SHORT LEARNING PROGRAMME (SLP)
End User Computing

UNIVERSITY
OF
JOHANNESBURG

SCHOOL OF CONSUMER
INTELLIGENCE AND
INFORMATION SYSTEMS

Adobe Stock_399282782

Our Future
Reimagined

END USER COMPUTING

PREAMBLE

The University of Johannesburg's Applied Information Systems Department introduces the 'End User Computing' Short Learning Programme (SLP), designed for individuals who seek to develop foundational computing skills. This course introduces learners to basic IT concepts, common functions of a personal computer (PC), and an overview of essential software applications.

PURPOSE

The purpose of this SLP is to introduce learners to key computing concepts, including basic IT terminology, computer components, and operating systems. The course also covers essential Microsoft Office applications, such as Word, Excel, PowerPoint, and Access, enabling learners to apply these tools to solve business-related problems.

Students will be able to manipulate files and use software for word processing, presentations, spreadsheets and database applications to solve business problems. Students will be able to search the internet and utilise e-mail.

ENTRY REQUIREMENTS

Grade 12 (Matric certificate)

TIMELINES

This SLP is offered face-to-face over a semester. This programme is structured around 12 sessions of 8 hours each. Applications are accepted throughout the year.

HOW TO APPLY

All applications are done online. Click **here** to apply or visit the UJ homepage **www.uj.ac.za** and click on the **Study@UJ** to apply for this programme.

REGISTRATION
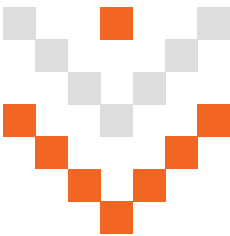
For more information, please contact:
Mr. Ronny Mabokela: rmabokela@uj.ac.za | +27 (0) 11 559 2112

READY TO APPLY?

Apply online now! Visit the UJ homepage **www.uj.ac.za** and click on Admissions + Aid to apply. Online applications only.

Cost: Visit the UJ Student Finance page **www.uj.ac.za/studyatUJ/Student-finance** for any queries.

Bursaries / Funding: Visit **www.uj.ac.za/studyatUJ/Student-finance** to view all bursary and funding opportunities.

College of Business and Economics
School of Consumer Intelligence and Information Systems (SCiiS)