Waterfall
SCHOOL OF BUSINESS

FACULTY OF INFORMATION COMMUNICATIONS AND TECHNOLOGY

COMPUTER STUDIES SHORT LEARNING PROGRAMME

This course will equip you with basic computer skills, and will teach you how to use programs such as Microsoft Word, Excel, and Outlook. The study material for this course is designed to be easy to understand. This course is a good option if you want to develop the basic computer skills you need in the workplace, and you don't want to write exams.

Course code:

COM100

Accreditation status:

This is a non-credit-bearing Short Learning Programme.

Duration:

8 months

Entry requirements:

None
Students must have access to a computer.

Topics covered:

- Office Data Processing 101
- Office Data Processing 201
- Office Data Processing 301

Assessments:

- 1 assignment per topic
- There are no exams for this course.

Eligibility requirements for the External Integrated Summative Assessment (EISA):

The EISA is administered by the QCTO. In order to qualify for the EISA, learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the Knowledge Modules and Practical Skills Modules. These are usually combined into one Statement of Results.

Type of certificate awarded:

Upon completion of this course, students will be awarded a **Waterfall School of Business Skills Certificate: Computer Studies** from **Waterfall School of Business.**

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CONTACT DETAILS

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