

Department of Computing Sciences Computer Courses

As at 2023-01-18

General

- All Computer Short Learning Programmes presented by the Department of Computing Sciences are NON-CREDIT BEARING and cannot be used for credits towards any of Mandela University's qualifications.
- Outlines of course content and prerequisites are available on this page and should be consulted to ensure that you book the correct course. To gain the maximum benefit from attending training, you should ensure that you meet the specified course prerequisites.
- No credit will be given for attending the incorrect level of training.
- Prices are VAT EXEMPT in accordance with government regulations for Higher Learning Institutes.
- We reserve the right to postpone any course that does not have a minimum of eight (8) people registered.

Quotations

If you require an official quotation, please send a request to Hayley.Irvine@mandela.ac.za that includes the following information:

- Company name (if applicable)
- Department name
- Contact person's full name
- Contact person's telephone number
- Contact person's email address
- Details on courses to quote on and the number of people per

Bookings

- All bookings will be confirmed by our office via email to the person who initiates the booking. Submission of an Application form does not mean automatic acceptance to the training session and no person should arrive for training if a confirmation email was not sent.
- Bookings cannot be confirmed until an official, signed purchase order is received or payment has been received in full.

Bookings process:

- Application forms can be requested from Hayley.Irvine@mandela.ac.za
- **Each delegate** must complete the Application Form and return to Hayley.Irvine@mandela.ac.za together with:
 - Copy of ID
 - Official Purchase Order or Proof of Payment of monies due
- Applications must be submitted at least ONE FULL WEEK before the course date.
- No bookings will be processed until either an official order or proof of payment has been received.
- All bookings will be confirmed once all relevant documents have been supplied and space in the class has been verified. For any queries, contact Hayley.Irvine@mandela.ac.za.
- In order for certificates to be issued, delegates will need to be registered on the university's student database.
- **Please note:**

- Delegates with an outstanding balance owing to Nelson Mandela University cannot be registered on the university's student records system (university policy) and as such cannot be registered for training.
- Such delegates are still welcome to attend training, but there will be no record of their having attended the course and certificates cannot be issued.
- *Non-registration does not entitle the delegate or his/her company to a discount of any sort.*

Location

Department of Computing Sciences laboratories
 2nd Floor, Embizweni Building
 South Campus
 Nelson Mandela University
 University Way
 Summerstrand
 Port Elizabeth

Training on your premises

- Should you wish training to take place on your premises, this can be arranged for bookings of 8 or more people.
- Instructor travel, subsistence, and accommodation costs will be for your account, as will catering for training attendees.
- The training venue will need to be equipped with one computer or laptop PER DELEGATE
- All necessary software, all of the correct versions, must be installed and functional on the training computers/laptops. Nelson Mandela University and the Department of Computing Sciences take no responsibility for sourcing or installing any software or any costs relating to software licensing, hardware setup, or venue hire and setup.
- A computer attached to a data projector, also installed with all required software, must be made available for use by the facilitator.

Training times

Unless agreed otherwise:

- Registration for each course is at 8:00 am and training is from 8:30 am to 4:00 pm.
- There is a 20-minute tea break at approximately 10:15 and a 45-60 minute lunch break at approximately 12:30 pm.

Catering

- If training is conducted on our premises:
 - Tea and coffee is provided during the morning tea break.
 - Lunches are NOT catered, unless by prior arrangement. An additional fee is chargeable for catering of light meals and must be included in the purchase order amount or payment, as applicable.
- If training is conducted on your premises:
 - All catering costs and arrangements are for your own account.
 - If catering will be provided for attendees, it is asked that the facilitator be included.

Ordering and Payment

Unless otherwise agreed in writing:

- Individual bookings will be confirmed on receipt of:
 - A completed Application Form per individual attending training
 - A copy of each attendee's ID
 - Either an official company Purchase Order or Proof of Payment
- All required documentation must reach our offices at least 1 full week before the commencement date of any training.
- Purchase Orders will be submitted to the Mandela University Finance Department for the generation of an invoice. Said invoice will be forwarded to the relevant parties by the Finance Department and will include all necessary payment instructions.

Cancellation Policy

Once training is booked, should you not be able to attend your course for whatever reason, please take note of the following:

- If you wish to reschedule or cancel a booking, this must be done in writing via email at least 3 working days before the course date.
- Bookings not cancelled in time will NOT be rescheduled or credited.
- Delegates who do not arrive on the day of training without a valid reason (as per university policies) will not be rescheduled and fees will not be credited.
- While we will endeavour to reschedule missed training if at all possible, this can only be done if there are other available dates and future classes are not fully booked

Assessments

- Assessments for any Computing Sciences Computer Short Learning Programmes are voluntary UNLESS specifically required and requested by your company
- There is no additional fee for assessments
- Assessments must be written in the same semester in which training is attended
- Only one opportunity will be given to write the assessment - there are NO rewrite options if the assessment is not passed
- If an assessment is missed due to illness, rescheduling of the assessment will only be possible if there are available assessment slots before the end-of-the-semester cut-off.
- No person will be granted automatic access to any Computer Short Course Assessment. Candidates wishing to write the assessment MUST book an assessment session with Hayley.Irvine@mandela.ac.za
- Assessments for the Computing Sciences Short Learning Programmes (SLPs) are practical tests that must be written in the Computing Sciences labs.
- Assessment session bookings must be made at least 3 full working days before any test date and all bookings will be confirmed by email.
- Tests can be written directly after each other or spread out over the available testing days and times, whichever suits the candidate better and/or on slot availability.
- Each short course attended has a separate assessment.
- Tests are 60 minutes per day of training i.e., a 1-day course has a 60-minute test, and a 2-day course has a 120-minute test.

Certificates

Two different types of certificates are available for our short courses.

A Certificate of Completion requires that candidates pass an assessment on the learning outcomes of the short course attended. The pass mark for each test is 50% and candidates who do not pass or

choose not to write will be issued with a Certificate of Attendance providing they attend a minimum of 75% of the course duration.

A Certificate of Attendance is issued to all attendees who attend a minimum of 75% of the course duration and who do not write and pass the related assessment.

Outlines Document – to be included on page/link

Courses

Department of Computing Sciences

Nelson Mandela University

Course and Assessment Dates – 2023

Date availability is subject to change. All bookings will be confirmed by email.

Code	Course	Dates
W17	Introduction to Computers, Windows and the Internet	6 February 2023 11 April 2023 5 June 2023 1 November 2023
W18	Introduction to Microsoft Word	9 February 2023 13 April 2023 9 June 2023 7 September 2023 2 November 2023 14 November 2023
W19	Intermediate Microsoft Word	10 February 2023 12 June 2023 11 September 202 6 November 2023 16 November 2023
W20	Introduction to Microsoft Excel	7 February 2023 12 April 2023 7 June 2023 8 September 2023 3 November 2023 13 November 2023
W21	Intermediate Microsoft Excel	8 February 2023 14 April 2023

		8 June 2023 13 June 2023 14 June 2023 12 September 2023 7 November 2023 15 November 2023
W29	Advanced Microsoft Excel	13 February 2023 15 June 2023 19 June 2023 13 September 2023 8 November 2023 17 November 2023
W23	Introduction to Microsoft PowerPoint	6 June 2023 6 November 2023
W16	Introduction to Web Design (Using HTML and CSS)	On request
W12	Advanced Web Design	On request
W24	Introduction to Microsoft Access	11 & 12 April 2023 12 & 13 June 2023 9 & 10 November 2023
W25	Intermediate Microsoft Access	13 & 14 April 2023 14 & 15 June 2023 20 & 21 November 2023
Assessment dates <i>(Assessments must be booked)</i>		
Semester 1: 22 / 23 June 2023 13 / 14 July 2023 Semester 2: 27 / 28 / 29 November 2023		

For queries email Hayley.Irvine@mandela.ac.za