose of this module is the production, storage, and manipulation of text, using a word processing application.

Outcome(s):

Students should be able to:



- 
- Create a document
 - Format a long document
 - Enhance a document

MICROSOFT EXCEL

Purpose:

The purpose of this module is the organisation, analysis and storage of data in tabular form, using a spreadsheet application.

Outcome(s):

Students should be able to:

- Create a basic workbook
- Work with Formulas and Functions
- Create an Advanced Workbook

MICROSOFT POWERPOINT

Purpose:

The purpose of this module is the display of information in the form of a slide show, using a presentation application.

Outcome(s):

Students should be able to:

- Create a Presentation
- Enhance a Presentation

MICROSOFT ACCESS

Purpose:

The purpose of this module is the storing, modifying, extracting, and searching for information, using a database application.

Outcome(s):


Students should be able to:

- Create a Database
- Maintain and Query a Database
- Create Forms and Reports

Ready to apply?

Visit the UJ homepage www.uj.ac.za and click on Study@UJ to apply for this qualification. All applications are done online.





Cost: Please visit the *UJ Student Finance* page for any queries related to the costs of this qualification. The student finance page can be accessed from the UJ home page at www.uj.ac.za. Click on Study@UJ and select Student Finance.

For more information you can contact:

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