

**MYSTAR EDUCATION AND BUSINESS SOLUTION Pty LTD**

<b>QUALIFICATION TITLE:</b>	<b>1. National Certificate: Information Technology: End user Computing</b>
<b>NQF Level:</b>	3
<b>DURATION</b>	1 Year
<b>PURPOSE</b>	The purpose of the qualification is to empower students to acquire knowledge, skills, attitudes, and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.
<b>CAREER PATH</b>	<b>Secretary, Project Administrator, Data capture, Office Administrator, Any Administrative Job in a South African Labour Market</b>
<b>MODULE BREAK DOWN</b>	<ul style="list-style-type: none"> <li>• Communication Fundamentals</li> <li>• Numeracy Fundamentals</li> <li>• Information Communication Technology</li> <li>• Microsoft Word</li> <li>• MICROSOFT EXCEL</li> </ul>
<b>ENTRY REQUIREMENTS</b>	NQF LEVEL 2 OR An Equivalent Qualification