

TAAL-NET TRAINING INSTITUTE



Further Education and Training College

(FET)



Company Reg No- CC: 2009085846/23 Pty (Ltd): 2010/013687/07

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Isett Accreditation Number: ACC/2010/06/771. Umalusi Accreditation Number: 0016956PA

Department of Education File Number: 39/2/18/1006



Prospectus for 2011

Taal-Net Training Institute is an accredited provider for Business and Information Technology, National Vocational Courses (NCV). We have a provisional license from the department of Education and Full Accreditation from Isett Seta. (FET) and Umalusi. Taal-net is a member of Computer Society of South Africa, Association of Private Further Education and Training providers (APPETD).

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR

End User Computing



SAQA ID: 61591

NQL LEVEL 3

(Minimum number of Credits-130)

Purpose of Qualification

Is to build the knowledge and skills required by learners in End User Computing, it is intended to empower learners to acquire the knowledge, skills, attributes and Values that are required to operate Confidently in the End User Computing environment. It aims to develop informed and skilled learners that can apply their acquired skills in any industry, and hereby contribute towards improving productivity and efficiency in the workplace.

Availability: Johannesburg, Kempton Park

Registered with: Department of Education

Accredited By: Isett Seta



Admission Requirements: NQF 2 or Grade 10

Minimum Completion Time: 1 Year

<u>Semister1</u>	<u>Semister2</u>
Communication Numeracy Life Orientation Introduction to Computers Project Management Ms Excel	Ms PowerPoint Ms Access Internet and Email Data Management and Documents preparation

Career options

Secretary

Project Administrator

Data Capturer

Office Administrator

And any Administrative job in IT or Business Environment





System Support / Technical Support

SAQA ID: 24293

NQL LEVEL 4

(Minimum number of Credits-163)

Purpose of Qualification

Is to build a foundational entry into the field of Computer Science and Information Technology, Specifically in the Field of System / Technical Support. Upon Completion, the learner will have attained the Basic Knowledge needed for further study in the field of Systems Support at Higher Education levels.

Availability: Johannesburg, Kempton Park

Registered with: Department of Education

Accredited By: Isett Seta



Admission Requirements: NQF 3 or Grade 11 or Equivalent

Minimum Completion Time: 1 Year

<u>Semister1</u>	<u>Semister2</u>
End User Computing Basic Network PC Hardware Support Data Communication and Networking Design a LAN	Enterprise System Support PC Engineering Managing LAN and WANs and Maintaining and Repairing Server Internet and Email Data Management and Documents preparation

Career options

ICT Networking and Support Specialist
ICT Support Technicians
Server Operator
Help Desk Support

Network Administrator
Computer Technician
Call or Contact Centre Customer Services





System Development

SAQA ID: 24294

NQL LEVEL 4

(Minimum number of Credits-165)

Purpose of Qualification

It prepares learners for entry into the workplace or as undergraduate study in the Systems Development areas covered, providing them with the necessary knowledge needed for further study in the fields of Information Technology and Computer Science

Availability: Johannesburg, Kempton Park

Registered with: Department of Education

Accredited By: Isett Seta



Admission Requirements: NQF 3 or Grade 11 or Equivalent

Minimum Completion Time: 1 Year

<u>Semister1</u>	<u>Semister2</u>
End User Computing1 Basic Network PC Hardware Support Mathematics and Business English Web Application	Database Concepts Volume1 Computer Programming(VB.Net,C#,Java) Database Management and Design Development and problem solving Project and Documentation

Career options

Project Planner
Data Capturer
Programmer
Web Developer

ICT Project Manager
Database Administrator
Data Analyst
Contact Centre Customer Services



National Certificate (Vocational)

National Certificate (Vocational) programmes enables students to acquire the necessary knowledge ,practical skills, applied competence and understanding required for employment at an entry level of particular occupation or trade.

What is National Certificate (Vocational)?

The National Certificate (Vocational) is a new and modern qualification at levels 2, 3 and 4 of the National Qualifications Framework (NQF). The National certificate (Vocational) is the new Curriculum that has been introduced to FET colleges around the country. It gives Grade 9 learners a Vocational alternative to an academic Grade 10-12 by offering industry focused training on the NQF levels 2-4.

The Programme has subjects that will consist of academic knowledge and theory, integrated with the practical skills and values specific to each vocational area. The qualification will also provide an opportunity to enter Higher Education studies, provided the appropriate subject combinations and level of achievement as specified by the tertiary institutions entry requirements are met.

What is the Duration of this Qualification?

This is a three year Qualification starting at NQF L2 and Ending at NQF L4

Which Subject Make up a National Certificate

In order to obtain a National certificate (Vocational), a student is required to take a total of 7 Subjects, these include 3 fundamental Subjects and 4 Vocational Subject.

Admission requirements for NC (V) Programmes / Qualification

The minimum admission requirements for full-time and part-time students to the NC (V) programmes are as follows

NQF Level 2 NC (V) Programmes / Qualification

- Grade 9 Certificate OR
- Adult Basic Education and Training (ABET) Level 1 **OR**
- Recognition of Prior Learning (RPL) OR
- A recognized equivalent qualification or approved bridging programme to National Qualification Frame-work (NQF) Level 2 according to NC (V) programme concerned.

NQF Level 3 NC (V) Programmes / Qualification

- NC (V) at NQF Level 2 **OR**
- RPL OR
- A recognized equivalent qualification.

Assessments and Moderation

The internal assessments and Moderation is done by the institution and the external assessments by the Department of Education

National Certificate (Vocational)

Finance Economics and Accounting

Introduction

The finance, Economics and Accounting programme is aimed at learners would like to study at FET College and then exit for further learning or employment in the financial, economic and Accounting sector. This course integrates academic knowledge and theory with practical skill and values

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
English L1 Mathematics Literacy L1 Life Orientation L1 Applied Accounting O)* L1 Economic Environment L1 Financial Management L1 New Venture Creation L1	English L2 Mathematics Literacy Applied Accounting O)* L2 Economic Environment L2 Financial Management L2 New Venture Creation L2	English L2 Mathematics Literacy Applied Accounting O)* L3 Economic Environment L3 Financial Management L3 New Venture Creation L3
Career Opportunities		
Banking Assistant Financial Services Assistant Insurance services Assistant Bookkeeper Assistant	Banking Financial Services Financial recording Insurance Services Assistant Bookkeeper Assistant stock broker Junior financial recording	Banking Financial services Financial recording Insurance services Investment broking Bookkeeping Private and Public Accounting Junior stock broker

Accounting

National Certificate (Vocational)

Management

Introduction

Management is aimed at learners who will study at FET Colleges and then exit for further learning or employment in a management field. The programme integrates theoretical learning with practical skills

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
Business Practice English Mathematics Literacy Life Orientation Management Practice Operations Management Financial Management Entrepreneurship (O) *	Business Practice English L2 Mathematics Literacy Management Practice Operations Management Financial Management Project Management(O)*	Business Practice English L2 Mathematics Literacy Management Practice Operations Management Financial Management Project Management (O)*
Career Opportunities		
Finance Management Assistant Public Relations Assistant Production Assistant Assistant Office Administrator	Marketing Assistant Finance Management Public Relations Assistant Production Assistant Junior Office Administrator General Assistant	Marketing Office Finance Management Assistant Public Relations Officer Production Officer Office Administrator Project Assistant Operations Assistant General Assistant Human Resource Officer



National Certificate (Vocational)

Office Administration

Introduction

The purpose of the programme is to equip the learner with knowledge and skills for successful entry into an administrative secretarial field in any sector. Administration competencies apply to all industries, the formal and informal commercial sectors as well as the non-commercial sector. This programme integrates theoretical learning with practical skills

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
Business Practice English Mathematics Literacy Life Orientation Office Practice Office Data Processing Applied Accounting (O)* OR 2nd Language (O)* OR New Venture Creation(O)*	Business Practice English L2 Mathematics Literacy Office Practice Office Data Processing Applied Accounting(O)* OR 2nd Language (O)* OR New Venture Creation(O)*	Business Practice English L2 Mathematics Literacy Office Practice Office Data Processing Applied Accounting (O)* OR 2nd Language (O)* OR New Venture Creation(O)*
Career Opportunities		
Assistant Office Administrator Assistant Front line reception Assistant personal and General Secretarial Services	Junior Office Administrator Private Secretary Front line reception Personal and general Secretarial services	Office administrator Personal Management Private Secretary Frontline receptionists Office Clerk Human recourses Assistant Self Employment Legal Secretarial services Personal and General Secretarial Services Account and Bookkeeping Assistant



National Certificate (Vocational)

Marketing

Introduction

The learner who completes the programme will be able to assist in marketing related activities in the marketing field such as conducting market research, identifying markets, and creating promotional materials and present marketing proposals. This programme integrates theoretical learning with practical skills.

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
Business Practice English Mathematics Literacy Life Orientation Advertising and Promotions Marketing Marketing Marketing Communications Consumer Behavior	Business Practice English Mathematics Literacy Life Orientation Advertising and Promotions Marketing Marketing Marketing Communications Consumer Behavior	Business Practice English Mathematics Literacy Life Orientation Advertising and Promotions Marketing Marketing Marketing Communications Consumer Behavior
Career Opportunities		
Marketing Promotion and Advertising Market Research Public Relations Merchandising Sales Customer Relations	Marketing Marketing Research Promotion and Advertising Public Relations Merchandising Sales Customer Relations	Marketing Assistant Business Management Assistants Marketing Research Promotion and Advertising Public Relations Merchandising Sales Management Assistant Brand Management Assistant Customer Relations Assistant



National Certificate (Vocational)

Hospitality Studies

Introduction

Hospitality studies provide the learner with theoretical and practical skills to operate as a food preparation, food service or accommodation assistant in various hospitality establishments. This programme will also include some client service and human relations skills. This course integrates academic knowledge and theory with practical skills and values.

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
English L1 Mathematics Literacy L1 Life Orientation L1 Food preparation L1 Hospitality Generics L1 Hospitality Services L1 Client Services and Human Relations Services L1	English L2 Life Orientation L2 Mathematics Literacy L2 Food Preparation* L2 Hospitality Generics L2 Hospitality Services L2 Client Services and Human Relations Services L1	English L3 Life Orientation L3 Mathematics Literacy L3 Food Preparation* L3 Hospitality Generics L3 Hospitality Services L3 Client Services and Human Relations Services L3
Career Opportunities		
House Keeper Accommodation Services Assistant Food and Beverage junior assistant Assistant cook Waitron	House Keeper Accommodation Services Co-coordinator Food and Beverage assistant Cook Porters Doorman	House Keeper Accommodation Services organiser Food and Beverage Chef Assistant hotel manager Junior Hotel Receptionist



National Certificate (Vocational)

Travel and Tourism

Introduction



The Travel and Tourism certificate programme covers tourism principles like tour guiding, tour operating and game ranging and together with any public relations related to vocation in the tourism and hospitality industry. This programme integrates academic knowledge and theory with practical skills and Values.

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
English L1 Mathematics Literacy L1 Life Orientation L1 Science of Tourism L1 Client Services and Human Relations Services L1 Sustainable Tourism in South Africa L1 Tourism Operations and Technology L1	English L2 Mathematics Literacy L2 Life Orientation L2 Science of Tourism L2 Client Services and Human Relations Services L2 Sustainable Tourism in South Africa L2 Tourism Operations and Technology L2	English L3 Mathematics Literacy L3 Life Orientation L3 Science of Tourism L3 Client Services and Human Relations Services L3 Sustainable Tourism in South Africa L3 Tourism Operations and Technology L3
Career Opportunities		
Conference and Events Planner Restaurant and Food Services Tourism development assistant Transportation Assistant Game Ranger and Safari worker	Conference and Events Planner Restaurant and Food Planner Tourism development assistant Transportation Assistant Travel Counsellor Game Ranger and Safari worker	Accommodation Conference and Events Planner Restaurant and Food Services Tourism development Administrator Transportation Management organiser Further Study at Universities of Technology. Travel Organiser Game ranger and Safari Worker Tour guide

National Certificate (Vocational)

Information Technology and Computer Science

Introduction

The Information Technology and Computer Science programme covers the interpretation of Software Application , as well as the installation of Network cables together with information technology principles and Data processing .This Programmes integrates academic knowledge and theory with practical Skills and Values.

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
English L1 Mathematics Literacy L1 Life Orientation L1 Introduction to Information Systems L1. Introduction to Systems Development L1 Electronics L1 Contact Centre L1 Operations L1	English L2 Life Orientation L2 Mathematics Literacy System Analysis and Design L2 Computer Hardware and Software L2 Principals of Computer Programming L2.	English L3 Mathematics Literacy L3 Life Orientation L3 Systems Analysis and Design L3 Data Communications and Networking L3 Computer programming L3 Contact Centre Operations I3
Career Opportunities		
Data Processor Data Capturer Junior Software support technician	Computer Programmer Computer Systems engineering Assistant Data Processing Assistant Office /Lab Assistant.	Computer Programmer Computer Systems engineering Assistant Data Processor Computer Technology Management Officer Help desk Supporter Technician Junior Assistant programme Manager Information Technology Sales assistant.



National Certificate (Vocational)

Education and Development

Introduction

The course provides young people who have an interest in furthering their studies in the field of Education and Development. Students will be exposed to practical work experience and observation in ECD centres, schools and hospitals

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
English L1 Mathematics Literacy L1 Life Orientation L1 Art and Science of Teaching Human and Social Development Learning Psychology Early Childhood Development (O)*	English L2 Life Orientation L2 Mathematics Literacy Art and Science of Teaching Human and Social Development Learning Psychology Early Childhood Development (O)*	English L3 Mathematics Literacy L3 Life Orientation L3 Art and Science of Teaching Human and Social Development Learning Psychology Early Childhood Development (O)*
Career Opportunities		
<ul style="list-style-type: none"> • ECD Assistant • Assistant in and Educational Area • Pre-School Teacher • Early Childhood Trainer 	<ul style="list-style-type: none"> • ECD Assistant • Assistant in and Educational Area • Pre-School Teacher • Early Childhood Trainer 	<ul style="list-style-type: none"> • ECD Assistant • Assistant in and Educational Area • Pre-School Teacher • Early Childhood Trainer



National Certificate (Vocational)

Safety in Society (Policing Science)



Introduction

A grade 12.

An Equivalent NQF level 4 Qualification

This course is intended to Promote a serene Society in which individuals are treated with respect and also enhances the maintenance of public law and order and Community relations. It is ideal for those who need to pursue their studies for entry to Government, municipal and private security Service.

SUBJECTS		
1st Year Level 2	2nd Year Level 2	3rd Year Level 4
English L1 Mathematics Literacy L1 Life Orientation L1 Introduction to Governance L1 Introduction to Law L1 Principles of Criminal Justice L1 Introduction to Policing L1 Practices(O)* L1 OR Criminology(O)* L1	English L2 Life Orientation L2 Mathematics Literacy L2 Governance L2 Criminal law L2 Criminal Justice Structures and Mandates L2 Theory of Policing L2 Practices(O)* L2 OR Criminology(O)* L2	English L3 Life Orientation L3 Mathematics Literacy L3 Governance L3 Law Procedures and Evidence L3 Criminal Justice Process L3 Applied Policing(O)* L3 OR Criminology(O)* L3
Career Opportunities		
South African Police Service Metro Policing National Intelligence Community Policing Security and Surveillance Private Security	South African Police Service Metro Policing National Intelligence Community Policing Security and Surveillance Private Security	South African Police Service Metro Policing National Intelligence Community Policing Security and Surveillance Private Security

Management Programmes

Business Management N4-N6

Entry Requirements

A senior certificate in National Introductory Certificate (N4 Business Studies), or an appropriate National Certificate (N3), or a National Senior Certificates, or an equivalent qualification.

Duration: 6 Months per Certificate

Subjects:

Entrepreneur and Business Management N4-Financial Accounting N4-Management Communication N4-Computer Practice N4.

Entrepreneur and Business management N5- Financial Accounting N5-Sales Management N5 Computer Practice N5.

Entrepreneur and Business Management N6-Financial Accounting N6, Sales Management N6, Computer Practice N6

Career Options

Entrepreneur, Office Administration, Financial Manager, Human Resources, Marketing Production, Public Relations.

Financial Management N4-N6

Entry Requirements:

A senior Certificate or an appropriate National Certificate (N3), or a National Senior Certificates, or Equivalent qualification

Duration: 6 Months per Certificate

Subjects

Entrepreneur and Business management N4, Financial Accounting N4, Management Communication N4, Computerised Financial Systems N4.

Entrepreneur and Business management N5, Financial Accounting N5, Cost and Management Accounting N5, Computerised Financial Systems N5.

Entrepreneur and Business management N6, Financial Accounting N6, Cost and Management Accounting N6, Computerised Financial System N6.

Human Resources Management N4-N6

Entry Requirements

Grade 12 with Computer Literacy or N3/NSC in Business Studies

Duration: 6 Months per Certificate



Subjects

Personal Management N4, Entrepreneur and Business Management N4, Management Communication N4, Computer Practice N4.

Personal Management N5, Labour Relations N5, Personal Training N5, Computer Practices N5

Personal Management N6, Labour Relations N6, Personal Training N6, Computer Practice N6

Career Options

Personal clerk, Labour Relations Officer, Recruitment Consultant, Development Officer, Personal officer, Training Officer, Salary Clerk, HR General Manager

Management Assistant N4-N6

Entry Requirements

A senior certificate or a National Certificate (N3), or a National Senior Certificate or equivalent qualification.

Duration: 6 months per Certificate

Subjects

Entrepreneur and Business management N4, Marketing Management N4, Management Communication N4 Computer Practices N4.

Marketing Management N5, Entrepreneur and Business management 5, Sales Management N5 and Computer Practice N5.

Marketing Management N6, Entrepreneur and Business management N6, Sales Management N6, Computer Practice N6.

Career Options

Sales Representative, Marketing Assistant, Marketing officer, Marketing Consultants.

Marketing Management N4-N6

Entry Requirements:

A senior Certificate or a National certificate (N3), or a National Senior Certificates, or an equivalent Qualification.

Duration: 6 Months per Certificate

Subjects

Information Processing N4, Office Practices N4, communication N4, Computer Practices N4.

Information Processing N5, Office Practices N5, communication N5, Computer Practices N5.

Information Processing N6, Office Practices N6, communication N6, Computer Practices N6.

Tourism N4-N6

Entry Requirements:

A senior certificate or an appropriate National Certificate (N3), or a National Senior Certificates, or an equivalent qualification.

Duration: 6 Months per Certificate

Subjects:




Travel Office Procedures N4, Travel Services N4, Tourism Destinations N4, Tourism Communication N4.


Travel Office Procedure N5, Travel Services N5, Tourism Destinations N5, Tourism Communication N5.

Travel Office Procedures N6, Travel Services N6, Tourism Destinations N6, Tourism Communication N6

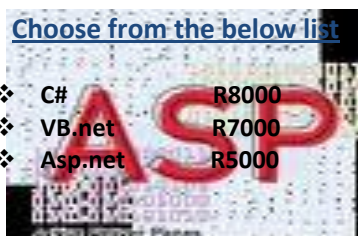





Short Courses

<p><u>Computer Skills/Literacy</u></p> <ul style="list-style-type: none"> ⊖ Introduction to Computers ⊖ Managing Computer File ⊖ Ms word ⊖ Ms Excel ⊖ Ms PowerPoint ⊖ Internet and Emails <p><u>Duration</u></p> <p>Part Time 4months</p> <p>Full Time 2months</p>	<p><u>Office Administration</u></p> <ul style="list-style-type: none"> ⊖ Prerequisite Computer Skills ⊖ Business Law ⊖ Business Accounting ⊖ Project Management ⊖ Business Etiquette ⊖ Customer <p><u>Duration</u></p> <p>Full-time 3months</p> <p>Part Time 6months</p> 	<p><u>Secretarial Studies</u></p> <ul style="list-style-type: none"> ⊖ Prerequisite Computer Skills ⊖ Introduction to Bookkeeping ⊖ Business Etiquette ⊖ Customer Service ⊖ Business Communication ⊖ Business Documentation <p><u>Duration</u></p> <p>Full Time 2months</p> <p>Part Time 4months</p>
<p><u>Web Designing</u></p> <ul style="list-style-type: none"> ⊖ Introduction to Web Designing ⊖ HTML ⊖ Dream weaver <p><u>Duration</u></p> <p>Fulltime 2months</p> <p>Part time 4months</p>	<p><u>Computer Clerk//Office 2003-2007</u></p> <ul style="list-style-type: none"> ⊖ Keyboarding/PC ⊖ Ms word ⊖ Ms Excel ⊖ Ms PowerPoint ⊖ Internet and Emails <p><u>Duration</u></p> <p>Fulltime 2months</p> <p>Part time 4months</p> 	<p><u>Data Capture/Cashier/Advanced Typing</u></p> <ul style="list-style-type: none"> ⊖ Keyboarding ⊖ Intro to Pc ⊖ Word Processing ⊖ Ms Excel ⊖ General Office Practice ⊖ Typing speed Development <p><u>Duration</u></p> <p>Full Time 2months</p> <p>Part Time 4months</p>
<p><u>Computer Networks(N+)</u></p> <ul style="list-style-type: none"> ⊖ Networking Terminology ⊖ Network Communications Methods ⊖ The TCP/IP Protocol ⊖ TCP/IP Services ⊖ Local Area Network (LAN) Infrastructure ⊖ Area Network (WAN) Infrastructure ⊖ Network Security ⊖ Network Troubleshooting 	<p><u>Pastel</u></p> <ul style="list-style-type: none"> • Pastel Partner • Pastel Evolution • Pastel Payroll <p><u>Duration</u></p> <p>Full Time 1month</p> <p>Part Time 2months</p> 	<p><u>Call Centre</u></p> <ul style="list-style-type: none"> ⊖ Prerequisite Computer Skills ⊖ Telephone Etiquette ⊖ Customer Service ⊖ Business Communication <p><u>Duration</u></p> <p>Full Time 1month</p> <p>Part Time 2months</p>

	<p><u>Computer Repair(A+)</u></p> <ul style="list-style-type: none"> ⊖ Personal Computer Components ⊖ Operating System Fundamentals ⊖ Installing and Configuring Peripheral Components ⊖ Installing and Configuring System Components ⊖ Maintaining and Troubleshooting Peripheral Components ⊖ Troubleshooting System Components ⊖ Network Technologies <p>Duration</p> <p>Full Time 2 months</p> <p>Part Time 4months</p> 	<p><u>Bookkeeping</u></p> <ul style="list-style-type: none"> ⊖ Introduction to bookkeeping ⊖ Financial Accounting ⊖ Accounting life Cycle ⊖ Trial Balance ⊖ Inventory <p><u>Duration</u></p> <p>Full Time 3months</p> <p>Part Time 6months</p>
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Specialization Courses(40 Hours)

<p><u>C#,C#.net/ VB.net/ASP.Net</u></p> <p><u>Choose from the below list</u></p> <ul style="list-style-type: none"> ❖ C# R8000 ❖ VB.net R7000 ❖ Asp.net R5000 	<p><u>Java</u></p> <p><u>Choose from the below list</u></p> <ul style="list-style-type: none"> ❖ J2ME R6000 ❖ J2EE R7000 ❖ Web Services R7000 	<p><u>Joomla</u></p> <ul style="list-style-type: none"> ❖ Introduction R5000 ❖ Intermediate R6000 
<p><u>MsSQL 2005 and 2008</u></p> <ul style="list-style-type: none"> ❖ SQL/T-scripts R5000 ❖ Administration 1 R6000 ❖ Administration 2 R6000 	<p><u>MySQL 5.1</u></p> <ul style="list-style-type: none"> ❖ SQL R4000 ❖ Administration1 R5000 ❖ Administration2 R5000 	<p><u>Oracle 10/11g</u></p> <ul style="list-style-type: none"> ❖ Oracle SQL R6000 ❖ Administration 1 R7000 ❖ Administration 2 R8000 
<p><u>Reports Writing</u></p> <ul style="list-style-type: none"> ❖ Crystal Report R4000 ❖ Ireports R3000 ❖ SQL Reporting Services(SSRS) R6000 	<p><u>ETL</u></p> <ul style="list-style-type: none"> ❖ Data warehouse Concepts R3000 ❖ Oracle Warehouse Builder R4000 ❖ Talent open Studio R4000 ❖ SSIS R6000 	<p><u>Linux</u></p> <ul style="list-style-type: none"> ❖ Linux Fundamentals R5000 ❖ Linux Administration R6000

Matric New and Old Curriculum (From Grade 8- 12 and Matric Rewrite Classes)-2011

<u>No of Subjects</u>	<u>Reg Fee</u>	<u>Deposit / First Month Instalments</u>	<u>10 Months Instalments</u>	<u>Total Fee Per Year</u>
1 Subject	R350	R1200	R300	R4200
2 Subjects	R350	R1200	R550	R6700
3 Subjects	R350	R1500	R800	R9500
4 Subjects	R350	R1500	R825	R9750
5 Subjects	R350	R1500	R825	R9750
6 Subjects	R350	R1500	R825	R9750
7 Subjects	R350	R1500	R825	R9750
Registration + deposit				
Copies of Previous Results Certified				
Certified Copy of ID				
Completed Registration Form				



Department of Information Technology

<u>Courses</u>	<u>Total Fees</u>	<u>Deposit</u>	<u>Monthly</u>	<u>Duration</u>
End User Computing(ID:61591)	R8400	R1000	R617	1 Year
IT Programming (ID:24294) (System Software Development)	R8400	R1000	R617	1 Year
PC Engineering(ID:24293) (System Support)	R8400	R1000	R617	1 Year

National Diploma and Certificate N4-N6

Minimum Entry Requirements Grade 12

Course	Total Fees	Deposit	Monthly	Duration N4-N6
Business Management	R8040	R1000	R640	11 Months
Financial Management	R8040	R1000	R640	11 Months
Human Resource Management	R8040	R1000	R640	11 Months
Marketing Management	R8040	R1000	R640	11 Months
Tourism	R8040	R1000	R640	11 Months
Hospitality and Catering Services	R8040	R1000	R640	11 Months
Food Services	R8040	R1000	R640	11 Months

National Certificate Vocational NCV (Level 2-4)

Entry Requirements Grade 9

<u>Courses</u>	<u>Total Fees</u>	<u>Deposit / First Month Instalment</u>	<u>Monthly</u>	<u>Duration</u>
Management	R9910	R1000	R810	11 Months
Marketing	R9910	R1000	R810	11 Months
Office Administration	R9910	R1000	R810	11 Months
Finance, Economics & Accounting	R9910	R1000	R810	11 Months
Information Technology	R9910	R1000	R810	11 Months
Hospitality	R9910	R1000	R810	11 Months
Tourism	R9910	R1000	R810	11 Months
Safety and Society	R9910	R1000	R810	11 Months
Education & Development (Pre-school teacher)	R9910	R1000	R810	11 Months

Short Courses and Skills Development

<u>Courses</u>	<u>Total Fees</u>	<u>Deposit / First Month Instalment</u>	<u>Monthly</u>	<u>Duration</u>	<u>Duration Part Time</u>
Call Centre	R1650	R1000	R650	1 Month	2 Months
Computer Literacy/Skills	R3500	R1000	R750	2 Months	4 Months
Office Administration	R3000	R1000	R1000	3 Months	6 Months
Microsoft Office	R3000	R1000	R1500	3 Months	6 Months
Receptionist	R2800	R1000	R600	3 Months	6 Months
Secretarial	R3000	R1000	R1000	2 Months	4 Months
Data Capture	R3000	R1000	R1000	2 months	4 Months
Web Designing	R4500	R1500	R1000	3 Months	6 Months
Graphic Design	R6000	R1000	R2500	2 Months	4 Months
Bookkeeping	R3000	R1000	R1000	3 Months	6 Months
Computer Repair(A+)	R3100	R1000	R1050	2 Months	4 Months
Computer Networks(N+)	R3100	R1000	R1050	2 Months	4 Months
Pastel Accounting	R2100	R1000	R1100	1 Months	2 Months
Pastel Payroll	R2100	R1000	R1100	1 Months	2 Months
Programming(HTML,VB.NET,Java, ASP.net, C#))	R5000	R1000	R1000	4 Months	8 Months
Speed Typing	R1500	R1000	R250	2 Months	4 Months
Corel Draw	R3000	R1000	R1000	2 Months	4 Months
Dreamweaver	R1500	R1000	R500	1 Months	2 Months
Photoshop	R3000	R1000	R1000	2 months	4 Months
Flash	R1500	R1000	R500	1 Month	2 Months
Fireworks	R1500	R1000	R500	1 Month	2 Months
Catering Course	R1000	R600	R400	1 Month	2 Months

Specialised Courses

<u>Courses</u>	<u>Total Fees</u>	<u>Deposit / First Month Instalment</u>	<u>Monthly</u>	<u>Duration</u>
Microsoft Word 1	R600	R600	Nil	3 Days
Microsoft Word 2	R600	R600	Nil	3 Days
Microsoft Excel 1	R600	R700	Nil	3 Days
Microsoft Excel 2	R600	R600	Nil	3 Days
Microsoft Excel 3	R600	R600	Nil	3 Days
Microsoft PowerPoint	R600	R600	Nil	3 Days
Internet and Email	R600	R600	Nil	3 Days
MS Access 1	R600	R600	Nil	3 Days
MS Access 2	R600	R600	Nil	3 Days
ETL – Data Warehouse concepts	R3000	R3000	Nil	5 Days
ETL – Oracle Warehouse Builder	R4000	R4000	Nil	5 Days
ETL – SSIS	R6000	R6000	Nil	5 Days
ETL – Talend open studio	R4000	R4000	Nil	5 Days
Java J2EE	R7000	R7000	Nil	5 Days
Java J2ME	R6000	R6000	Nil	5 Days
Java Web Services	R7000	R7000	Nil	5 Days
Joomla Intermediate	R6000	R6000	Nil	5 Days
Joomla Introduction	R5000	R5000	Nil	5 Days
Linux Administration	R6000	R6000	Nil	5 Days
Linux Fundamentals	R5000	R5000	Nil	5 Days
My SQL 5.1 Admin 1	R5000	R5000	Nil	5 Days
My SQL 5.1 Admin 2	R5000	R5000	Nil	5 Days
My SQL 5.1 SQL	R4000	R4000	Nil	5 Days
Oracle Admin 1	R7000	R7000	Nil	5 Days
Oracle Admin 2	R8000	R8000	Nil	5 Days
Oracle SQL	R6000	R6000	Nil	5 Days
Reports writing – Crystal	R4000	R4000	Nil	5 Days
Reports writing – I Reports	R3000	R3000	Nil	5 Days
Report writing – SQL (SSRS)	R6000	R6000	Nil	5 Days
SQL 2005 & 2008 Admin 1	R6000	R6000	Nil	5 Days
SQL 2005 & 2008 Admin 2	R6000	R6000	Nil	5 Days
SQL T-scripts	R5000	R5000	Nil	5 Days
Business English	R1500	R1500	R1000	3 Months
English for Starters	R1500	R1500	R1000	3 Months
Bookkeeping	R3000	R1000	R666.66	3 Months

- For offsite training is Total fee + 40%

Admission Criteria

Your application will be accepted if the following criteria are met. Until all the documents and entry pre-requisites below are received, prospective students will not be issued with the admission letters or enrolment certificates. Below are the admission Criteria.

- Completed form
- Copies of your matric or high school examination certificate (if you have one) or motivational letter
- Two page copies of your ID or Passport if any
- Two ID sized passport photographs
- Enrolment fee of R350
- An Initial deposit (remittance fee) as specified for the course of study chosen.