End-user Computing
(offered by the School of Computing)

1

SYLLABUS

FIRST LEVEL

EUC131T/EUC1M1I End-user Computing I: Theory (Examination: 1 x 3 hour paper)
Syllabus: The objective of the theoretical module is to obtain a thorough insight into and knowledge of computers and computer technology, the hardware and software which are used and how computers can be effectively utilized in the private sector, workplace or at home. All study materials will be provided on registration.
Similar study unit/modules: BIS111P, CPK151V, EUC1M1I, IAD121Z, MEM2M1U, RGB111N, CUS151T

EUCPRAC/ EUC1M2I/ PRACEUC End-user Computing I: Practical (Examination: 4 x 1 hour electronic tests to be completed at any approved ICDL examination centre)
The course syllabus follows that of the ICDL-Foundation. Students need to complete the following ICDL modules: Using the computer and managing files, Word Processing, Spreadsheets and Information and Communication. Each ICDL module concludes with an ICDL test. Testing costs are NOT included in module fees and need to be paid by the student. The ICDL tests are in place of module year-end exam. There is thus no one year-end exam for this module. Students need access to a suitable computer for the practical for a minimum of 90 hours. Internet access is necessary only for Information and Communication. The End-user computing theory modules do not function in the manner described here and should not be confused with the ICDL Basic concepts module (ICDL Module 1).

Advice:
1. Exemption with credit will be granted to learners who hold their matriculation certificate and who possess one of the following qualifications:
   (a) ICDL (International Computer Drivers License) Using the computer and managing files, Word Processing, Spreadsheets and Information and Communication modules minimum.
   (b) MOS (Microsoft Office Specialist) Certification for Word, Excel, Outlook minimum.
   (c) A qualification that, at the discretion of the Executive Dean, is equivalent to that in (a) or (b) above.
Purpose: to provide students with practical end-user computing skills of an Internationally Certified standard.
Similar study unit/modules: BISPRAC, CPKPRAC, CUSPRAC, EUCPRAC, EUC1M2I, FIL1M2F, IADPRAC, INY1M2I, MEMPRAC, RGBPRAC