

## SHORT COURSES

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## ENGLISH FOR BEGINNERS

**DURATION** : 6 Months

### Syllabus

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

**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	6 Months	1 year
Registration	300	300
deposit	1200	1200
monthly	750 x 5	750 x 10
Student Card	40	40
Total	5290	9040
Cash	4761	8136

## Computerized Bookkeeping to Balance Sheet

**Duration :** 3 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
<b>Pastel, MS Word , Typing Skills and MS EXCEL,</b>		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets

**Duration :** 3 Months (no computer Packages)

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

Fees (with computers)	No Computers	Qualifying learners could follow a career in:
Registration : R300	R300	Accounting Clerk
Deposit : R800	R800	Bookkeeping
Monthly : R 850 x 4	R750 x 2	Data capturing
Student Card : R40.00	R40	Office Computing
Total : R4540	R2640	
Cash : R4086	R2376	

### Pastel Accounting (Computerized Bookkeeping)

Duration : 2 months  
 Registration : R300 ,  
 Deposit R800, Monthly R700 x 2  
 Total : R2540  
 Cash : R2286

## Computer Packages

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

### Typing Skills only

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 MS Word and Typing Skills**  
 Registration R300  
 Deposit 800  
 Monthly R600 x 2 Total R2300  
 Cash Fee : 2070

**Fees other Computer Packages**  
 Registration R300  
 Deposit R 800 Monthly : 600 x 1  
 Total : R1700 Cash : 1530

## MS Office

Duration : 5 months

US Type	NLRD	US Title
<b>TYPING SKILLS</b>		
<b>MS WORD</b>		
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
<b>MS EXCEL</b>		
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
<b>MS ACCESS</b>		
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
<b>MS PowerPoint</b>		
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
<b>Internet and E-Mail</b>		
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

A qualifying Learner will have the knowledge and skills do the following, Data capturing, office computing, and End user computing.

### Fees (Include Books)

Registration : R300  
 Deposit : R950  
 Monthly : R 600 x 4  
 Student Card : R40.00  
 Total : R3690  
 Cash : R3321

## 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

### Fees

Registration : R300  
 Deposit : R900  
 Monthly : R 650 x 4  
 Student Card : R40.00  
 Total : R3840  
 Cash : R3456

## Computer Secretarial

Duration : 4 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
<b>MS Word and Typing Skills</b>		
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
<b>Computer Typing Skills</b>		
<b>MS Access</b>		
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
<b>Internet and E-mail</b>		
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

Registration	: R300
Deposit	: R800
Monthly	: R 600 x 4
Student Card	: R40.00
Total	: R3540
Cash	: R3186

## Computer Administration Clerk

Duration : 3 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
<b>MS Word and Typing Skills</b>		
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
<b>Computer Typing Skills</b>		
<b>Internet and E-mail</b>		
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

Registration	: R300
Deposit	: R800
Monthly	: R 600 x 4
Student Card	: R40.00
Total	: 3540
Cash	: R3186

## Computer Receptionist

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
		<i>Computer Typing Skills</i>
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

Registration	: R300
Deposit	: R800
Monthly	: R 600 x 4
Student Card	: R40.00
Total	: R3540
Cash	: R3186

## 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
		<i>Computer Typing Skills</i>
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

Registration	: R300
Deposit	: R800
Monthly	: R 600 x 2
Student Card	: R40.00
Total	: R2340
Cash	: R2106

## Advanced Call Centre

**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
Core	15234	Apply efficient time management to the work of a department/division/section
<b>MS Word and Typing Skills</b>		
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
		<i>Computer Typing Skills</i>
<b>MS Excel</b>		
Core	116937	Use a Graphical User Interface (GUI)-based spread sheet application to create and edit spread sheets
<b>MS PowerPoint</b>		
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
<b>Internet and E-mail</b>		
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:

- Call Centre operation
- Computer Secretarial services
- Administration Clerk
- Reception services
- Switchboard operations
- Office Computing
- Data capturing
- Reception supervision

### Fees

Registration : R300  
 Deposit : R800  
 Monthly : R 600 x 5  
 Student Card : R40.00  
 Total : R4140  
 Cash : R3726

## Computer Cashier

**Duration: 8 weeks**

<b>Cashier Skills</b>		
<b>MS Word and Typing Skills</b>		
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

### Fees

Registration : R300  
 Deposit : R800  
 Monthly : 600 x 1  
 Student Card : R40.00  
 Total : R1566



## 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

### Fees

Registration : R300  
Deposit : R900  
  
Monthly : R 650 x 3  
Student Card : R40.00  
Total : R3190  
Cash : R2871

## C#.NET

**Duration :** 4 Months

### COURSE OUTCOMES

Getting started with C#  
C#.NET Variables  
Conditional Logic  
Loops  
Add Menus to your Forms  
Debugging your Application (Try .... Catch)  
Methods  
Understanding Arrays  
String Manipulation  
Events  
Classes and Objects  
Manipulating Files  
Databases (SQL)  
Multiple Forms  
Date and Time

### Fees

Registration : R300  
Deposit : R900  
  
Monthly : R 650 x 3  
Student Card : R40.00  
Total : R3190  
Cash : R2871

## PHP (Hypertext Pre-processor)

Duration : 4 Months

### COURSE OUTCOMES

- An Introduction to PHP
- Getting started with Variables
- Conditional logic
- Working with HTML Forms
- Programming Loops
- Arrays in PHP
- String Manipulation
- Create your own Functions
- Security Issues
- Working with files in PHP
- Date and time functions in PHP
- PHP and MySQL
- Manipulate a MySQL Database
- PHP user authentication
- Build your own PHP Survey/Poll Application
- How to Build an online Forum: the Database

### Fees

Registration : R300  
Deposit : R900  
  
Monthly : R 650 x 3  
Student Card : R40.00  
Total : R3190  
Cash : R2871

## VB.NET

Duration : 4 Months

### COURSE OUTCOMES

Understanding VB Variables  
Conditional logic  
Loops  
Adding Menus to forms  
Debugging your code  
Mastering Arrays  
String Manipulation  
Working with Text Files  
Functions and Subs  
Events  
Classes and Objects  
Databases  
VB NET and forms

### Fees

Registration : R300  
Deposit : R900  
  
Monthly : R 650 x 3  
Student Card : R40.00  
Total : R3190  
Cash : R2871



## JAVASCRIPT

**Duration :** 4 Months

### COURSE OUTCOMES

- Getting started with JavaScript
- JavaScript programming Basics
- Arrays and functions
- JavaScript String Manipulation
- Dates and times
- JavaScript and HTML forms
- JavaScript and HTML Elements
- JavaScript and Images
- JavaScript and the HTML5 Canvas

### Fees

Registration : R300  
Deposit : R900

Monthly : R 650 x 3  
Student Card : R40.00  
Total : R3190  
Cash : R2871

## CoreIDRAW'X7

**Duration :** 4 Months

### COURSE OUTCOMES

- Getting started with CoreIDRAW'X7
- Lines, Shapes, and outlines
- Objects, symbols, and layers
- Color, fills, and transparencies
- Special effects
- Text
- Templates and styles
- Pages and layout
- Bitmaps
- Printing
- Web graphics
- File formats
- Customizing and automating

### Fees

Registration : R300  
Deposit : R900

Monthly : R 650 x 2  
Student Card : R40.00  
Total : R2540  
Cash : R2286