

National Certificate: End User Computing (NQF Level 3)

MICT Seta Accredited Qualification

SAQA ID: 61591

1. National Certificate: End User Computing (NQF Level 3)

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2. Purpose of Qualification

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners 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. The National Certificate in IT: End User Computing at NQF Level 3 is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills. The unit standards of this qualification may be added to other industry qualifications to provide an End User Computing focus with comparison, choice, interpretation and the application of knowledge.

3. Career Focus

Secretary, Project Administrator, Data Capturer , Office Administrator , Any Administrative Job in an IT or Business Environment

4. Regulatory Compliance

Accredited by	MICT Seta (SAQA ID: 61591)
Registered by	Department of Higher Education & Training
Registered on	National Qualification Framework by the South African Qualifications Authority (SAQA ID: 61591)
Admission Requirements	NQF Level 2 or equivalent
Minimum Requirements to complete the National Certificate:	A pass in all modules totaling 130 credits including competency in Work Integrated Learning and Completion of POE for All modules.
Minimum Completion time:	1 Year

Maximum Completion time:	18 Months
Articulation Possibilities	The qualification at this level is foundational and generic, allowing maximum mobility between qualifications. Apart from the workplace needs the qualification will address, it is also designed as an entry-level qualification into most further education and training fields, because of the wide application of End User Computing in any environment.

5. Foreign Students

All Foreign Students must submit their SAQA evaluation documents.

SAQA contact details: +27-(0)12 431-5070 or visit <http://www.saqa.org.za>

6. Recognition of Prior Learning Applications (RPL)

Applications for RPL must be submitted to the office of the Chief Academic Officer.

7. Curriculum: National Certificate End User Computing Level 3

YEAR 1

ALL THESE MODULES ARE COMPULSORY

MODULE - SEMESTER 1	SAQA ID	CREDITS	MODULE - SEMESTER 2	SAQA ID	CREDITS
COMMUNICATION	8973, 8968 8970 13915 110023	25	MICROSOFT POWERPOINT	117923 116930	10
NUMERACY	9010, 7456 9013 9012 11241	22	MICROSOFT ACCESS	116936 117927	9
INFORMATION COMMUNICATION TECHNOLOGY	117925	3	INTERNET & EMAIL	115391, 116945, 116935, 116931, 114076	14
MICROSOFT WORD	117924 119078 116942	13	PROJECT MANAGEMENT	10140, 10139, 10135	21

MICROSOFT EXEL	116937 116940 116943	13			
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8. National Certificate: End User Computing: Learning Outcomes

- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace.
- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.
- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace, by better utilizing End User Computing Applications.
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organization & the impact it has on societies.
- You may register for a minimum is 5 modules per semester. This will ensure that you complete your qualification within the required time frame (providing that you pass the modules you registered for).
You may register for a maximum of 9 modules.

9. Duration of Study

- You may register for a maximum of 1 year. This will ensure that you complete your qualification within the required time frame (providing that you pass all modules).
- There are 9 Modules to complete (Credits: 130).

10. Minimum and maximum number of modules per semester

You may register for a maximum of 4 modules in the first semester and 3 modules in the second semester. This will ensure that you complete your qualification within the required time frame (providing that you pass the modules you registered for).

11. Application for Credits

PC Training & Business College(PTY)LTD allow students who achieved the requirements of the unit standards at other recognized Higher Education Institutions, to apply for credits. Applications for Credits must be accompanied by the statement of results for which the learner wishes to apply for credits.

12. Requirements to Pass a Module

Students are required to complete all modules and answer all the activities correct to pass a module. Students, who do not pass any module, will be granted another opportunity to rewrite the examination, at an additional fee. Students will be provided with further support in any module which they find challenging.

13. How is the Final mark calculated?

The learners will be assessed in a formative assessment, summative assessment and work place assessment and as per our assessment policy the learner has to meet all the assessment Criteria as per unit standard

14. Language of delivery of Teaching for Learning

English is the language of communication, instruction and assessment at PCT & BC.

15. Mode of delivery

The mode of delivery is Distance Learning. This mode of delivery is supported by access to our national Tuition Centre's / Campuses

16. What is a Tuition Centre / Campus?

PCT & BC tuition centres grants Distance learners access to computers, free data bundles, online assessments, Technology Based Training material, electronic and physical library facilities, examination venues and administrative services. It is recommended that you select a tuition centre / campus nearest to you, and are encouraged to make use of these facilities for the duration your studies. Students who do not make use of their selected tuition centre / campus will not be able to take advantage of these facilities that are offered for free.

17. Materials required to Study

Students will be given a Tablet PC with all study guides preloaded, as well as a data bundle for internet access. It is imperative that you familiarize yourself with the Tablet PC so that you are able to make the most of this technology for your study.

Additionally, PCT & BC also provides you with prescribed e-textbooks, timetables, sample assessments, and videos for each module.

18. Completion of Assessments

All students must select a tuition centre / campus for the purpose of assessments. Formative Assessments (tests excluding assignments) and Summative assessments (final examinations) will be conducted at the selected tuition centre / campus.

The venue will depend on the specific module requirements.

- Assignments will be uploaded onto our online student portal which can be done from home or at the selected tuition centre / campus.
- Tests will be conducted at tuition centres only.

19. Provision of Academic and Tuition Support

PCT & BC has appointed qualified and experienced facilitators / tutors / lecturers and academics to provide support to our learners. Students can contact facilitators / tutors / lecturers and academics via e-mail, telephonically, or face-to-face appointments.

20. Certification

On successful completion of this qualification, you will graduate with **National Certificate: End User Computing (NQF Level 3) (Total 130 credits)** from PC Training & Business College.

21. Further studies on completion of National Certificate: End User Computing

On successfully completing the End User Computing certificate, you may articulate into a NQF Level 4 Further Education and Training qualification. Providing that you meet the admission and selection criteria to a public, private or foreign Further Education and Training institution.

22. Application dates and Registration Fees

Applications will open on 7 January 2014. Application fees are R250.

The closing date for applications for Semester 1 is at 12h00 on Friday 1st February 2014.

The closing date for applications for Semester 2 is at 12h00 on Friday 5th July 2014.

23. Application process

Students may choose to apply in one of the following ways to PCT&BC

Choice 1: Electronically / online

Access PCT&BC website.

www.gopctraining.co.za

You will be directed to complete the online Application Form.

You must ensure that you upload all the necessary supporting documentation.

Choice 2: At campus, in person

You may choose to go to the nearest PCT & BC Campus and obtain the 'Application Form: 2014'. You must complete the Application form and submit it to the Campus manager, or registration staff with all necessary supporting documentation. The campus will capture and submit your information to Head Office.

24. On acceptance, what next?

Once you have been successfully accepted you will be sent notification accordingly. You must now proceed with the registration process.

On registration, you must complete the "Registration Form: 2014", and pay the minimum registration fees.

On payment of the registration fees, proof of payment must be submitted to the nearest Campus or Head office.

Your registration will be captured, and the necessary information will be forwarded to you.

You will then receive your study pack, including your FREE Tablet PC and Internet bundle.

The closing date for registrations for Semester 1 is at 12h00 on Friday 8th February 2013. The closing date for registrations for Semester 2 is at 12h00 on Friday 19th July 2013.

25. Admission process

On receipt of your application, it will be evaluated and successful students will be registered for the Bachelor of Business Administration.

26. PC Training & Business college Campus /Tuition Centres

27. Advantages of Studying through Distance Education at PC Training & Business College

28. About PC Training & Business College and the National Certificate: End User Computing

The PC Training & Business College (Pty) Ltd **National Certificate: End User Computing is accredited with MICT Seta Accreditation number: ACC/2012/05/735**

PC Training & Business College is registered with the Department of Education as a Private Further Education and Training Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 and as a Private Further Education College under the Further Education and Training Act, 2006. Registration Certificate No. 2008.FE07/050. Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007. Registration Certificate No. 00073.