

Further Education and Training Certificate:

Skills Courses with an In-house certificate

Course Name: **Job Foundation** (Selected Module on End User Computing)

SAQA ID: 49077

1. Purpose of Qualification

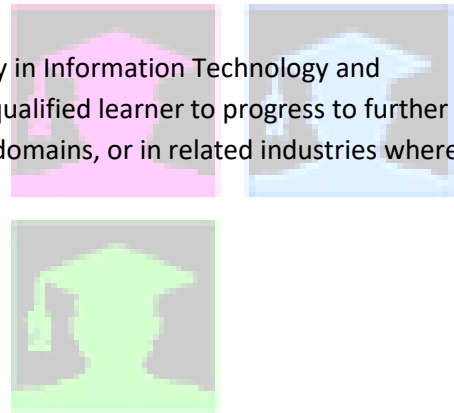
The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, life long learning and to productive employment.

2. Career Focus

This qualification was developed to allow for further study in Information Technology and related fields at Higher Education levels. It will allow the qualified learner to progress to further qualifications either in Systems Development or other IT domains, or in related industries where IT is a key component.

Careers available include:

- Personal Assistants / Receptionists
- Office Administrators
- Project Administrators



3. Regulatory Compliance

Accredited by	MictSeta (SAQA ID: 49077)
Registered by	Department of Higher Education and Training
Registered on	National Qualification Framework by the South African Qualifications Authority (ID Reference : 49077)
Admission Requirements	Any grade.
Minimum Requirements to complete the National Certificate:	A pass in all modules totaling 33 credits including competency in Work Integrated Learning and Completion of POE for All modules.
Minimum Completion time:	3 Months
Maximum Completion time	6 Month
Articulation Possibilities	The National Certificate in IT: End User Computing at NQF Level 3, skills courses is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills.

4. **CURRICULUM:** Further education and training certificate: Information Technology : End User Computing NQF Level 3.

- All **fundamental** outcomes are compulsory for this qualification (6 credits).
- All **core** outcomes are compulsory (27 credits).

SELECTED UNIT STANDARDS

CATEGORY	ID	UNT STANDARD TITLE	CREDITS
Fundamental	110023	Present information in report format	6
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	5
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	5
Core	116942	Use a GUI-based word processor to create merged documents	3
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	3
Core	116945	Use electronic mail to send and receive messages	2
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	3
		Total Credits	33

The Learner's Companion

5. FURTHER EDUCATION AND TRAINING CERTIFICATE: LEARNING OUTCOMES

A learner will be able to competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.

6. DURATION OF STUDY

- The minimum time a student can complete the course is 3 Months.
- The maximum time allowed is 6 Months .
- There are 8 Modules to complete (Credits: 33).

7. 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.

8. How is the Final mark calculated?

The Final mark is calculated from the formative and summative assessments. Formative Assessments, includes Assignments and Continuous Assessments, contribute 100% towards the final mark. The Summative Assessment (Final Examination) contributes 100% towards the final mark. Each module will have at least one formative assessments and one summative assessment.

9. Language of delivery of Teaching for Learning

English is the language of communication, instruction and assessment.

10. Mode of delivery

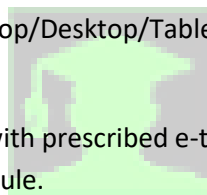
The mode of delivery is Distance Learning/Online learning

11. Materials required to Study

Students will be given an electronic manual.

It is imperative that you familiarize yourself with the Laptop/Desktop/Tablet so that you are able to make the most of this technology for your study.

In addition, Prophecy Training College also provides you with prescribed e-textbooks, timetables, sample assessments, and videos for each module.



12. Provision of Academic and Tuition Support

Prophecy Training College 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.

13. Certification

On successful completion of this qualification, students will receive a **Certificate** from Prophecy Training College.

14. Further studies on Completion of Course

On successfully completing the **Job Essentials Skills course**, students may choose to further their studies, in obtaining the full **End User Computing Qualification** through Prophecy Training College.

15. Payment Structure

Payment differs depending on the selected Payment Plan

Course Name	Credits	Cash Price (Once off)	2 Months Installment	3 Months Installment	4 Months Installment	5 Months Installment	6 Months Installment
49077-SK-JOB-ESSENTIAL	33	R4 485	R2 276	R1 532.00	R1 177.00	R987.00	R860.00

16. Application process

Students may choose to apply in one of the following ways to Prophecy Training College

Electronically / online Access Prophecy Training College website.

<https://protc.co.za/job-foundation/> You will be directed to complete the online Application Form.

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

Or

Complete the registration form on <https://jobessentials.protc.co.za/>

17. About Prophecy Training College

Further Education and Training Certificate: Systems Development is accredited with MICT Seta
Accreditation number: ACC/2012/07/799



The Learner's Companion