



Growing People...Building Talent...Creating Leaders

since 2002

Course Catalogue

B-BBEE Level 2 QSE Empowering Supplier
51% Black Women Owned | 100% Women Owned

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ACCREDITED/CERTIFIED IT SHORT COURSES



Database

MS Excel
MS Access
Data Modeling
MS SQL / MySQL

Data Analytics

Microsoft Power BI
Excel Dashboards
Excel Intermediate
(Macros and PowerPivots)

Microsoft Programmes

Access (All levels)
Excel (All Levels)
Digital Literacy
Introduction to
Office (PC Concepts)
MOS
Projects (All Levels)
Office 365
Outlook (All Levels)
Pivot Tables & Macros
PowerPoint (All Levels)
Visual Basic for
Applications (VBA) Excel
Word (All Levels)

Information Technology (SETA and Others)

Adobe Suite (Full)
CAD (Autodesk)
Computer Concepts
and Digital Literacy
ITIL Foundation 4
Quickbooks

ACCREDITED/CERTIFIED BUSINESS SHORT COURSES



Essential Business Skills

Business & Report Writing

Business Ethics

Business Etiquette & Image

Business Writing & Email Etiquette

Confidence & Assertiveness

Conflict Management

Customer Service

Effective Communication Skills

E-mail Etiquette

HIV/AIDS Awareness

Interpersonal & Communication Skills

Life Skills

Meeting & Minute Taking Skills

Office Administration & Procedures

Presenting Magically

Report Writing

Stress Management

Team Building

Technical Report Writing

Telephone & Reception Skills

Telephone & Email Etiquette

Time & Priority Management

Time, Priority & Stress Management

Work Readiness Programme

Workplace Professional

Google Analytics

Marketing Principles

Mastering Influencing Skills

Psychology of Selling

Retail Sales

Sales Management

Sales Master I,II,III, IV

Search Engine Marketing (SEM)

Social Media & Content Marketing

Strategic Marketing

ODETDP

Assessor Training - Outcomes Based

Moderator Training - Outcomes Based

Skills Development Facilitator Training

Skills Development Management

Train-the-Trainer

Sales & Marketing

Brand Management

Contact Centre Sales

Content Management

Digital Marketing

Digital Marketing Analytics

ACCREDITED/CERTIFIED BUSINESS SHORT COURSES



Skills for 4IR

Authentic Leadership,
Emotional & Spiritual
Intelligence (EQ & SQ)

Analytical and Logical
Thinking Skills

Creative Thinking Skills

Managing Change
in a VUCA World

Problem Solving &
Decision Making

Visionary Leadership
in Strategy

Entrepreneurship

Intrapreneurship

Critical Thinking Skills

Team Mindset

Management & Leadership

Authentic Leadership

Change Management

Coaching, Mentoring &
Situational Leadership

Creative Thinking Skills

Customer Management

Diversity & Inclusion

Emotional & Spiritual
Intelligence

Graduate Development
Programmes

High Performance
Teams

Leadership
Conversations

Leadership Principles

Management &
Leadership Skills

Management of
Best Practice

Manufacturing Control

Negotiating Around
Conflict Situations

Negotiation Skills:
NO TRICKS, Win-Win

Operational &
Risk Management

Performance
Management

Personal Power
& Influence

Planning & Scheduling
Techniques

Principles of Strategy

Problem Solving &
Decision Making

Process Manufacturing

Project Management
Fundamentals

Situational Leadership
Stakeholder Relationship
Management

Strategic Management

Supervisory Skills

Servant Leadership

Team Management

Visionary Leadership
in Strategy

Human Resources

B-BBEE Training

Conduct Disciplinary &
Grievance Procedures

Disciplinary
Hearings/Enquiries

EE Training

ACCREDITED/CERTIFIED BUSINESS SHORT COURSES

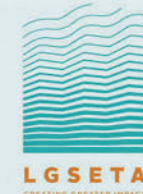
Human Resources (cont'd)

Human Resource
& Labour Relations

Handling Incapacity
in the Workplace

Industrial Relations

Recruitment, Selection
& Interviewing Skills



Finance

Budgeting -
Manage expenditure

Financial Forecasting &
Cash Flow Management

Finance for
Non-Financial Managers

Financial Analysis

Financial Modeling

Financial Success

Financial Wellness

Inventory &
Inventory Control

PFMA

Stock Control



QUALIFICATIONS

Information Technology (IT)

	SAQA ID	NQF	CREDITS
IT: End User Computing - National Certificate	61591	3	136
IT: Technical Support - Further Education & Training Certificate	78964	4	163
IT: Systems Development - Further Education & Training Certificate	78965	4	165
IT: Systems Support - National Certificate	48573	5	147
Occupational Certificate - Software Engineer	119458	6	240

International certifications, e.g. Microsoft and others can be added to any Learnership

Financial

	SAQA ID	NQF	CREDITS
Bookkeeping - National Certificate	58375	3	120
Bookkeeping - Further Education & Training Certificate	58376	4	130
Technical Financial Accounting - National Diploma	362135	5	251

ODETDP

	SAQA ID	NQF	CREDITS
Occupational Certificate - Training and Development Practitioner	101321	5	190
Occupational Certificate - Learning and Development Advisor	118774	7	195

QUALIFICATIONS

Entrepreneurship

New Venture Creation - National Certificate

SAQA ID

NQF

CREDITS

49648

2

138

New Venture Creation - Further Education & Training Certificate

66249

4

149

Business Administration

Business Administration Services - National Certificate

SAQA ID

NQF

CREDITS

67465

3

120

Business Administration Services - Further Education & Training Certificate

61595

4

140

Office Administration - Certificate

23618

5

120

Office Administration - Higher Certificate

23619

5

240

Occupational Certificate - Office Administrator

102161

5

445

Transportation

Occupational Certificate - Freight Handler

SAQA ID

NQF

CREDITS

96396

3

122

Occupational Certificate - Road Transport Manager

96371

5

205

Occupational Certificate - Transport Clerk

94025

4

121

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QUALIFICATIONS

Management & Leadership

	SAQA ID	NQF	CREDITS
Generic Management - Further Education & Training Certificate	57712	4	150
General Management - National Certificate	59201	5	164
General Management (Banking) - National Certificate	96100	5	162
Skills Development Management - National Certificate	96101	5	162
Strategic Management - National Certificate	96102	5	162
Customer Management - National Certificate	96099	5	162
Occupational Certificate - Project Management	101869	5	240
Occupational Certificate - Design Thinking Innovation Lead	118788	4	160
Occupational Certificate - Management Assistant	101876	5	316
Occupational Certificate - Organisational Risk Practitioner	94222	6	125
Occupational Certificate - Office Supervisor	118740	5	240
Occupational Certificate - Recruitment Manager	118251	5	186

Contact Centre Learnerships

	SAQA ID	NQF	CREDITS
Occupational Certificate - Contact Centre Manager	99687	5	285

Marketing Learnerships

	SAQA ID	NQF	CREDITS
Occupational Certificate - Marketing Co-Ordinator	118706	5	175

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