



013 755 2638



082 222 3563



reception@atti-mbombela.co.za

corporate@atti-mbombela.co.za



Inquiries@atti-mbombela.co.za



16 Rothery Str, Mbombela



ATTIMbombela



@ATTIMbombela



www.attinelspruit.co.za



**ALL YOU NEED IS
GRADE 10 OR
MATRIC**

LEARN TODAY LEAD TOMORROW



LEARN TODAY - LEAD TOMORROW

ABOUT US

ATTI's expertise spans within IT learning, Accounting, Small Business and Administrative skills training relevant to the marketplace.

The company's wide and comprehensive portfolio of education and training touches all segments of the community.

This includes corporate clients with specific skills training needs, individuals looking for IT and non- IT skills, as well as the school leavers studying IT, Accounting, Small Business Management and Office Administration as a career.





LEARN TODAY - LEAD TOMORROW

OUR BACKGROUND

ATTI is proud to assist you with the intention of equipping learners with the necessary knowledge and skills to make them computer literate, competent and productive in the workplace.

Classes are kept relatively small to enable learners to receive individual attention.

Within South Africa, ATTI is committed to aligning itself to the national initiatives regarding training and development strategies in the country. We are committed to delivering outcomes and module based training and in addition, have made representations with the appropriate industry organisations to ensure fulfilling national standards set out by the relevant SETA, QCTO and Department of Higher Education.





LEARN TODAY - LEAD TOMORROW

INFORMATION

ACCREDITATIONS

Dep. of Higher Education & Training
(DHET) Private College 2010/FE07/058

MICT SETA - ACC/2005/08/213

ICB Theory Provider - 300723

ICB Distance Provider - 301246

SERVICE SETA - 4189

QCTO - QCTOSDP00181018-1375

CERTIPORT Testing Centre

Partner in **CompTIA**, **CISCO**, **ADOBE**,
& **Microsoft Academy** Programmes.



PROGRAMME INFORMATION

All prospective students will not be admitted to any qualification without prior evaluation.

The indicated non- refundable administration / registration fee and certified copies of your Identification documents, Senior Certificate / National Senior Certificate and all other relevant documents must accompany the completed application form.





LEARN TODAY - LEAD TOMORROW

REGISTRATION



corporate@atti-mbombela.co.za



reception@atti-mbombela.co.za



Inquiries@atti-mbombela.co.za



082 222 3563

attinelspruit.co.za



[@ATTIMbombela](https://twitter.com/ATTIMbombela)



[ATTIMbombela](https://www.facebook.com/ATTIMbombela)



ALL REGISTRATION FORMS SHOULD BE ACCOMPANIED BY PROOF OF PAYMENT /

COPY OF PAYMENT ATTACHED.





LEARN TODAY - LEAD TOMORROW

International Vendor Certificates

We are a Pearson VUE Authorised Test Centre for all International Certificate.

We deliver all Vendor specific Certifications via **PEARSON VUE**.

- **Microsoft**

 <https://docs.microsoft.com/en-us/learn/certifications/>

- **ADOBE**

 <https://learning.adobe.com/certification.html>

- **CISCO**

 <https://www.cisco.com/c/en/us/training-events/training-certifications/certifications.html#~get-specialized>

- **CompTIA**

 <https://www.comptia.org/certifications>

We are also a registered Certiport Test Centre





CAREER CHOICES



ICB PROGRAMMES

ICB FINANCIAL ACCOUNTING



National Certificate: Bookkeeping
SAQA ID: 58375 NQF Level:3

FET Certificate : Bookkeeping
SAQA ID: 58376 NQF Level:4

National Diploma: Technical Financial Accounting
SAQA ID: 36213 NQF Level:5

National Diploma: Financial Accounting
SAQA ID: 20366 NQF Level:6

ICB BUSINESS MANAGEMENT



National Certificate: Small Business Management
SAQA ID: 48736 NQF Level:4

Higher Certificate: Office Administration
SAQA ID 23619 NQF Level:5

National Diploma: Financial Accounting
SAQA ID: 20366 NQF Level:6

ICB OFFICE ADMINISTRATION



Certificate: Office Administration
SAQA ID 23618 NQF Level:5

Higher Certificate: Office Administration
SAQA ID: 23619 NQF Level:5

Diploma: Office Administration
SAQA ID: 35958 NQF Level:6

DIPLOMA

National Diploma
Financial Accounting
SAQA: 20366
NQF Level 6

36 Months

DIPLOMA

National Diploma
Business Management
SAQA: 20366
NQF Level 6

36 Months

DIPLOMA

National Diploma
Office Administration
SAQA:35958
NQF Level 6

36 Months

NATIONAL QUALIFICATION

National Certificate: Information Technology:
End User Computing SAQA ID: 61591 Level:3
Credits:130

Further Education and Training Certificate:
Advertising SAQA ID: 50479 NQF Level:4 Credits 148

National Certificate: Advertising SAQA ID: 58820 NQF
Level:5 Credits 124

Further Education and Training Certificate: Information
Technology: Technical Support SAQA ID: 78964 Level:4
Credits:163

National Certificate: Information Technology: System
Support SAQA ID: 48573 Level:5 Credits:147

Further Education & Training Certificate: Information
Technology: Systems Development SAQA ID: 78965
Level:4 Credits:165

National Certificate: Information Technology (System Development)
SAQA ID: 48872 Level:5 Credits: 131

National Certificate: Funeral Service Practice SAQA ID:
21787 NQF Level:3 minimum Credits:122

National Certificate: Journalism SAQA ID: 58978 Level:5 Credits:120

National Certificate: Business Analysis Support Practice
SAQA ID: 63769 Level:5 Credits:138

Skills Programmes	QCTO	NQF LEVEL	SAQA I.D	Credits
Office Admin Assistant - 51 Credits	Occupational Computer Technician	5	101408	282
Junior Admin Assistant - 39 Credits	Occupational Safety, Health & Quality Practitioner	5	99714	256
PC Technician - 54 Credits	Occupational Training & Development Practitioner	5	101321	190
Network Technician - 32 Credits	Tourism Information Officer	5	101865	280



– Full Qualifications –



• Information Technology

- End User Computing NQF Level 3
- Technical Support NQF Level 4
- Systems Support NQF Level 5
- Systems Development NQF Level 4
- Systems Development NQF Level 5

• Funeral Services Practice NQF Level 3

• Journalism NQF Level 5

• Advertising NQF Level 4 & 5

**• Business Analysis Support
Practice NQF Level 5**

End User Computing _ SAQA 61591 NQF L 3 Credits 130 _

This programme is appropriate for any person involved in the workplace.

POSSIBLE CAREERS

- Office Administrator;
- Customer Care and Relations Assistant;
- Personal Assistant
- Project Team Member;
- Call Centre Operator;
- Data Capturer;
- Office Clerk;
- Cashier;
- Executive Secretary; and
- Receptionist.

SUBJECTS / LEARNING AREAS

- PC Basics
- Edge (Internet)
- Hardware Concepts
- Team Participation
- MS Word
- MS Excel
- Basic Business Maths
- MS Outlook / Mail MS
- Access
- MS PowerPoint
- MS Windows 10
- Edge

NATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	615919
NQF LEVEL	3
CREDITS	130



Technical Support

– SAQA 78964 NQF L 4 Credits 163 –



POSSIBLE CAREERS

- IT Customer Care Assistant;
- Computer Technician;
- Call Centre Operator;
- Junior Network Administrator;
- Help Desk Support;
- IT Project Team Member;
- IT Sales.
- General Office Support Technician;
- Hardware and Software Sales Team Member.

SUBJECTS / LEARNING AREAS

- PC Basics
- Edge (Internet)
- Hardware Concepts
- Team Participation
- MS Word
- MS Excel
- Maths Literacy
- Hardware & Software
- MS Outlook / MS Mail
- MS Access
- MS PowerPoint
- MS Windows 10 / Edge
- Generic Business Management
- Basic Business Maths
- Communication Skills
- Contact Centre Operations
- Preventative Maintenance

FET CERTIFICATE

DURATION
12 MONTHS

SAQA ID	78964
NQF LEVEL	4
CREDITS	163

Systems Support

– SAQA 48573 NQF L 5 Credits 147 –



SYSTEM SUPPORT L5

POSSIBLE CAREERS

- Pre-Sales Consultant;
- Support Technician;
- Network Specialist;
- Helpdesk Support Staff;
- Junior Security Administrator;
- General Office Support;
- Managing and Maintaining Networks;
- IT Customer Care Assistant;
- Network Administrator; and
- IT Sales.

SUBJECTS / LEARNING AREAS

- Hardware Concepts
- Network Technician
- Writing business report
- Personal Development
- Design a LAN for a Department Office
- Change Management for Computer System
- Managing LAN's and Understanding WAN's
- Windows Server active Directory Configuring
- Windows Server Applications Infrastructure Configuring
- Enterprise Systems Management

NATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	48573
NQF LEVEL	5
CREDITS	147



LEARN TODAY - LEAD TOMORROW

Systems Development

– SAQA 78965 NQF L 4 Credits 165 –



POSSIBLE CAREERS

- Sales Consultant;
- Web Programme Designer;
- Software Sales Team Member;
- Programmer;
- Pre-Sales Consultant;
- Help Desk Support.

SUBJECTS / LEARNING AREAS

- PC Basics
- MS Windows
- MS Word
- MS Excel
- MS Outlook
- MS Mail
- Communication Skills
- Call Service
- Web Design
- Customer services
- Java Script
- CSS
- Maths Literacy
- HTML
- Programming Logic & Techniques
- XHTML
- Presentation Skills
- Team Participation
- Hardware Concepts

FET CERTIFICATE

DURATION
12 MONTHS

SAQA ID	78965
NQF LEVEL	4
CREDITS	165



LEARN TODAY - LEAD TOMORROW

Systems Development

– SAQA 48872 NQF L 5 Credits 131 –

POSSIBLE CAREERS

- Programme Sales Consultant;
- Web Programme Designer;
- Junior Programmer;
- Software Sales Team Member; and
- Help Desk Support.

SUBJECTS / LEARNING AREAS

- Gather Techniques for Computer Systems Development
- Design & Build Web-site using HTML
- Database Design, Implementation &
- Development Build Windows 10 APPS with
- HTML5 & JavaScript Write a Technical Report
- Personal Development
- Photoshop Elements SEO
- Telephone Skills
- Edge (Internet)
- Demonstrate an Understanding of the principles Internet and World-Wide-Web.
- Windows foundation
- Windows Advanced
- PHP, mySQL, JavaScript &
- Easy Speaking
- Bootstrap
- Vision
- CSS

NATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	48872
NQF LEVEL	5
CREDITS	131



Funeral Services Practice

– SAQA 21787 NQF L 3 Credits 122 –

COURSE OBJECTIVES

- Work with both internal and external stakeholders in a funeral business.
- Present and demonstrate funeral services and products to customers to meet their needs.
- Deal with Customers in different situations including handling complaints.
- Prepare and clean human remains for different routine requirements.
- Exhume human remains on request.
- Comply with housekeeping and merchandising requirements.
- Demonstrate an understanding of basic health and safety practices when working with human remains.
- Assist with the preparation, transportation and conducting of funeral ceremonies
- Comply with all legal and ethical issues pertaining to the funeral services industry.

SUBJECTS / LEARNING AREAS

- Customer Care
- Organizational Ethics
- Presenting funeral provision options to individual
- Administrative procedures in a funeral business
- Participating in conducting funeral ceremonies
- Preparing and cleaning human remains for storage.
- Preparing the funeral site for burial, cremation or memorial services
- Preparing and cleaning human remains for visitations
- Transporting human remains, the bereaved and materials and equipment.
- Communication

NATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	21787
NQF LEVEL	3
CREDITS	122



*Rest
in
peace*

Journalism

– SAQA 58978 NQF L 5 Credits 120 –



COURSE OBJECTIVES

- **POSSIBLE CAREERS** include Junior Journalism - Sub-editing, Reporting, and/or Managing news-related teams and their outputs.
- They gather information from all media such as television, radio and newspapers, generate story ideas to present to news editors, receive and interact with story briefs, organise themselves going after stories, research backgrounds, make appointments and see people, observe, interview, judge news value, evaluate information, communicate, keep to strict deadlines, debrief, inform others, conduct follow-up meetings, develop story plans, write stories, check contexts and gaps in information, send stories to news editors, and follow-up their stories with the news editor, and plan. Competent junior journalists must be able to interact with other reporters, respect roles, have news gathering instincts, and an insatiable curiosity

SUBJECTS / LEARNING AREAS

- Journalism-Related tasks and generating journalistic material in an editorial environment
- MS Outlook/ MS Mail/ MS Word
- HIV/AIDS in the workplace
- Journalistic Story Ideas
- Performance Management
- Write stories for a variety of journalistic purpose in print
- Edge (Internet)
- Communication
- Interviews
- Gathering Information

NATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	58978
NQF LEVEL	5
CREDITS	120



LEARN TODAY - LEAD TOMORROW

Advertising

– SAQA 50479 NQF L 4 Credits 148 –

ADVERTISING A COMPLETE INTERACTIVE UNIT



COURSE OBJECTIVES

- Communicating with advertising agency stakeholders in a variety of ways in two languages;
- Using mathematics in advertising and personal applications for different purposes;
- Adhering to advertising work ethic and industry accepted practice standards;
- Describing advertising clients, products and business systems in competitive environments;
- Fulfilling specific roles within advertising teams to meet objectives;
- Selecting areas of specializations in advertising based on assessment of own strengths and weaknesses

SUBJECTS / LEARNING AREAS

- Advertising Concepts
- MS Outlook
- MS Mail
- MS Word
- The Competitive Environment
- Team Participation
- Business Writing
- Coping with Stress
- Advertising Production
- Edge (Internet)
- Communication
- Products and Services
- Organizational Ethics
- Time Management

POSSIBLE CAREERS

- Marketing;
- Advertising

FET CERTIFICATE

**DURATION
12 MONTHS**

50479
NQF LEVEL 4
148



Advertising

– SAQA 58820 NQF L 5 Credits 124 –



COURSE OBJECTIVES

- Advertising practice demands an attention to detail, adherence to deadlines, work ethic, positive regard for colleagues and clients, and professionalism.
- The purpose of this qualification is to ensure that qualified learners understand advertising agency processes, systems, and technical methods in general, and specialise in the processes, systems, and technical methods that they are (to be) involved in by achieving specific competence.
- These processes, systems and technical methods refer to copywriting, art direction and design, client service, media buying, television/radio production, and print production.

Qualified learners will be able to do the following:

- Analysing and sourcing information required for advertising decision-making. Presenting ideas and making recommendations regarding appropriateness and relevance of ideas and recommendations.
- Interpreting information for advertising assignments to determine resource requirements.
- Evaluating advertising assignment progress.
- Evaluating advertising assignment outputs.
- Implementing and coordinating advertising assignment activities according to brief.

FET CERTIFICATE

DURATION
12 MONTHS

SAQA ID	58820
NQF LEVEL	5
CREDITS	124



Business Analysis Support Practice – SAQA 63769 NQF L 5 Credits 138 –



POSSIBLE CAREERS

- Business analysis;
- Systems support;
- Systems development;

COURSE OBJECTIVES

- Interact in a business environment.
- Perform activities to assist with requirements specification.
- Provide support on the analysis of the requirements.
- Perform activities to assess that the requirement specifications have been met.

MODULE OUTCOMES

- Best Business Practices
- Information Technology and Business
- Information and Communication Technology (ICT)
- Problem-Solving and Critical Thinking
- Performance Management

SUBJECTS / LEARNING AREAS

- Apply efficient time management to the work of a department/division/section.
- Demonstrate the application of performance management.
- Apply information gathering techniques for computer systems development.
- Analyse and apply different Information and Communication Technology (ICT) Systems Development Lifecycle (SDLC) models for a given scenario.
- Apply basic principles of requirements-related modelling.
- Operate in a professional manner utilising trouble shooting techniques while applying creative thinking processes.

ATTI Courses - National Certificate

NATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	63769
NQF LEVEL	5
CREDITS	138



QUALITY COUNCIL FOR TRADE AND OCCUPATIONS (QCTO) QUALIFICATIONS



- Occupational Tourism Information Officer.
- Occupational Training & Development Practitioner.
- Occupational Safety, Health, and Quality Practitioner.
- Occupational Computer Technician.

COURSE OBJECTIVES

You will be equipped with the necessary skills & knowledge to work in a visitor information centre in popular tourist destinations throughout South Africa. You will assist with matters such as booking accommodation, arranging local tours, & recommending restaurants & popular entertainment activities as well as providing travel, hospitality, & accommodation information to tourists, distribute the correct brochures, sell souvenirs, & prepare displays for the centre. You will be able to promote & develop local tourism and assess tourist opportunities for local communities. You will have good organisational skills combined with computer & administrative skills to make online reservations & use a Central Reservation System (CRS).

POSSIBLE CAREERS: Event Co-ordinator, Tourism Consultant, Hotel Front Office Attendant, Museum Attendant, Tour Guide, and an Airport and Bus Service Consultant.

WHAT YOU WILL LEARN

- Compare attractions and destinations using knowledge of South Africa to advise tourists, visitors and local residents according to their needs.
- Collate information to effectively sell tourism products and services.
- Communicate effectively using appropriate methods to maintain effective customer relations according to organizational standards and customer service of internal and external stakeholders.
- Coordinate and support office services and maintain information management systems to enhance the effective operations of the office.
- Plan, co-ordinate and assist in the administration and setting up of exhibitions and special events.

OCCUPATIONAL CERTIFICATE

DURATION
18 MONTHS

SAQA ID	101865
NOF LEVEL	5
CREDITS	280



QCTO – Occupational Training & Development Practitioner –



COURSE OBJECTIVES

- This qualification empowers you to follow a **POSSIBLE CAREER** in **TRAINING & DEVELOPMENT**.
- A Learning and Development Practitioner plans, writes learning objectives, selects, and adapts learning resources required for the delivery of learning interventions, and facilitates learning in an occupational context.

WHAT YOU WILL LEARN

- Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.
- Schedule, coordinate implements and evaluate an occupationally relevant learning and development intervention.
- Coordinate and manage learning and development within an occupational context.
- Facilitate learning in an occupational context utilising adult learning principles and techniques.
- Plan, implement and evaluate work based learning interventions in an occupational context.
- Plan and conduct assessments in a variety of occupational contexts.

OCCUPATIONAL CERTIFICATE

DURATION
12 MONTHS

SAQA ID	101321
NQF LEVEL	5
CREDITS	190

QCTO

– Occupational Safety, Health, and Quality Practitioner –



COURSE OBJECTIVES

An Occupational Health and Safety Practitioners serve as a facilitator and advisor to employees and management regarding safety and health aspects in the workplace including the monitoring and inspecting of the workplace and the recording and investigation of incidents and accidents. They also implement and maintain Occupational Health and Safety systems to ensure a safe and healthy work environment.

WHAT YOU WILL LEARN

- Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work.
- Facilitate & support actions to eliminate or control hazards to minimise risks in a designated work area.
- Represent the needs of employees with regard to Occupational Health and Safety matters.
- Participate in the planning and implementation of operational Occupational Health and Safety Management Systems .
- Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems.

POSSIBLE CAREERS

- Occupational Health and Safety Specialist
- Occupational Health and Safety Inspector
- Health and Safety Practitioner
- Occupational Health Practitioner/Nurse
- Industrial Hygienist
- Environmental Protection Officer
- Environmental Health and Safety Advisor
- Compliance Officer
- Wellness Specialist
- Chief Safety Officer
- Mine Examiner
- SHE Officer

OCCUPATIONAL CERTIFICATE

DURATION
15 MONTHS

SAQA ID	99714
NQF LEVEL	5
CREDITS	256





COURSE OBJECTIVES

The qualification outcomes cover types of software, hardware, components, upgrading and troubleshooting a computer, formatting and partitioning hard drives, and network topologies. Green technology, maintaining records of daily problems and remedial actions, and prepare evaluations for systems performance.

WHAT YOU WILL LEARN

- Identify the potential green technologies, processes and procedures to create a sustainable computer environment to reduce e-waste in an organisation.
- Set up desktop/laptop for a new user according to software compatibility by installing operating systems and peripheral equipment according to given specifications.
- Communicate effectively using appropriate methods to maintain effective customer relationships according to organisational standards.
- Analyse and resolve hardware/software problems such as operational discrepancies to optimise performance of the desktop/laptop systems.

POSSIBLE CAREERS

- Computer Database Assistant.
- Computer/Network Support Technician.
- Project Manager and other related occupations.
- Software Developer.
- System Administrator.

OCCUPATIONAL CERTIFICATE

DURATION
18 MONTHS

SAQA ID	101408
NQF LEVEL	5
CREDITS	282

LEARN TODAY - LEAD TOMORROW

Provider Skills Programme



**PC
TECHNICIAN**



**OFFICE ADMIN
ASSISTANT**



**JUNIOR ADMIN
ASSISTANT**



**NETWORK
TECHNICIAN**

PC Technician – Provider Skills Programme –



POSSIBLE CAREERS

- Junior PC Technician;
- ICT Technical Support Officer;
- Sales Consultant;
- Pre-Sales Consultant; and
- Technical PC support positions.

WHO SHOULD ATTEND

- PC Technician; ICT Technical Support Officer; Sales Consultant; Pre-Sales Consultant and staff members aspiring to technical PC support positions.

SUBJECTS / LEARNING AREAS

- Managing and Troubleshooting PC's.
- PC Hardware.
- PC Software.
- Data Storage.
- Demonstrate and understanding of preventative maintenance, safety and environmental issues in a computer environment.
- Information System departments in Business Organisation.

**PROVIDER SKILLS
PROGRAMME**
DURATION
6 Months
CREDITS | 54

Network Technician — Provider Skills Programme —



WHO SHOULD ATTEND

- PC Technician;
- ICT Technician Support Officer;
- Network Administrator;
- Pre-Sales Consultant with Network Planning and Implementation; and
- Staff members aspiring to Monitoring and Maintaining Networks.

SUBJECTS / LEARNING AREAS

- | | |
|--|--------------------------|
| ● Hardware Concepts | ● Network Security |
| ● Managing LAN's and Understanding WAN's | ● Network Topologies |
| ● Firewalls Objectives | ● Routing Tables |
| ● Network Address Translation | ● Remote Access |
| ● Wide Area Networking | ● Securing user Accounts |

PROVIDER SKILLS

PROGRAMME

DURATION

6 Months

CREDITS

32



LEARN TODAY - LEAD TOMORROW

Office Administrative Assistant – Provider Skills Programme –



WHO SHOULD ATTEND

- Administrative assistants; Office Administrator; Personal Assistants; Office Clerks and Staff members aspiring to administrative positions.

SUBJECTS / LEARNING AREAS

- PC Basics
- Edge (Internet)
- Introduction to Typing Skills
- MS PowerPoint
- MS Word
- MS Excel
- MS Mail
- Expert MS Windows 10
- Communication Skills
- Office Practice
- Function in a Business Environment
- Keyboard Skills
- Telephone Etiquette

POSSIBLE CAREERS

- Office-Administration
- Customer care
- Call center operator
- Data capture
- Receptionist
- Officer clerk

PROVIDER SKILLS

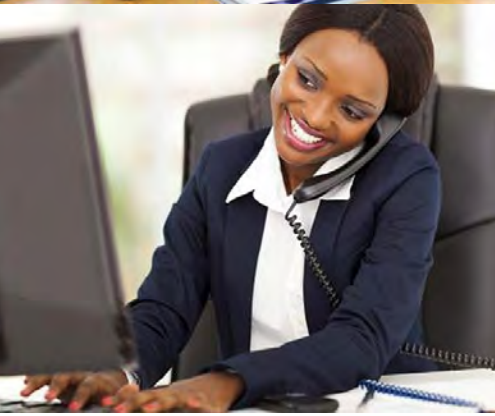
PROGRAMME

DURATION

6 Months

CREDITS | 51

Junior Administrative Assistant Provider Skills Programme



COURSE OBJECTIVES

- A Junior Admin Assistant performs many high-level clerical and administrative tasks, including managing information technology, creating presentations or proposals and taking responsibility for confidential company documents.
- There are jobs for a Junior Admin Assistant in most any type of organisation or business.

SUBJECTS / LEARNING AREAS

- Windows 10 Fundamentals
- MS Outlook Basic / MS Mail
- Business Etiquette: Gaining the extra edge
- Ms Excel Foundation
- MS PowerPoint Foundation
- Office Practice
- Telephone Etiquette
- MS Word Foundation

**PROVIDER SKILLS
PROGRAMME**
 DURATION
4 Months
 CREDITS | **39**



FINANCIAL ACCOUNTING PROGRAMME

This course will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research. There are 12 subjects which build onto each other as you navigate your way through the levels

BOOKKEEPER



12 MONTHS

Entry Requirements:

Grade 10 (Std 8) or equivalent. You must be at least 16 years old.

SUBJECTS

- 1 Bookkeeping to Trial Balance (BKTB)
- 2 Payroll and Monthly SARS Returns (PMSR)
- 3 Computerised Bookkeeping (CPBK)
- 4 Business Literacy (BUSL)

NQF LEVEL

National Certificate: Bookkeeping

NQF L3 (SAQA ID: 58375)

Total credits: 120

SENIOR BOOKKEEPER



+ 6 MONTHS

Entry Requirements:

Successful completion of the previous subjects (1-4).

SUBJECTS

- 5 Financial Statements (FNST)
- 6 Cost and Management Accounting (CMGT)

NQF LEVEL

Further Education and Training Certificate: Bookkeeping

NQF L4 (SAQA ID: 58376)

Total cumulative credits: 130

ACCOUNTING TECHNICIAN



+ 6 MONTHS

Entry Requirements:

Successful completion of the previous subjects (1-6).

SUBJECTS

- 7 Income Tax Returns (ITRT)
- 8 Business Law and Accounting Control (BLAC)

NQF LEVEL

National Diploma: Technical Financial Accounting

NQF L5 (SAQA ID: 36213)

Total credits: 251

FINANCIAL ACCOUNTANT

+ 12 MONTHS

Entry Requirements:

Successful completion of the previous subjects (1-8).

SUBJECTS

- 9 Corporate Strategy (CRPS)
- 10 Management Accounting Control Systems (MACS)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP)

NQF LEVEL

National Diploma: Financial Accounting

NQF L6 (SAQA ID: 20366)

Total credits: 280



BUSINESS MANAGEMENT PROGRAMME

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

BUSINESS ADMINISTRATOR



SENIOR BUSINESS ADMINISTRATOR



BUSINESS ACCOUNTANT

9 MONTHS

Entry Requirements:

Grade 11 (Std 9), NQF 3 or equivalent.

SUBJECTS

- 1 Business Management 1 (BMT1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)

NQF LEVEL

National Certificate: Small Business Financial Management

NQF L4 (SAQA ID: 48736)
Total credits: 120

+ 15 MONTHS

Entry Requirements:

National Certificate: Small Business Financial Management (must include the Business Management 1 subject).

SUBJECTS

- 4 Office and Legal Practice (OLRP)
- 5 Business Management 2 (BMT2)
- 6 Marketing Management and Public Relations (MMPR)
- 7 Financial Statements (FNST)
- 8 Human Resource Management and Labour Relations (HRLR)

NQF LEVEL

Higher Certificate: Office Administration

NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

+ 12 MONTHS

Entry Requirements:

Higher Certificate: Office Administration (must include the Business Management 2 subject).

SUBJECTS

- 9 Business Management 3 (BMT3)
- 10 Financial Management and Control (FMCL)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP) (By short dissertation, topic: Business Management)

NQF LEVEL

National Diploma: Financial Accounting

NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280



OFFICE ADMINISTRATION PROGRAMME

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

ENTREPRENEUR



18 MONTHS

Entry Requirements:

Grade 12 (Std 10), NQF 3 or equivalent.

SUBJECTS

- 1 Business and Office Administration 1 (BOA1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)
- 4 Marketing Management and Public Relations (MMPR)
- 5 Business Law and Administrative Practice (BLAP)
- 6 Cost and Management Accounting (CMGT)

NQF LEVEL

Certificate: Office Administration

NQF L5 (SAQA ID: 23618)

Total credits: 120

SENIOR ENTREPRENEUR



+ 9 MONTHS

Entry Requirements:

Certificate: Office Administration, which consists of the previous 6 subjects.

SUBJECTS

- 7 Business and Office Administration 2 (BOA2)
- 8 Human Resources Management and Labour Relations (HRLR)
- 9 Economics (ECON)

NQF LEVEL

Higher Certificate: Office Administration

NQF L5 (SAQA ID: 23619)

Total cumulative credits: 240

MANAGEMENT ACCOUNTANT

+ 9 MONTHS

Entry Requirements:

Higher Certificate: Office Administration which consists of the previous 9 subjects

SUBJECTS

- 10 Business and Office Administration 3 (BOA3)
- 11 Financial Statements (FNST)
- 12 Management (MGMT)

NQF LEVEL

Diploma: Office Administration

NQF L6 (SAQA ID: 35958)

Total cumulative credits: 360

FEES

INCLUDE

CERTIFICATION

QUALIFIED LECTURERS

ALL COURSEWARE

USE OF LIBRARY

INTERNET ACCESS

STUDENT CARD

MICROSOFT IMAGINE ACADEMY ACCESS



"OFFICE 365 EDUCATION FOR STUDENTS"

FREE FOR 5 DEVICES

50GB MAILBOX

1TB ONEDRIVE SPACE

TO SYNCHRONISE YOUR FILES

FREE OFFICE WEB APPS

SKYPE COLLABORATION BETWEEN STUDENTS

LEARN TODAY - LEAD TOMORROW