

# 2021 FACT SHEET



## COMPUTER SKILLS SHORT LEARNING PROGRAMME

### ABOUT THE INSTITUTION

The Boston Media House (Pty) Ltd Reg. No. 2002/026252/07 (Boston) Bachelor of Arts in Broadcast Journalism is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2008/HE07/007, until 31 December 2023, in terms of Section 54(1)(c) of the Higher Education Act, 2016 (Act No 09 of 2016), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

### BRITISH ACCREDITATION COUNCIL (BAC) ACCREDITATION

Boston Media House is accredited by the British Accreditation Council for Independent Further and Higher Education as an Independent Higher Education Institution.

BAC was established by the UK's Department of Education and the British Council in 1984 to oversee independent further and higher education in the UK. They are a registered charity and a not for profit organisation. The BAC is a full member of the European Association for Quality Assurance in Higher Education (ENQA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE) and externally assessed on their organisation's standards and processes.

### Skills Programme

- **Computer Skills Short Learning Programme**
- Programme Code: CSLP
- Site of Delivery: Sandton, Pretoria, Durban



### **What is the Purpose of the Programme?**

This Skills Programme affords students the opportunity to complete a selection of subjects prior to the commencement of the academic year while gaining foundational knowledge required for higher education studies.

### **Minimum Entry Requirements**

Open entry.

### **Upon completion students may apply for RPL**

Recognition of Prior Learning (RPL) refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition and certification, or further learning and development. RPL may be used to grant access to a qualification programme, or advanced placement / exemption from modules. Exemption from modules does not translate to credits awarded.\*

\* CHE. 2016. Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment.

On successful completion, the Learner may apply for exemption towards a Boston Media House programme. Applicants interested in applying through RPL will be considered individually by the Registrar.

### **What is the language of teaching and learning?**

English is the language of communication, instruction and assessment.

### **Teaching and Learning**

For Computer Skills, lectures consist of online-mediated teaching and learning. Students are required to write assessments online, and access the online teaching and learning contents for the specific online-mediated module/s via the Learning Management System (LMS), COLCampus. Students should have access to a computer and the internet. COLCampus is accessible online and/or at the campus.

***Please refer to the Subject Outline on how to access the modules and assessments on COLCampus.***

### **What is the Duration of Study?**

The minimum duration is four (4) weeks and the maximum duration is six (6) weeks.

## What is the Curriculum?

\* Prescribed textbooks are included in the fees

Subject	Code	Semester / Year	2021 Fees*
Computer Literacy (MS Excel, MS PowerPoint, MS Windows, MS Word)	HMEX133_1 HMPP133_1 HMSW133_1 HMWD133_1	4 – 6 Weeks	R 2 200.00

The lectures for Computer Literacy commence on the 4<sup>th</sup> of January 2021, individual starting dates are subject to when the student registered for the programme, please enquire with the branch.

### What do I require to Pass a Subject?

The Summative Assessment pass mark for the computer modules is 75%.

### Where do I complete my Assessments?

Assessments are written online on the Learner Management System, COLCampus.

### Can I further my studies when I have completed the subjects?

On successful completion, the Learner may apply for exemption towards a Boston Media House programme.

### How do I Apply?

Apply only for admission to study at Boston Media House. Visit the website [www.bostonmediahouse.ac.za](http://www.bostonmediahouse.ac.za) and follow the links provided. Complete the online application form and upload all the necessary supporting documentation.

### When can I apply and how much are the Application Fees?

Applications are open all year round. There are no application fees payable.

### What do I do if I am accepted?

When you are accepted, you will receive a registration link to register online. The registration process will require a number of documents from you to complete the registration. Please make sure you have the following available before starting the registration process.

- Your reference number for your accepted application. Please note that the acceptance must be a full acceptance and not a provisional acceptance.

- If you did not provide documents during your previous application, you will be prompted for them during this process. Incomplete or incorrect documents will result in your registration not being completed.

### **Finalising your registration**

- To finalise your registration, you will be required to pay your deposit online.
- Please make sure you have the account payer's details, banking information and approval to proceed.
- If you elect not to pay instantly, the branch will contact you to arrange for your preferred payment method before your registration is finalised.

### **Email**

- You must have a valid email address and mobile phone number. If you do not have an email address, you can sign up for one using [Google Gmail](#) or [Microsoft Outlook](#)

### **Disaster Management Act and Academic Services**

Boston recognises the need to deploy whatever reasonable measures necessary to obviate any negative impact on academic provisioning that might attend the invocation of the Disaster Management Act (Act No. 57, 2002) and the consequent gazetting of regulations. While Boston will attempt to minimise disruption to academic services, this could result in changes to academic calendars, procedures, processes, services, etc., all of which will be communicated to students and relevant stakeholders.

### **Disclaimer**

This Fact Sheet is accurate at the time of publication. Boston Media House (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into the qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee at Head Office in Sandton.

## **Campus Details**

Sandton (Head Office): 137 11th Street and 128 10th Street, Parkmore, Sandton  
Tel: (0)11 883 0933

Pretoria: 716 Francis Baard Street, Arcadia, Pretoria  
Tel: (0)12 343 1731

Durban: 331 Anton Lembede Street, Durban  
Tel: (0)31 301 7469

**Website:** [www.bostonmediahouse.ac.za](http://www.bostonmediahouse.ac.za)

**Email:** [info@boston.co.za](mailto:info@boston.co.za)

# SUBJECT OUTLINE

<b>Subject</b>	Computer Skills Short Learning Programme								
<b>Subject Codes</b>	CSLP								
<b>Subject Summary:</b>									
Level 1	MS Windows, MS Word, MS Excel, MS PowerPoint.								
Level 2	N/A								
Level 3	N/A								
Knowing, Doing & Being	<p>This subject will empower you to understand and utilise the modules of the Microsoft Office software suite, inside the Microsoft Windows operating system, to produce various forms of documents, spreadsheets, and electronic presentations.</p> <p>You will be required to understand and apply the features and functions of the Microsoft Windows operating system as a basis for exploring other software applications such as Microsoft Office.</p> <p>Practical application of the Windows operating systems as well as MS Word, MS Excel and MS PowerPoint is essential. Features of the Microsoft Office modules have to be applied to produce, edit and format Word documents, Excel spreadsheets and PowerPoint presentations.</p>								
<b>Subject Materials:</b>									
Prescribed Resources	Workbooks for MS Windows, MS Word, MS Excel and MS PowerPoint.								
Recommended Resources	N/A								
Equipment Requirements	<p>Desktop computer installed with Windows and Microsoft Office. Students have access to computers with the relevant software packages on-site or may use their own computer with the required software.</p> <p>LMS login details will be confirmed by the branch after registration.</p>								
Consumables	N/A								
Costs to be Covered by Students	N/A								
<b>Assessments</b>									
Each Computer Skills module comprises the following assessments:									
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F1	S1	S1 Sp							
		100%							
<p>F = Formative  S = Summative  Sp = Supplementary</p>									



Additional Subject Information	The formative assessment is compulsory and need to be attempted and completed in order to gain entrance to the summative assessment opportunity. The pass mark for the computer modules is 75%, the summative assessment mark is recorded as the final grade.