SHORT COURSES

ENGLISH FOR BEGINNERS

Courses Offered

DURATION : 6 Months

Syllabus

Elementary Grammar
Elementary conversation
Elementary comprehension
Basic grammar I & II
Basic conversation
Basic comprehension
CD Tutorials

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1200
Monthly R950 x 5	R4750
Student Card	R40
T-Shirt	R100
Total Fees	**R6590**
Cash Fees	**R5930**

DURATION : 1 Year

Syllabus

Second Semester
Basic grammar III
Intermediate grammar
Intermediate Conversation
Intermediate Comprehension
Orals, Sounds and Pronunciation
Tutorials CD

First Semester
Elementary Grammar
Elementary conversation
Elementary comprehension
Basic grammar I & II
Basic conversation
Basic comprehension
Tutorials CD

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1200
Monthly R950 x 10	R9500
Student Card	R40
T-Shirt	R100
Total Fees	**R11340**
Cash Fees	**R10210**

Bookkeeping

Duration : 4 Months (with computer Packages)

US Type	NLRD	US Title
		Bookkeeping to balance Sheet
Elective	7825	Process financial transactions
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
		Computer Typing Skills
Pastel, MS Word , Typing Skills and MS EXCEL,		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets

Qualifying learners could follow a career in:
Accounting Clerk
Bookkeeping
Data capturing
Office Computing

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R900 x 3	R2700
Student Card	R40
T-Shirt	R100
Total Fees	**R4340**
Cash Fees	**R3870**

Duration : 3 Months (no computer Packages)

US Type	NLRD	US Title
		Bookkeeping to balance Sheet
Elective	7825	Process financial transactions

FEES NO BURSARY	
Reg Fee	R500
Deposit	R800
Monthly R700 x 3	R2100
Student Card	R40
T-Shirt	R100
Total Fees	**R3540**
Cash Fees	**R3200**

Computer Packages

Duration : MS Word and Typing Skills 4 Weeks, other, 2 weeks

US Type	NLRD	US Title
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
MS Excel		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets
Core	116940	Use a Graphical User Interface (GUI)-based spread sheet application to solve a given problem
MS Access		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
MS PowerPoint		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance

MS WORD & TYPING SKILLS	
Reg Fee	R500
Deposit	R1000
Monthly R700 x 1	R900
Student Card	R40
T-Shirt	R100
Total Fees	**R2540**

OTHE PACKAGES	
Reg Fee	R500
Deposit	R1000
Student Card	R40
T-Shirt	R100
Total Fees	**R1640**

MS Office

DURATION : 5 MONTHS		
US Type	**NLRD**	**US Title**
TYPING SKILLS		
MS WORD		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
MS EXCEL		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets
Core	116940	Use a Graphical User Interface (GUI)-based spread sheet application to solve a given problem
MS ACCESS		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
MS PowerPoint		
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance
Internet and E-Mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

FEES (NO BURSARY)	
Reg Fee	R500
Deposit	R1000
Monthly R950 x 4	R3800
Student Card	R40
T-Shirt	R100
Total Fees	**R5440**
Cash Fees	**R4900**

A+ Computer Engineering

DURATION : 4 MONTHS		
US Type	NLRD	US Title
Core	14917	Explain computer architecture concepts
Elective	14939	Assemble a personal computer or handheld computer and peripherals from modules
Elective	14940	Repair a personal computer or hand-held computer to module level
Elective	14950	Install a personal computer or handheld computer and peripherals
Elective	14943	Install system software and application software for a personal computer or hand-held computer

Qualifying learners could follow a career in:
- Computer Technician
- PC Technician
- Operating a PC Engineering workshop

N.B a Qualifying Learner will have the skills and knowledge needed to assembling computers, upgrading computers, diagnostics and repair, installation of computer operating systems , programs and peripherals, trouble shooting and problem resolution, maintenance and safety practices

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R900 x 3	R2700
Student Card	R40
T-Shirt	R100
Total Fees	**R4340**
Cash Fees	**R3900**

Computer Secretarial

Duration : 5 Months

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Core	110009	Manage administration records
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
		Computer Typing Skills
MS Access		
Elective	258875	Design forms and reports using a Graphic User Interface (GUI) based database
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases
Internet and E-mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

Qualifying learners could follow a career in:
- Computer Secretarial services
- Administration Clerk
- Call Centre
- Reception services
- Switchboard operations
- Typing
- Data capturing
- Reception supervision

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R800 x 4	R3200
Student Card	R40
T-Shirt	R100
Total Fees	**R4840**
Cash Fees	**R4360**

Computer Administration Clerk

Duration : 5 Months

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Core	110009	Manage administration records
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
		Computer Typing Skills
Internet and E-mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

Qualifying learners could follow a career in:
- Administration Clerk
- Reception services
- Switchboard operations
- Typing
- Data capturing

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R800 x 4	R3200
Student Card	R40
T-Shirt	R100
Total Fees	**R4840**
Cash Fees	**R4360**

Computer Receptionist

Duration : 5 Months

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Elective	7836	Monitor customer satisfaction
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
		Computer Typing Skills
Internet and E-mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

Qualifying learners could follow a career in:

- Administration Clerk
- Reception services
- Switchboard operations
- Typing
- Data capturing

FEES WITH 20 % BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R800 x 4	R3200
Student Card	R40
T-Shirt	R100
Total Fees	**R4840**
Cash Fees	**R4360**

Call Centre

Duration : 3 Months

US Type	NLRD	US Title
Elective	7790	Process incoming and outgoing telephone calls
Elective	13928	Monitor and control reception area
Elective	7836	Monitor customer satisfaction
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
		Computer Typing Skills
Internet and E-mail		
Core	116935	Enhance, edit and organize electronic messages using a Graphical User Interface (GUI)-based messaging application
Core	116945	Use electronic mail to send and receive messages

Qualifying learners could follow a career in:

- Administration Clerk
- Reception services
- Switchboard operations
- Typing
- Data capturing

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R800 x 2	R1600
Student Card	R40
T-Shirt	R100
Total Fees	**R3240**
Cash Fees	**R2900**

Hotel and Catering Management

Duration : 6 Months

Subjects

- Applied Management

- Sanitation and House Keeping

- Catering Theory and Practicals

- Nutrition and menu Planning

> Practicals conducted in Restaurants and Hotels are provided

Qualifying learners could follow a career in:

- Accommodation Services
- Catering Services
- Chef
- Conference Centre Services
- Event Services
- Fast food restaurant Services
- Hotel Services
- Public house services

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1200
Monthly R1000 x 5	R5000
Student Card	R40
T-Shirt	R100
Uniform	R500
Total Fees	**R7340**
Cash Fees	**R6600**

Computer Cashier

Duration: 8 weeks

Cashier Skills		
MS Word and Typing Skills		
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
		Cashier Skills

FEES NO BURSARY	
Reg Fee	R500
Deposit	R1000
Monthly R800 x 1	R800
Student Card	R40
T-Shirt	R100
Total Fees	**R2440**
Cash Fees	**R2200**

WEBSITE DEVELOPMENT

Duration : 4 Months

COURSE OUTCOMES

Introduction to Web Design
Basic HTML Tags
Getting started with CSS
Dealing with Images
Linking to other pages
CSS Layouts
HTML4 and HTML5 tables
HTML Forms
HTML5 Forms
Getting your site on the Internet

JOB OPTION

Applications developer.
Game developer.
Multimedia programmer.
Multimedia specialist.
UX designer.
UX researcher

FEES WITH 20 % BURSARY	
Reg Fee	R500
Deposit	R1100
Monthly R950 x 3	R2850
Student Card	R40
T-Shirt	R100
Total Fees	**R4600**
Cash Fees	**R4140**