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UNDERGRADUATE QUALIFICATIONS

DEGREES, DIPLOMAS, HIGHER CERTIFICATES, EXECUTIVE EDUCATION & SKILLS PROGRAMMES

ACCREDITED DEGREES

Bachelor of Commerce
Bachelor of Business Administration
Bachelor of Public Management
Bachelor of Science in Information Technology

ACCREDITED DIPLOMAS

Diploma in Business Administration
Diploma in Information Technology
Diploma in Computer Applications

ACCREDITED HIGHER CERTIFICATES

Higher Certificate in Business Administration
Higher Certificate in Information Technology
Higher Certificate in Local Government Management
Higher Certificate in Systems Engineering



RICHFIELD
Graduate Institute of Technology

Incorporating: **PC Training & BUSINESS COLLEGE** **m Learning Academy**
Your FUTURE is in YOUR hands...

2015 | 2016
SEMESTER 2 SEMESTERS 1 & 2

SUPPORTED DISTANCE LEARNING
INTERNATIONAL PROSPECTUS

DISTANCE EDUCATION TUITION & SUPPORT CENTRES

SOUTH AFRICA & SADC

ALEXANDRA
COMMUNITY CENTRE
8th Avenue, Municipal Offices
Tel: 0861 321 321

BALLITO
Ballito Buzz Building,
2 Moffat Drive, Ballito
(Behind BMW)
Tel :032 586 0358

BLOEMFONTEIN
28 Maitland St / Charlotte
Maxeke Street
(Opp. Post Office)
Tel : 051 – 430 2385

BRAAMFONTEIN
76 Jorissen Street
Stansure House
(Above Standard Bank)
Tel : 011 - 403 1801

23 De Beer Street
Cnr De Beer & Jorissen
(Adj. Braamfontein Centre)
Tel : 011 - 403 0471/6

CAPE TOWN
49 St. Georges Mall
Cnr. Castle Street &
St. Georges Mall
Tel : 021 - 422 2148

CARLTON CENTRE
Suite 113 (Upper Level)
(near Bidvest Bank)
Tel: 011 331 2838

DURBAN
292 Anton Lembede Street
Cnr Anton Lembede &
Dorothy Nyembe Street
Tel : 031 - 304 6416/9340

44 JOE SLOVO
Cnr Joe Slovo & Anton
Lembede Street
Tel: 031 843 9100

106 Steve Biko Road
(Above Chicken Licken)
Tel: 031 201 1056

KRUGERSDORP
7 Monument Street
Cnr Burger Street
Tel: 011 660 5671/9538

JOHANNESBURG
33 Troy Street
Standard Bank Chambers
Cnr. Troy & Commissioner Street
Tel : 011 - 333 7132
Tel : 011 - 595 4400

KEMPTON PARK
22 Voortrekker Street
(Opp Kentucky Fried Chicken)
Tel : 011 - 394 8004

7 Wolff Street
ABSA Building (Opp Kempton Sq.)
Tel: 011 394 5921/3595

LIMPOPO
POLOKWANE
52 Church Street
Cnr Thabo Mbeki
Tel: 015-295 8764

PIETERMARITZBURG
21 Timber Street
(Next to Capitec Bank)
Tel: 033 811 1615 / 1635

PORT ELIZABETH
135 Gov an Mbeki Avenue
Tel : 041 - 582 4628

PRETORIA
13 Church Square
Cnr. Bank St. & Church Street
Tel : 012 - 323 0577/0488

421 Church /
Helen Joseph Street
(Opp Tshwane University Arcadia)
Tel : 012 - 320 2755/9745

RANDBURG
112 Bordeaux Drive
(Opp Taxi Rank) Cnr. Bordeaux
& St. Andrews Drive
Tel : 011 - 326 0435

RIVONIA
3rd of 5th Avenue, off Rivonia
Boulevard & Mutual Rd
(near McDonalds)
Tel: 011 234 1546

UMHLANGHA ROCKS
African Palms Building
9 Palm Boulevard
(Above Jays Studio)
Tel: 031 825 7537

VEREENIGING
20 Voortrekker Street
Cnr. Voortrekker Street
& Kruger Avenue
Tel : 016 - 422 4511/0425

Workshops are held at
selected hotels in the
following countries

Botswana
Lesotho
Mauritius
Madagascar
Malawi
Mozambique
Namibia
Swaziland
Tanzania
Zambia

0861 243 848

TABLE OF CONTENTS



2	Distance Education Tuition & Support Centres
3	Table of Contents
4 - 6	Profile, History of Accomplishments and Career Pathways connecting to the Working World
7	Mobile Technology to ensure your success in Distance Learning
8	Learning Choices
9	International Academic, Quality Assurance & Research Board
10	Worldwide Acknowledgement : Technology to Advance Teaching for Learning
12	SAP University Alliances
13	Quality Assurance to International Standards

14	Bachelor of Commerce (B.Com)
15	Bachelor of Business Administration (BBA)
16	Diploma in Business Administration (DBA)
17	Higher Certificate in Business Administration (HCBA)

BUSINESS PROGRAMMES

19	Bachelor of Science in Information Technology (B.Sc IT)
20	Diploma in Information Technology (DIT)
21	Higher Certificate in Information Technology (HCIT)
22	Diploma in Computer Applications (DCA)
23	Higher Certificate in Systems Engineering (HCSE)

PUBLIC INFORMATION TECHNOLOGY PROGRAMMES

24	Higher Certificate in Local Government Management (HCLGM)
25	Bachelor of Public Management (BPM)

PUBLIC ADMINISTRATION PROGRAMMES

27	Supported Distance Education - Blended Choices
28	Faculty of Media, Information & Communication Technology Distance & Supported Distance Learning Programmes
29	Faculty of Business, Economics & Management Sciences & Public Administration Distance Learning Programmes
30	Your (Distance) mLearning Journey
31	Accredited Further Education & Training Qualifications
32	Executive Education Campus
33	Quickskills Academy

SKILLS & VOCATIONAL PROGRAMMES

34-35	Credit Bearing Short Learning Programmes
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The mLearning Academy is the Distance Learning Division of PC Training & Business College (Pty) Ltd which is registered with the Department of Higher Education & Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 and as a Private Further Education College under the Further Education and Training Act, 2006, Registration Certificate No. 2008/FE07/050. Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007. Registration certificate No. 00073.

PROFILE

The year 2015 heralds 25 years of tertiary education excellence in South Africa. From humble beginnings in 1990, PC Training & Business College, has evolved and become a premier Institution of Higher Learning. Over 200 000 learners have completed a range of qualifications over this period. Programmes are available on contact or face-to-face basis as well as through distance learning supported by e-Learning and blended learning.

In South Africa, the Council on Higher Education has granted and delegated the right and duty to PC Training & Business College to confer Degrees, Diplomas and Higher Certificates in compliance with the Higher Education Act and its Institutional Statute to successful learners. Students who are awarded Degrees, Diplomas or Higher Certificate qualifications from the Institution can

be assured of the culmination of a quality assured process which is also compliant with the international SABS ISO 9001 : 2008 Quality Standard. The qualifications are also Internationally recognised and benchmarked against leading Universities of the World who offer similar qualifications. Employer endorsements of our learners bear testimony to the relevance of qualifications in the workplace when seeking employment.

With capital expenditure of over one and a half Billion Rands (R1,5 bn) invested in Campus and Property Infrastructure, PC Training and Business College has succeeded in improving the quality of teaching for learning by using technology in education. It advanced learning initiatives, revolutionized and enhanced learning experiences in the education process. Over 36 000 Tablet PCs have been made available to learners registering for Higher and Further Education qualifications, FREE of charge, when they enrol at the College.

Distance Learners benefit from New Technology which significantly changes the learning experiences with ease and flexibility of student interaction with the College. Technology adds a new dimension to study at your own pace and in your own space and time. Distance Learners receive most of their learning material pre-loaded and readily available from their Tablet PC's, contributing to a culture of learner centredness. The Tablet PC's compact, convertible design allows learners to comfortably make use of the device in small spaces. Tablet PCs also include WiFi and 3G capability. Learners can quickly jot down notes from mathematical formulas to flow charts because they're electronic and can later re-organize their notes, save items in the cloud and recall them as required.

The Institution also uses the Moodle Learning Management System, a learner accessible system used by major universities of the world. The system also incorporates certain College lecture videos as they are being developed. Global podcasts of experts' opinions on pertinent subjects and access to real-time interactive learning facilities through webinars and chat rooms locally and around the world, together with free wifi and internet at all Campuses, make learning more engaging, interesting and fun. Online assessments give learners more chances to improve their overall performance and marks, and ultimately their chances of success.

Distance Education learners will also have the added advantage of accessing e-libraries irrespective of where they are, empowering them to draw from a wider range of research material from all over the world. In addition, students are given online access to the Integrated Campus Administration System and e-library for assignments, accounts information and examination results. The Tablet PC also creates a 'green' culture that will benefit the environment by encouraging learners and educators to move away from the exorbitant use of paper and printing, saving over 200 tons of paper per year and enhancing its environmental awareness programmes.

The Institution has also gained a reputation amongst leading employers and industry organizations for outstanding performance in the Education Sector. Its' accomplishments include awards for business growth, community engagement, customer focus, economic development, gender empowerment and business education and training.

PC Training & Business College received the Century International Quality ERA Award in the Gold Category. Recognized for Commitment in Quality Leadership, Technology and Innovation, PC Training & Business College of South Africa was presented the CQE Century International ERA Award to acknowledge strong commitment to quality and excellence at the InterContinental Geneva Convention Hall, from the President of BID Group, Jose E. Prieto.



HISTORY OF ACCOMPLISHMENTS



Jay Ramundlall
B.Com, TQM, MBA, CFA (SA)
Chief Executive Officer

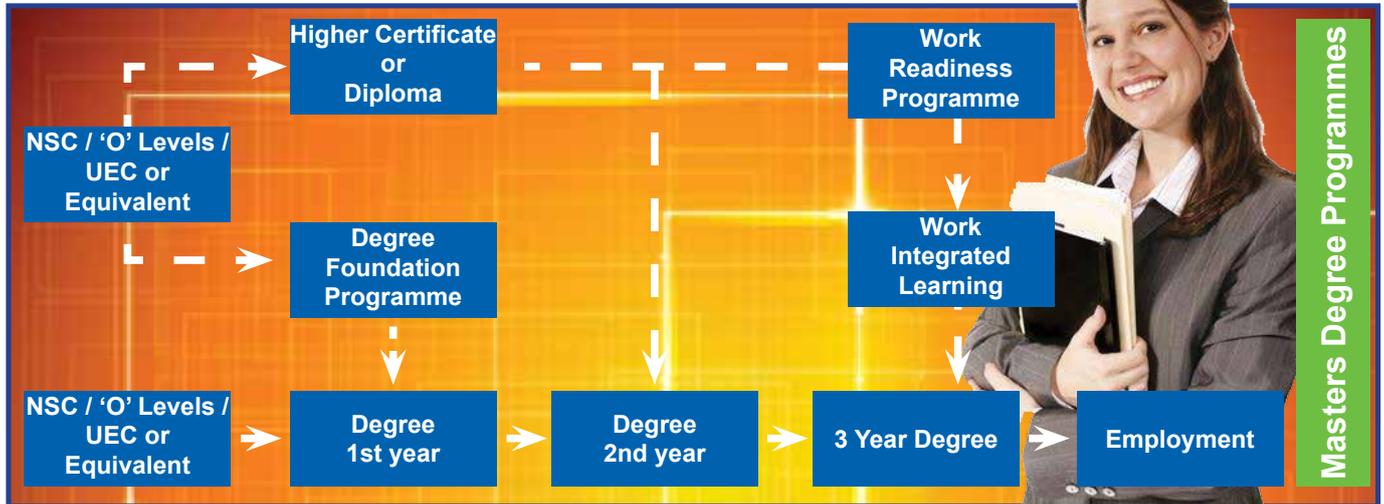
- 2001** **International Organization For Standardization**
Awarded Certification against the SABS ISO 9001 2000 Quality Standard
- 1998** **Franchise Association of South Africa**
Official Franchisor Member
- 2004** **Investor In People - United Kingdom**
Official UK Employee Development Standard Awarded
- 2005** **Standard Bank Growth Award**
Finalist in the Small Corporate Category
- 2007** **INSETA** awarded status as an Institute of Sectoral & Occupational Excellence (ISOE)
- 2008** Awarded the status of an **Employment & Skills Development Agency (ESDA)** by the Departments of Higher Education/Labour in South Africa
- 2009** **International Organization for Standardization**
Awarded certification against the revised SABS ISO 9001:2008, standard.
- 2009** **The Independent Newspaper Brand**
Voted Best College In South Africa
- 2011 - 12** **Winner of the First National Bank National Top Business Portfolio Awards** in Social & Community Services
- 2012** Winner of the **Top Gender Empowered Company Award** in Business, Education & Training
- 2013** **CEO : Finalist African Access National Business Awards** - Top SA Businessman
- 2013** Winner of the Best Computer Training College in **Pretoria News Award**.
- 2012 - 14** Finalists each year in 4 of 5 Categories of the **African Access National Business Awards:**
 - Investing in People Award
 - Innovation through Technology Award
 - Customer Focus Award
 - Business Education & Training Award
 - Corporate Citizenship Award
- 2013 – 14** **Marketing Director:**
Finalists - Top Businesswoman of the year Award
- 2014** **PMR Africa**
Winner of the Diamond Arrow Award in the Business Sector for economic growth and development, managerial expertise, corporate governance, brand awareness and levels of innovation
- 2015** **Century International Quality Award**
Geneva, Switzerland



PC Training & Business College has established a reputation as a leading Pan-African Institution which has a deep understanding of emerging economies in Africa and an emphasis on values, social innovation, sustainable leadership and value for money.

Career Pathways - Connecting to the Working World

Your decision to join PC Training & Business College or the transfer to us from another institution of higher learning is often a complex one. We offer programmes at several levels and entry points, depending on your prior qualifications, experience and Recognition of Prior Learning. There will be a clear progression of your learning to ensure that you will be empowered with the necessary skills and knowledge to enter the corporate world with confidence and enthusiasm.



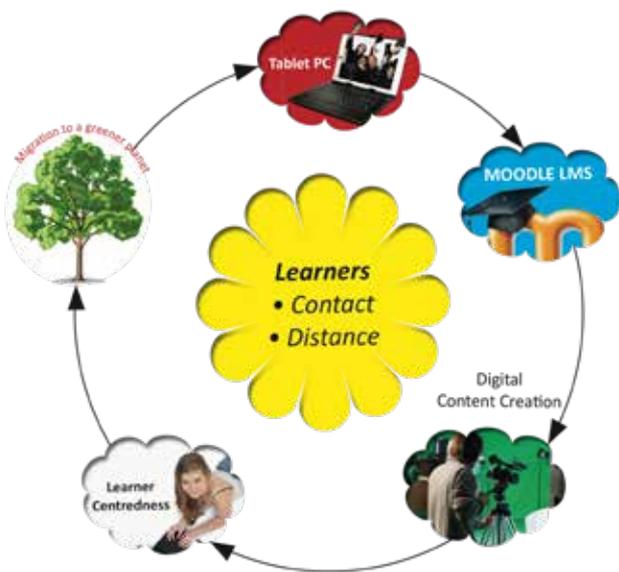
Our programmes are designed to provide flexibility, choice and very clear career planning. If you enter our foundation programme first, you will take a range of modules that prepare you for the degree or diploma programmes and help you select which qualification to pursue. At all times, our staff will be able to advise you on the choices available at each stage of your study.

Foundation Programmes	Higher Certificate Programmes	Diploma Programmes	Bachelor's Degree Programmes
<p>The Foundation Programme gives you an opportunity to sample your future study areas and this helps you choose which Qualification you will eventually pursue. Admission requirements are:</p> <ul style="list-style-type: none"> • A National Senior Certificate partially achieved or • 5 grade C passes at 'O' Level / GCSE, or • A qualification that is acceptable as equivalent to the above. 	<p>These Programmes give you an opportunity to sample a short Higher Education programme of one year duration. Admission requirements are:</p> <ul style="list-style-type: none"> • A National Senior Certificate meeting minimum requirements for admission to Higher Certificate, Diploma or a Degree or • 4 Grade C passes at 'O' Levels / GCSE, or • A qualification that is acceptable as equivalent to the above. 	<p>These Programmes are geared towards vocational Higher Education programmes of up to three year duration. Admission requirements are:</p> <ul style="list-style-type: none"> • A National Senior Certificate meeting minimum requirements for admission to a Diploma or a Degree or • 5 Grade C passes at 'O' Levels / GCSE, or • A qualification that is acceptable as equivalent to the above. 	<p>These professional degree Programmes are the core of Higher Education in the global economy. Admission requirements are:</p> <ul style="list-style-type: none"> • A National Senior Certificate meeting minimum requirements for admission to a Degree or • 2 passes at 'A' Level and 4 Grade C passes at 'O' Levels / GCSE, or • A qualification that is acceptable as equivalent to the above.

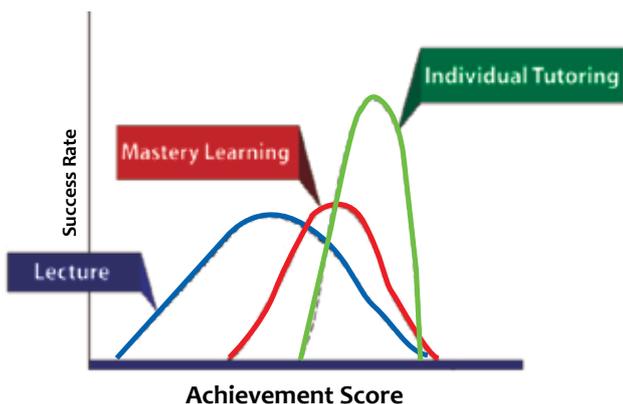
Mobile Technology to ensure your success in Distance Learning...

The technological leadership and ongoing deployment of Tablet PC's further enhances the Institution's standing as a world-class Distance Education Institution...

Stanford Professor, Daphne Koller, has challenged the global ICT sector to provide ICT solutions that will make teaching and learning more fun, stimulating and engaging on a global scale. Prof Koller also refers to Richard Blooms research of 1984 which compared three population samples in different learning situations and with the success generated by each population. This is explained briefly to demonstrate how you can benefit.



Professor Daphne Koller, of Stanford University and the co-founder of Coursera, has expounded the virtues of 'On-Line Learning' citing several advantages to this approach to education. "When moving away from the restraints of a physical classroom and designing content for an online course you have the advantage of being able to break the content down into 8 to 12 minute modules as opposed to the 1 hour 'one size fits all' standard lecture. This means that students can use the material to their greatest



benefit allowing them to follow a much more personalised curriculum," states Professor Koller.

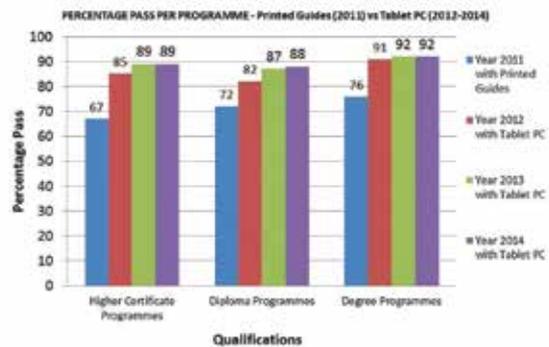
The first population was represented by the **blue line** in the graph alongside. Learners studied in a lecture based classroom where teaching outcomes allow for about 50% of the students to be above average.

The second curve, red line is a population of students who, used a standard lecture based classroom, but with a mastery based approach, which requires learners to demonstrate mastering the previous topic, before moving onto the next one. Some improvements in achievement scores above lecture based learning were noted. **Red Curve.**

The third curve, **Green line**, indicates the success achieved with one on one tutoring. It would be phenomenal if we could teach so that 98% of our students were above average - unfortunately we cannot provide each student with an individual tutor, HOWEVER, we can provide our students with a Tablet PC and other technically savvy applications in the curriculum.

The experience of PC Training and Business College in deploying technology in education has contributed to Professor Kollers' search for methods of instruction which can be as effective as one-on-one tutoring. The use of technology in education can contribute to meaningful improvements to the quality of teaching and learning and overall success rate of learners as demonstrated by PC Training and Business College.

SUPPORTED LEARNING: SIGNIFICANT IMPROVEMENT IN SUCCESS RATES



Higher Certificate, Diploma and Degree Programmes showed improvement when comparing 2011 and successive years with Tablet PC.
Average Improvement across all programmes is 26% when comparing Printed Guides (2011) vs Tablet PC (2012-2014).
Based on Learner Outlets, this improved performance can be directly related to the Tablet PC as an online teaching tool learning.

The Graph above compares the year 2011 when printed study guides were used, to 2014 indicating significant improvements in success rates of contact learners. What this simply means is that you have a greater chance of success by studying with us. The GOAL - is to try and push and see how far we get towards the green curves...or even rise above it!

Your SUCCESS is in your HANDS...

LEARNING CHOICES

A. CHOOSE HOW YOU WISH TO STUDY



- Full Time
- Part Time
- Contact

- Distance Learning
- Supported Distance Learning

Supported by **mobile Learning**

B. CHOOSE YOUR PREFERRED TYPE & LEVEL OF LEARNING

- Short Course (various)
- National FET Certificate (NQF 2 - 4)
- Higher Certificate (NQF 5)
- Advanced Certificate (NQF 6)
- Diploma (NQF 6)
- Bachelor's Degree (NQF 7)
- Master's Degree (NQF 8)

C. CHOOSE A FIELD OF STUDY

Faculty of Business, Economics & Management Science (BEMS)	Faculty of Media, Information & Communication Technology (MICT)	Faculty of Education and Skills Development Training (ESDA)
<ul style="list-style-type: none"> • Business Management • Finance • Leadership • Human Resources • Accounting • Marketing • Economics • Business Law • Quality Management • Project Management • Office Administration • General Principles in Management • Computerised Bookkeeping • Business Communication • Corporate Governance • Business Ethics 	<ul style="list-style-type: none"> • Basic Electronics • Computer Networks • Database Design • Web Applications • Help Desk Technology • Electronic Commerce • Java Programming • PC Engineering • IT Project Management • Systems Software • End User Computing • C++ Programming 	<ul style="list-style-type: none"> • Registered Assessor • Registered Moderator • Coaching and Mentoring • Human Resources Development • Skills Development Facilitator • Occupationally Directed Education, Training & Development Practices (ODETDP L4, L5 & L6) • Early Childhood Development (ECD L4 & L5) • Schools Leadership & Management • Schools Governance • Recognition of Prior Learning (RPL)
	Faculty of Public Administration & Management (FPAM) <ul style="list-style-type: none"> • Public Administration • Local Government • Regional Administration • National Government 	

INTERNATIONAL ACADEMIC, QUALITY ASSURANCE & RESEARCH BOARD



National Academic Quality Assurance & Research Board

Zane Ramnundlall, Prof Sadek Adam, Molly Ramnundlall, Jay Ramnundlall, Orsiley Denhere, Nerisha Bajjnath, Dr. S. Ramdail, Prof Oludayo Olugbara, Tinyiko Mohale, Ashna Sivai, Deena Govender, Raisha Seupersad, Ravi Lachman, Prof Prem Brijlall, Dr. Muni Kooblal, Rakesh Jugernath, Prof. Rosh Maharaj

STATUTORY INFORMATION : PC Training and Business College (Pty) Ltd

HOLDING COMPANY: AUETD Holdings (Pty) Ltd
COMPANY NAME: PC Training & BUSINESS CoLLEGE (Pty) Ltd
TRADING NAMES: PC Training & BUSINESS CoLLEGE
COMPANY REG. NO: 2000/000752/07
LEGAL STATUS: PRIVATE COMPANY
CHIEF EXECUTIVE OFFICER: J. RAMNUNDLALL - B COM, MBA, CFA, TQM, ODETDP

NAMES AND QUALIFICATIONS OF STATUTORY DIRECTORS:

R. JUGERNATH - B. COM, B. COMPT (HONOURS), CA (SA)
T. MOHALE - B PAED, MBA
M. RAMNUNDLALL – E-COMMERCE, TQM, SDF, ODETDP, B. COM
DR M. KOOBLAL - [B.Sc, B.ED, HED, Adv Dip (Pub.Ad) MPA, D.Admin]

CORPORATE HEAD OFFICE

292 Anton Lembede Street, Durban
 Tel: +2731 304 9340 | Fax: +2731 306 7936

AUDITORS: G & G CHARTED ACCOUNTANTS INC
PHYSICAL ADDRESS: 23 St Mary's Avenue, Greyville
TEL: (031) 309 1617
FAX: (031) 309 1717
POSTAL ADDRESS: P.O. Box 47107, 4023

ATTORNEYS: GARLICK & BOUSFIELD
PHYSICAL ADDRESS: 7 TORSVALE CRESCENT, LA LUCIA RIDGE OFFICE ESTATE
TEL: (031) 570 5439
FAX: (031) 570 5300
POSTAL ADDRESS: P.O. Box 1219, UMHLANGA ROCKS, 4001

POSTAL ADDRESS:

Private Bag X23, Umhlanga Rocks, 4320, South Africa
 Email: pcceo@iafrica.com | Web: www.pctrainingonline.co.za



Incorporating



The mLearning Academy, Executive Campus and Quickskills Academy are Divisions of PC Training & Business College (Pty) Ltd which is registered with the Department of Higher Education & Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 and as a Private Further Education College under the Further Education and Training Act, 2006. Registration Certificate No. 2008/FE07/050. Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007. Registration certificate No. 00073.

**WORLDWIDE ACKNOWLEDGEMENT :
TECHNOLOGY TO ADVANCE TEACHING for LEARNING**



His Excellency, Hon. Jacob Zuma, President of South Africa

"The focus on using technology to improve education in our country should be encouraged. The Tablet PC is a great innovation and indicates the commitment of certain institutions to improve the lives of ordinary South Africans"



***Dr. Naresh Chandra , CEO, Birla College of Arts, Science & Commerce
Affiliate - University of Mumbai (India)***

"It is a big improvement on the Indian Government's pioneering initiative to launch the Aakash Tablet at its State universities & colleges"



Brian Naicker - Simon Fraser University, Vancouver (Canada)

"Tablet Release is stunning news. You have cut a trail rather than follow the beaten path. It will create magical learning experiences and opportunities in Higher Education"



Senzo Mchunu, Premier of Kwa-Zulu Natal (South Africa)

"I am impressed that you are accredited to offer Degrees and Diplomas! The Tablet PC will definitely assist especially your Degree and Diploma Students. It's interesting that it does not take long to get accustomed to handling the device. This is indeed a major contribution to Tertiary Education by a Private Provider."



***Ms Lindiwe Nonceba Sisulu, Minister of Human Settlements
(South Africa)***

"The Tablet PC is an investment in our children and the country."



***Prof. Hlengiwe Mkhize, Deputy Minister of Telecommunications & Postal Services
(South Africa)***

"Hopefully PC Training & Business College will prove to be a shining example to other South African Institutions about the countless possibilities of engaging learners in a new, innovative and technologically progressive way"



Dr Praveen Mohadeb, former CEO, Tertiary Education Commission (Mauritius)
The success of Tablet PC's in education is a game changer for Africa. PC Training and Business College has pioneered an integrated African solution which sets new standards for Distance Education.



Honourable Prime Minister, His Excellency Hage Geingob (Namibia)
Honourable Prime Minister congratulated the CEO of PC Training & Business College for participating in the eLearning Africa Conference in Windhoek, Namibia and for sharing his world class experience with colleges from African Universities and other Institutions.



Hon. Brig. Gen. Dr Brian Chituwo, (Zambia)
Hon. Brig. Gen. Dr Brian Chituwo, MP, Minister of Science, Technology and Vocational Training, Zambia, congratulating CEO of PC Training Jay Ramnundlall for its ground breaking introduction of the Tablet PC as part of a complete MICT initiative to improve the quality of Teaching and Learning on the African Continent





incorporating: **PC Training & Business College**

is a member of the
SAP Global University Alliance

SAP
University
Alliances

Full Member

The SAP University Alliances programme opens up the world of SAP to PC Training & Business College students which aims to develop highly qualified graduates with critical skills for the 21st century workforce. Through a community of over 8 000 academic members as well as engagement at over 750 events annually, SAP University Alliance has inspired students around the world about SAP information technology applications in Business solutions.

In partnership with SAP’s University Competence Centres around the world, PC Training & Business College gains access to an ever-expanding range of SAP software and curriculum, enabling academics to help students better connect business and IT concepts to practice. Students from member institutions download resources, share their stories, and engage with the wider SAP Community. Empowered students better prepare for successful career paths and growth.

The SAP Student Entrepreneurship Program is also encouraged through practical projects as part of Work Integrated Learning (WIL). Young bright minds also participate and contribute their ideas via crowdsourcing in industry contests, co-innovation projects and research.

Students also have the opportunity to earn an additional optional industry certification in SAP technologies, positioning themselves for outstanding careers in the SAP ecosystem with top implementation partners or clients worldwide. This helps students receive more job offers at higher salaries from top employers by adding SAP hands-on content into your curriculum vitae’s (CV’s).

PC Training & Business College is a leader in driving innovation at the Institution by partnering with the SAP ecosystem with the following benefits:

- * **A SAP University Alliances Innovation Lab**
- * **Drive Big Data Mobility**
- * **Cloud Research**
- * **Co-innovation together with a SAP Big Data Innovation Center**

Students are encouraged to join industry contests to showcase their creativity and compete to win trips to SAP events and the chance to build their ideas into actual solutions. As a member of SAP University Alliances, you can team with SAP’s Corporate Social Responsibility and Government Relation groups to drive joint events aimed at community, civic, and workforce development.

The Young Thinkers Program aims to stimulate interest in STEM (science, technology, engineering and maths) learning and careers to help address the skills shortage that is prevalent around the world, to encourage entrepreneurial thinking, and to ensure young people are college and workforce ready.



Quality Assurance to International Standards

Our improved programme offerings for 2015 have been updated and bench marked against similar qualifications from leading Institutions around the world. Africa already has an acute skills shortage and educational Institutions that cannot cope with the demand of skilled and qualified Professionals. Graduates from Colleges and Universities remain a key resource to address the Skills Shortage to meet the Information Technology, Business, Management, Finance and Development needs of major Infrastructure projects as well as the huge shortage of essential Skills in most African Economies.



Prof Rosh Maharaj
Quality Assurance Director
D.Ed; M. Ed, B. Ed; B. A.; NTSD; NTD

The Institutions Higher Education programmes are managed by Academic Faculties and Academic Departments under appropriately experienced and qualified Academic and Support Staff.

The Faculty of Media, Information & Communication Technology (MICT) and the Faculty of Business, Economics & Management Sciences (BEMS) offer Accredited Higher Certificates, Advanced Certificates, Diplomas and Degrees which have been bench marked Nationally and Internationally and are registered with the South African Qualification Authority (SAQA) on the National Qualification Framework (NQF) of South Africa. All our Higher Education Programmes are also accredited by the Council on Higher Education and Registered by the Department of Higher Education and Training. The undergraduate programmes offered by the Institution opens up endless career opportunities for our learners throughout South Africa.

Distance Education supported by Mobile Learning and workshops serve as a career accelerator, turbo charging a students ability to address challenges in the workplace and to grow and develop his or her potential. Our Distance Learning Programmes also meet learners needs who may face geographic challenges in attending full-time lectures.

Accreditation, Registration, Recognition and Reputation are important dimensions when choosing a College. Reaching its 25th Anniversary, PC Training and Businesses College has established a strong reputation in South Africa in particular and in Africa generally. We are an African Institution that understands our needs to confront the Continent's unique challenges and have aligned our Programmes accordingly.

Business Career Pathways

Accounting Practitioners
Purchasing, Supply Administrators
Insurance Sales Reps
Retail Administrators/Supervisors
Call Centre Service Administrators
Distribution Clerks
Training and Development Clerks
Advertising Administrators
Corporate Administrators
Financial Administrators
Production Administrators
Event Administrators
Sales & Marketing Managers
Marketing Practitioners
Marketing Research and Public Relations Officers

Business Skills Trainers
Recruitment Consultants
Research Administrators/Managers
Management System Auditors
QA Managers
Financial and Insurance Clerks
Bookkeepers

Information Technology Careers

Business Analysts
Database and Systems Administrators
ICT Network and Support Specialists
ICT and Telecommunications Technicians
Information and Communication Tech Managers
ICT Support Technicians
Telecommunications Technical Specialist

Multimedia Specialists and Web Developers
ICT Business and System Analysts
Software and Application Programmers
Computer Network Professionals
ICT Support Technicians and Test Engineers
Telecommunications and Engineering
Call or contact centre customer services
Training & Development Professionals
Miscellaneous Information Analysts
Technical Sales Representatives
Miscellaneous Administrative Workers
Clerical and Office support workers
Financial and Insurance Clerks
ICT Trainers
Systems Analysts
Programmers



Bachelor of Commerce (B.Com)

(SAQA NQF 7 : 365 Credits : 3 Years) CHE (SA) Accredited Qualification

The Bachelor of Commerce degree is designed to provide graduates with a wide range of managerial and business skills whilst building competence in a particular area of business, with the opportunity to specialise in Human Resource Management, Marketing Management or Accounting. The bachelor's degree equips students with a solid theoretical knowledge, supported by strong problem solving, critical & analytical thinking as well as decision making skills.

The Qualification provides learners with the necessary skills they will require for the increasingly complex demands of a dynamic business environment.

Admission Requirements:

The minimum entry requirement is the National Senior Certificate and the National Certificate (Vocational) with appropriate subject combinations and level of achievement. Mature Age Exemption for learners above the age of 23 years as set out in the Higher Education Regulations. Recognition of Prior Learning (RPL).

Year 1

TOTAL CREDITS - 120

The first year of the Bachelor of Commerce Degree, equips a student with the basic Business Management skills. Students will be exposed to preparatory terminologies and basic concepts in the fields of Management, Economics, Accounting and Business Statistics. The student's choice of either Human Resource Management or Marketing Management as their specialization field is also presented to the Learner at an introductory level.

Specialisations

- * Specialisation in Human Resource Management
- ** Specialisation in Marketing Management

Semester 1

Business Management	511
Economics	511
Accounting	511
Business Statistics	511
Information Systems	511

Semester 2

Business Management	512
Economics	512
Accounting	512
Business Statistics	512
Information Systems	512

* Human Resources Mngt	511	and	Human Resources Mngt	512
** Marketing Management	511	or	Marketing Management	512

Note : Learners specialising in Accounting must choose Human Resources Management or Marketing Management in the first year

Year 2

TOTAL CREDITS - 120

The second year of this degree, moves the student from the basic business concepts to more advanced topics and procedures associated with the genre. The syllabus at this stage also introduces the legal principles and public relations flair needed to function in a commercial environment.

Specialisations

- * Specialisation in Human Resource Management
- ** Specialisation in Marketing Management
- *** Specialisation in Accounting

Semester 1

Business Management	621
Public Relations	621
Economics	621
Commercial Law	621

Semester 2

Business Management	622
Public Relations	622
Economics	622
Commercial Law	622

* Human Resources Mngt	621	and	Human Resources Mngt	622
** Marketing Management	621	or	Marketing Management	622
*** Accounting	621	or	Accounting	622

Note: Accounting is now also a specialisation option.***

Year 3

TOTAL CREDITS - 125

In the third year, more emphasis is placed on global strategy and Research based decision making alongside the more practical modules of Training and Development, and the statutory based Industrial Relations.

Work integrated learning, a compulsory module, is included to prepare the graduate for immediate and seamless entry into the workplace.

Specialisations

- * Specialisation in Human Resource Management
- ** Specialisation in Marketing Management
- *** Specialisation in Accounting

Semester 1

Business Management	731
Market Research	700
Entrepreneurship & Small Business Management	700
Contemporary Issues in Industrial Relations	700

Semester 2

Business Management	732
Training & Development	700
Total Quality Management	700
Work Integrated Learning	700

* Human Resources Mngt	731	and	Human Resources Mngt	732
** Marketing Mngt	731	or	Marketing Mngt	732
*** Accounting	731	or	Accounting	732

Bachelor of Business Administration (BBA)

(SAQA NQF 7 : 360 Credits : 3 Years) CHE (HEQSF) Accredited Qualification

The Bachelor of Business Administration promotes the development of knowledge and skills that are required in all sub-sectors of management, thus release the potential of people and to provide opportunities for people to move up the value chain and between the different sectors of the economy.

The Bachelor of Business Administration should produce knowledgeable, intellectually skilled individuals who are able to contribute to improved productivity and efficiency within organisations both in the Public & Private Sectors.



Admission Requirements:

- The minimum entry requirement is the National Senior Certificate or the National Certificate (Vocational) with appropriate subject combinations and level of achievement.
- Mature Age Exemption for learners above the age of 23 years as set out in the Higher Education Regulations.
- Recognition of Prior Learning (RPL).

Year 1

TOTAL CREDITS - 120

The first year of this degree programme provides the learner with an array of interdisciplinary business concepts that serves as an introduction to the business environment. Business Communications needs are also developed.

Specialisations

- * Specialisation in Human Resource Management
- ** Specialisation in Marketing Management

Semester 1	Semester 2
Business Communications 511	Business Communications 512
Business Management 511	Business Management 512
Accounting 611	Accounting 612
Economics 511	Economics 512
Information Systems 511	Information Systems 512
Human Resources Mngt 611	Human Resources Mngt 612
Marketing Management 611	Marketing Management 612

Note : Learners specialising in Accounting must choose Human Resources Management or Marketing Management in the first year

Year 2

TOTAL CREDITS - 120

The second year of this degree, advances the already learned basic business concepts to more advanced topics and integrates inter-disciplinary knowledge of all functional areas of business and their conceptual frameworks in a broader context.

Note: Accounting is now also a specialisation option.

Specialisations

- * Specialisation in Human Resource Management
- ** Specialisation in Marketing Management
- *** Specialisation in Accounting

Semester 1	Semester 2
Business Management 621	Business Management 622
Business Statistics 621	Business Statistics 622
Industrial Psychology 621	Industrial Psychology 622
Business Law 621	Business Law 622
Business Ethics 621	Business Ethics 622
Human Resources Mngt 621	Human Resources Mngt 622
Marketing Mngt 621	Marketing Mngt 622
Accounting 621	Accounting 622

Year 3

TOTAL CREDITS - 120

The third year provides the learner with a truly global perspective on strategy and research based decision making including entrepreneurship, project and quality management.

Work integrated learning, a compulsory module, is included to prepare the graduate for immediate and seamless entry into the workplace.

Specialisations

- * Specialisation in Human Resource Management
- ** Specialisation in Marketing Management
- *** Specialisation in Accounting

Semester 1	Semester 2
Entrepreneurship & SBM 731	Entrepreneurship & SBM 732
Project Management 731	Project Management 732
Business Management 731	Business Management 732
Total Quality Management 731	Total Quality Management 732
Research Methodology 700	Work Int. Learning 700
Human Resources Mngt 731	Human Resources Mngt 732
Marketing Mngt 731	Marketing Mngt 732
Accounting 731	Accounting 732



DIPLOMA IN BUSINESS ADMINISTRATION (DIP BA)

(SAQA NQF 6: 370 CREDITS : 3 YEARS) CHE (HEQSF) ACCREDITED QUALIFICATION

THE DIPLOMA IN BUSINESS ADMINISTRATION IS A VOCATIONAL AND INDUSTRY ORIENTED QUALIFICATION. THE KNOWLEDGE EMPHASISES GENERAL PRINCIPLES, APPLICATION AND TECHNOLOGY IN THE COMMERCE FIELD. THE DIPLOMA IN BUSINESS ADMINISTRATION PROVIDES LEARNERS WITH A KNOWLEDGE BASE IN THE BUSINESS FIELD AND THE ABILITY TO APPLY THEIR KNOWLEDGE AND SKILLS IN BUSINESS MANAGEMENT. IT ALSO EQUIPS THEM TO UNDERTAKE OTHER MORE SPECIALISED AND INTENSIVE LEARNING. THE PROGRAMME IS INTENDED TO PROVIDE LEARNERS WITH ACCESS TO THE LABOUR MARKET. IT WILL PROVIDE LEARNERS WITH THE NECESSARY SKILLS TO CONTRIBUTE TO ECONOMIC GROWTH.

ADMISSION REQUIREMENTS:

- THE MINIMUM ENTRY REQUIREMENT IS THE NATIONAL SENIOR CERTIFICATE OR THE NATIONAL CERTIFICATE (VOCATIONAL) WITH APPROPRIATE SUBJECT COMBINATIONS AND LEVEL OF ACHIEVEMENT.
- MATURE AGE EXEMPTION FOR LEARNERS ABOVE THE AGE OF 23 YEARS AS SET OUT IN THE HIGHER EDUCATION REGULATIONS.
- RECOGNITION OF PRIOR LEARNING (RPL) .

Year 1

TOTAL CREDITS - 120

This programme is designed for those candidates who seek, either a qualification in order to enhance their employment prospects, or who need a foundation qualification in business studies in order to enable them to progress on to higher business and management programmes.

Specialisations

- * Specialisation in Economics
- ** Specialisation in Public Management
- *** Specialisation in Human Resource Management
- **** Specialisation in Supply Chain Management

Semester 1		Semester 2	
Business Communications	511	Business Communications	512
Accounting	511	Accounting	512
Business Management	511	Business Management	512
Bus Information Systems	511	Bus Information Systems	512
Training & Development	511	Training & Development	512
Economics	511	Economics	512
Public Management	511	Public Management	512
Human Resources Mngt	511	Human Resources Mngt	512
Supply Chain Management	511	Supply Chain Management	512

Year 2

TOTAL CREDITS - 120

The second year of this qualification, takes the student from the basic business concepts to more substantial topics and procedures associated with the intermediate vocational and theoretical knowledge required at middle management level.

Specialisations

- * Specialisation in Economics
- ** Specialisation in Public Management
- *** Specialisation in Human Resource Management
- **** Specialisation in Supply Chain Management

Semester 1		Semester 2	
Business Management	621	Business Management	622
Business Statistics	621	Business Statistics	622
Marketing Management	621	Marketing Management	622
Business Law	621	Business Law	622
Total Quality Management	621	Total Quality Management	622
Economics	621	Economics	622
Public Management	621	Public Management	622
Human Resources Mngt	621	Human Resources Mngt	622
Supply Chain Management	621	Supply Chain Management	622

Year 3

TOTAL CREDITS - 120

The third year of this qualification, introduces the student to more advanced topics and procedures associated with the generic aspects of business administration. It provides articulation pathways from a Diploma in Business Administration (3 year) to a Degree in Bachelor of Business Administration or Bachelor of Commerce.

Specialisations

- * Specialisation in Economics
- ** Specialisation in Public Management
- *** Specialisation in Human Resource Management
- **** Specialisation in Supply Chain Management

Semester 1		Semester 2	
Business Management	731	Business Management	732
Industrial Psychology	631	Industrial Psychology	632
Entrepreneurship & SBM	631	Entrepreneurship & SBM	632
Project Management	631	Project Management	632
		Work Integrated Learning	600
Economics	731	Economics	732
Public Management	731	Public Management	732
Human Resources Mngt	731	Human Resources Mngt	732
Supply Chain Management	731	Supply Chain Management	732



Higher Certificate in Business Administration (HCBA)

(SAQA NQF 5 : 120 Credits : 1 Year) CHE (HEQSF) Accredited Qualification

The Higher Certificate in Business Administration is an entry level higher education qualification. The purpose of this qualification is to prepare learners for a career in business or for proceeding to a higher level of business management study.

This qualification is primarily vocational and industry oriented with Work Integrated Learning being a key component. The qualification provides learners with the basic introductory knowledge, cognitive and conceptual tools to further their higher education studies in their chosen field of study. Learners may also seek admission to degree or diploma programmes using this qualification as an entry requirement

Admission Requirements:

- The minimum entry requirement is the National Senior Certificate (Vocational), Further Education and Training Certificate (NQF L4) and or with appropriate subject combinations and level of achievement.

Duration - 1 Year

TOTAL CREDITS - 120

This one year qualification will provide learners with basic managerial and administration knowledge and skills.

The learners will be exposed to competencies and knowledge, and skills that will equip them to function effectively in an administrative role.

The qualification allows current individuals in the general management field to register based on recognition of prior learning (RPL) to further their career academically.

This qualification is recognized as an entry level qualification to the University of South Africa and other Institutions.

The one year qualification allows entry into the National Diploma – NQF level 6; as well as the Bachelor of Business Administration (BBA) – NQF level 7 and Business Commerce (BCOM) – NQF level 7.

Semester 1

Office Administration 511
Economic Environment 500
General Management 511
Bookkeeping 511
Information Systems 511

Semester 2

Office Administration 512
Business Law 500
General Management 512
Bookkeeping 512
Information Systems 512
Work Integrated Learning 500

UNISA recognises this Qualification for entry into its Degree programmes subject to College Requirements.







Bachelor of Science in Information Technology (BSc IT)

(ISAQA NQF 7 : 375 Credits : 3 Years) CHE (SA) Accredited Qualification

The purpose of Bachelor of Science in Information Technology is to enable the qualifying learner to enter various sub-categories within the Information Technology industry. The degree has been structured to allow learners to specialize in one of three possible areas within the IT industry. The curriculum has specific outcomes aimed at developing both generic and specific skills required within each specialization area.

All aspects of the programme have extensive practical elements, with emphasis on group and individual work, and the associated business, communication and presentation skills. In addition, the Learner is assured of being exposed to the latest, up-to-date, cutting-edge IT technologies and strategies.

Admission Requirements:

An SA or African National Senior Certificate or equivalent with an endorsement for admission to a Degree • A Pass in 2 A-Level subjects & 4 grade C passes at **O Level**. **Students** who have passed 12th class, or an equivalent A level examination or Senior Secondary School Certificate or a technical diploma after Secondary School Certificate with English and Maths in the Secondary Education system.

Year 1

TOTAL CREDITS - 120

Our BSc Degree in Information Technology is flexible allowing you to share a common first year before focusing on your chosen specialisation to enhance your career prospects and personal aspiration.

The first year will give you a good grounding in Information Systems, Programming, Web Technology, Networks Engineering, e – Commerce and Mathematics.

Semester 1		Semester 2	
Information Systems	511	Information Systems	512
Programming	611	Programming	612
Web Technology	611	Web Technology	612
Networks Engineering	611	Networks Engineering	612
E-Commerce	511	E-Commerce	512
Mathematics	611	Mathematics	612

Year 2

TOTAL CREDITS - 100

You now enter a developmental year, assessing your progress and making initial decisions about your future. The year has been structured to allow learners to specialize in one of three possible areas within the IT industry: Systems Development; Systems Engineering; Information Technology Management

Specialisations

- * Specialisation in Systems Development
- ** Specialisation in Systems Engineering
- *** Information Technology Management

Semester 1		Semester 2	
Information Systems	621	Information Systems	622
Programming	621	Programming	622
Database Systems	621	Database Systems	622
Internet Programming	621	Internet Programming	622
Computer Architecture	600	Operating Systems	600
HelpDesk Technology	600	Server Technology	600
Computer Architecture	600	Operating Systems	600
Business Management	621	Business Management	622
Quantitative Techniques	600	Management Information Systems	600

Year 3

TOTAL CREDITS - 155

The third year instills an appreciation of the association between theory and practice and enables you to develop appropriate practical and transferable skills. Again, you are granted the opportunity to strengthen one of the three specialisation areas: Systems Development; Systems Engineering; Information Technology Management

Specialisations

- * Specialisation in Systems Development
- ** Specialisation in Systems Engineering
- *** Information Technology Management

Semester 1		Semester 2	
Information Systems	731	Information Systems	732
Programming	731	Programming	732
Computer Security	700	Research Methodology	800
Software Engineering		Work Integrated Learning	700
Management	700		
Artificial Intelligence	700	Data Warehouse and Data Mining	700
Programming	741	Programming	742
Artificial Intelligence	700	Simulation & Modeling	700
Programming	741	Microprocessors	700
IT Strategic Management	731	IT Strategic Management	732
IT Risk Management	731	IT Risk Management	732



Diploma in Information Technology (DIT)

(ISAQA NQF 6 : 360 Credits : 3 Years) CHE (HEQSF) Accredited Qualification

The purpose of the Diploma in Information Technology is to provide learners with a wide spectrum of study covering the breadth of Information Technology. The diploma has been structured in such a way as to allow learners to specialize in one of three possible areas within the IT industry. The curriculum has been designed with specific outcomes in mind and is aimed at developing both generic and specific vocational skills required within each specialization area. The Diploma in Information Technology has three specializations namely: **Specialisation in Information Technology, Specialisation in Networks Engineering, Specialisation in Systems Development.**

Admission Requirements:

- A National Senior Certificate with an endorsement for admission to a Diploma and / or Degree. or
- A National Certificate Vocational (NCV) at NQF Level 4 with appropriate subject combination and levels of achievements. or
- Mature Age Exemption for learners above the age of 23 as set out in the Higher Education Regulations. or
- Recognition of Prior Learning (RPL)

Year 1

TOTAL CREDITS - 120

The first year of this Diploma, introduces the learners to the basic IT concepts, so that they can be ready to learn more advanced topics and procedures associated with IT. The syllabus at this level introduces students to concepts in Networks; Commercial Programming, Information Systems, Web Technology and E-Commerce.

Semester 1		Semester 2	
Development Software	500	Business Communication	500
Information Systems	511	Information Systems	512
Programming	511	Programming	512
Web Technology	511	Web Technology	512
Networks	511	Networks	512
E-Commerce	511	E-Commerce	512

Year 2

TOTAL CREDITS - 120

The second year of this Diploma, moves the learners from the basic IT concepts to more advanced topics and procedures associated with the genre. The syllabus at this stage allows the learners to select a specialisation from Information Technology, Networks Engineering or Systems Development.

Semester 1		Semester 2	
Information Systems	621	Information Systems	622
Programming	621	Programming	622
Database Systems	621	Database Systems	622
Quantitative Techniques	600	Operating Systems	600
Business Management	621	Business Management	622
Networks	621	Networks	622
Networks	621	Networks	622
Internet Programming	621	Internet Programming	622
Internet Programming	621	Internet Programming	622
Business Management	621	Business Management	622

Specialisations

- * Specialisation in Information Technology Management
- ** Specialisation in Networks Engineering
- *** Specialisation in Systems Development

(C) - Compulsory - (E) - Elective

Year 3

TOTAL CREDITS - 120

The third year of this Diploma is designed for students to develop interactive applications and to apply the theory they were taught in previous years. The specialisations continue in tandem with the second year.

Semester 1		Semester 2	
Human Computer Interaction	700	Computer Security	700
Information Systems	731	Information Systems	732
Programming	731	Programming	732
Data Warehouse and		Work Integrated	
Data Mining	700	Learning	600
IT Strategic Mngt	731	IT Strategic Mngt	732
Networks	731	Networks	732
Programming	741	Programming	742

Specialisations

- * Specialisation in Information Technology Management
- ** Specialisation in Networks Engineering
- *** Specialisation in Systems Development



Higher Certificate in Information Technology (HCIT)

(SAQA NQF 5: 120 Credits : 1 Year) CHE (HEQSF) Accredited Qualification

This qualification provides learners with a foundational knowledge base in the IT field and the ability to apply their knowledge and skills in System Development or Technical Support field. It also equips learners to undertake more specialized learning.

Career Focus

This qualification can lead to the following career opportunities:

- IT Technical Support
- Computer Network Professionals
- Junior Database Administrator
- Systems Developer

Admission Requirements:

The minimum entry requirement is the National Senior Certificate or the National Certificate Vocational with appropriate subject combinations and levels of achievement.

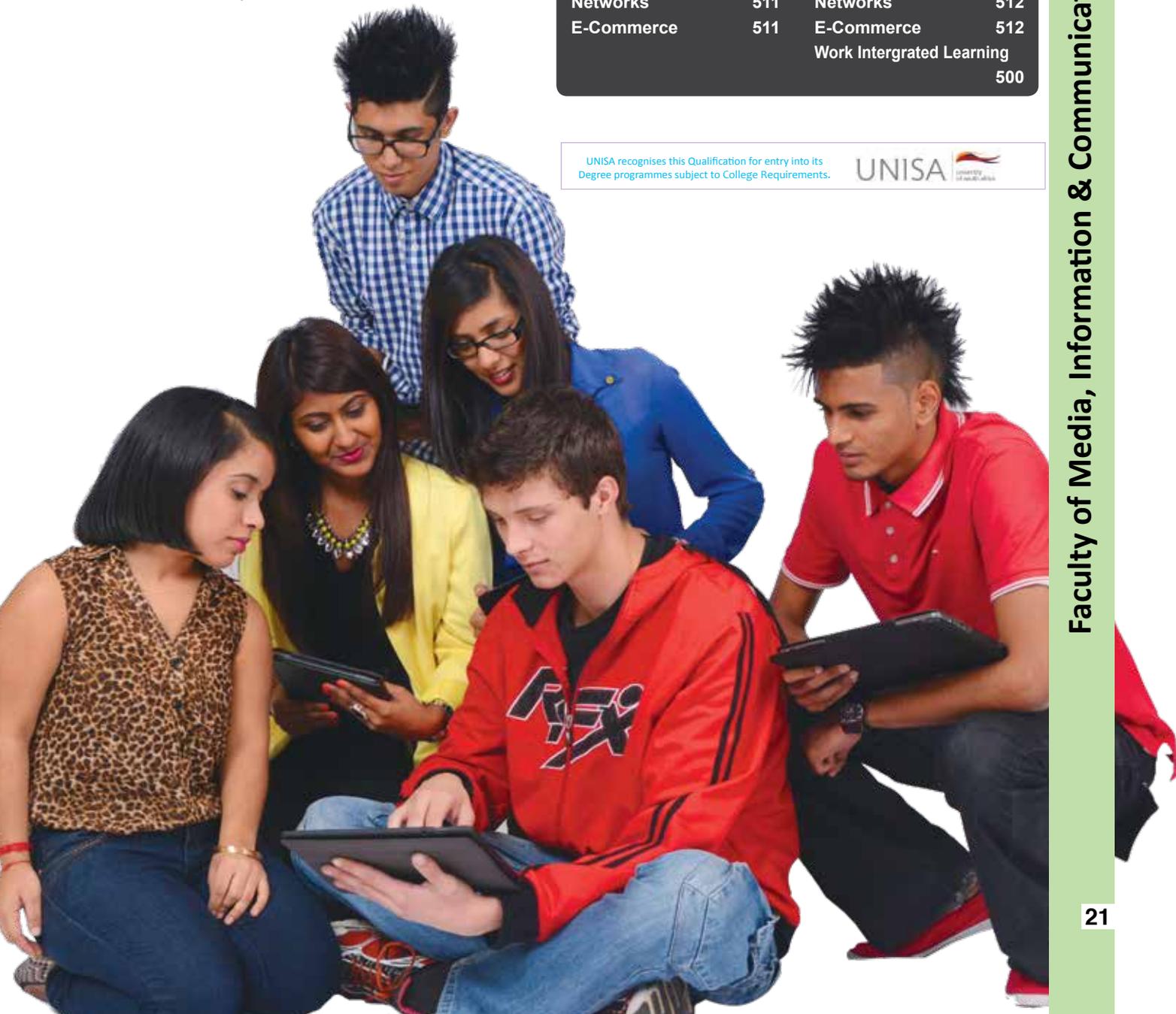
Duration - 1 Year

TOTAL CREDITS - 130

The Higher Certificate in IT introduces the learners to the basic IT concepts. The syllabus at this level engages learners in basic concepts in Development Software, Business Communication, Web Tech, Network Engineering, Basic Programming, E-Commerce and Information Systems.

Semester 1		Semester 2	
Development Software	500	Business Communication	500
Information Systems	511	Information Systems	512
Programming	511	Programming	512
Web Technology	511	Web Technology	512
Networks	511	Networks	512
E-Commerce	511	E-Commerce	512
		Work Intergrated Learning	500

UNISA recognises this Qualification for entry into its Degree programmes subject to College Requirements.





Diploma in Computer Applications (Dip CA)

(SAQA NQF 6 : 360 Credits : 3 Years) CHE (HEQSF) Accredited Qualification

The Purpose of the Diploma in Computer Applications is to introduce the learner to the design, analysis, and application of computers and computer-based systems. Through course and laboratory experiences, students learn the principles essential to defining, designing, and building both general purpose and application-specific computer systems. Course work emphasizes fundamental elements of Computer Applications . The senior project provides a unique hands-on experience. The programme prepares students for careers in industry or for graduate study. A student who has completed this qualification will be competent in providing professional, technical and developmental support in the computer industry.

Admission Requirements:

- A National Senior Certificate with an endorsement for admission to a Diploma and / or Degree. or
- A National Certificate Vocational (NCV) at NQF Level 4 with appropriate subject combination and levels of achievements. or
- Mature Age Exemption for learners above the age of 23 as set out in the Higher Education Regulations. or
- Recognition of Prior Learning (RPL)

Year 1

TOTAL CREDITS - 120

The First year of this Diploma introduces the learner to the fundamental concepts of general applications development with an emphasis on web-based applications development and technologies. Digital technologies are also introduced at this stage.

Semester 1

Development Software	500
Information Systems	511
Programming	511
Web Technology	511
Networks	511
e-Commerce	511

Semester 2

Basics Electronics	500
Information Systems	512
Programming	512
Web Technology	512
Networks	512
e-Commerce	512

Year 2

TOTAL CREDITS - 120

The Second year reaffirms the concepts in the previous year of study and takes the learner through application design using advanced concepts of application development and design at enterprise level.

Semester 1

Computer Architecture	600
Systems Analysis & Design	621
Programming	621
Networks	621
Database Systems	621
Internet Programming	621

Semester 2

Operating Systems	600
Systems Analysis & Design	622
Programming	622
Networks	622
Database Systems	622
Internet Programming	622

Year 3

TOTAL CREDITS - 120

Having accomplished the skills required for enterprise - wide applications in the second year, the third year focuses on the management of applications development and the maintenance phases of systems and application development in an enterprise.

Semester 1

Human Computer Interaction	700
Information Systems	731
Programming	731
Computer Security	700
Software Engineering	731

Semester 2

Simulation & Modeling	600
Information Systems	732
Programming	732
Software Engineering	732
Work Integrated Learning	600





Higher Certificate in Systems Engineering (HCSE)

(SAQA NQF 5 : 120 Credits : 1 Year) CHE (HEQSF) Accredited Qualification

The Higher Certificate in Systems Engineering is an entry Level vocational higher education qualification in Systems Engineering & Technology. The purpose of this qualification is to prepare learners for a career in the technical fields of Information Technology, namely Systems Engineering & Systems Technology with the option of proceeding to higher Levels of study in Information technology.

Duration - 1 Year

TOTAL CREDITS - 120

The Higher Certificate in Systems Engineering introduces the learners to the fundamentals of Systems Engineering. The syllabus at this level engages learners in important concepts of Systems Software, Micro- processors, PC & Network Engineering, Basic Electronics, Help Desk Technology and Information Systems

Semester 1

Systems Software	500
PC Engineering	500
Network Engineering	500
Basic Electronics	500
Information Systems	511

Semester 2

Microprocessors	500
Help Desk Technology	500
Server Technology	500
Information Systems	512
Work Integrated Learning	500





Higher Certificate in Local Government Management (HCLGM)

(SAQA NQF 5 : 120 Credits : 1 Year) CHE (HEQSF) Accredited Qualification

The Higher Certificate in Local Government Management is an entry level higher education qualification. The main purpose of the Higher Certificate in Local Government Management is to provide learners with broad background knowledge to be able to, not only secure appropriate employment opportunities in the field of local government management and the local government sector but also, be able to engage in self-employment opportunities as consultants and local government advisors.

Admission Requirements:

The minimum entry requirement is the National Senior Certificate, National Certificate (Vocational), Further Education and Training Certificate (NQF L4) and or with appropriate subject combinations and level of achievement.

Articulation & Progression:

This qualification allows for both horizontal and vertical articulation. Learners can progress vertically to a cognate Diploma. E.g. Public Management at NQF Level 6. • Learners can progress horizontally to a cognate Higher Certificate qualification at NQF Level 5.

Duration - 1 Year

TOTAL CREDITS - 120

This qualification has been designed to meet the workplace needs in particular in the fields of, but not limited to, Local Government Management, Local Government Human Resources Management, Local Government Finance, Disaster Management, Project Management, Ethics and professionalism and Local Government Law and Community Policing. • Building the capacity of public servants to provide constructive service delivery is one of the key tools for the successful implementation of government's strategic priorities and programme of action. According to the Public Administration Leadership and Management Academy (PALAMA), South Africa needs an efficient, capable and value-based public administration. • This programme will address leadership challenges and the practical management competencies required for improved service delivery. • The curriculum has been designed in such a way that graduates will not only have access to various employment opportunities in the public and local government sectors, but may also embark on self-employment as consultants and advisors.

Semester 1

Local Government Management	500
Local Government Human Resource Management	500
Law & Community Policing	500
Local Government Finance	500

Semester 2

Project Management	500
Disaster Management	500
Ethics & Professionalism	500
Work Integrated Learning	500





Bachelor of Public Management (BPM)

(SAQA NQF 7 : 380 Credits : 3 Years) CHE (HEQSF) Accredited Qualification

The main purpose of the Bachelor of Public Management is to provide learners with broad background knowledge to be able to, not only secure appropriate employment opportunities in the field of public management and the public sector but also, be able to engage in self-employment opportunities as consultants and entrepreneurs.

The programme's affordability and accessibility will enable students to gain a solid grounding in public administration skills and practices. This learning programme could serve fruitfully to integrate and regularise the public management practices amongst the public institutions. Having this qualification will have a significant positive influence on the ability of people to become leaders in their fields and make positive contributions to the economies of their regions.

Admission Requirements:

The minimum entry requirement is the National Senior Certificate and the National Certificate (Vocational) with appropriate subject combinations and level of achievement • Mature Age Exemption for learners above the age of 23 years as set out in the Higher Education Regulations • Recognition of Prior Learning (RPL).

YEAR 1

TOTAL CREDITS - 120

The first year of the Bachelor of Public Management, forms the core areas for the public manager to conduct the daily business of managing the public sector and service delivery. Students will be exposed to preparatory terminologies and basic concepts in the fields of Public Management and Public Sector Economics.

Semester 1		Semester 2	
Public Management	511	Public Management	512
Introduction to Economics	511	Public Sector	512
Communication	500	Economics	512
Information Systems	511	Fundamentals of Research	500
		Information Systems	512

YEAR 2

TOTAL CREDITS - 120

The second year of this degree moves the student from the basic concepts to more advanced topics and procedures associated with the genre. The syllabus at this stage also introduces the legal principles and the human resource management flair needed to function in a public sector environment. In the second year of study, the learner is also introduced to other modules that are important for understanding current developments in public sector management as a whole, i.e. Local Government Management and Introduction to Politics.

Semester 1		Semester 2	
Public Management	621	Public Management	622
Local Government Management	621	Local Government Management	622
Introduction to Politics	600	Public Law	600
Public Human Resources Management	621	Public Human Resources Management	622

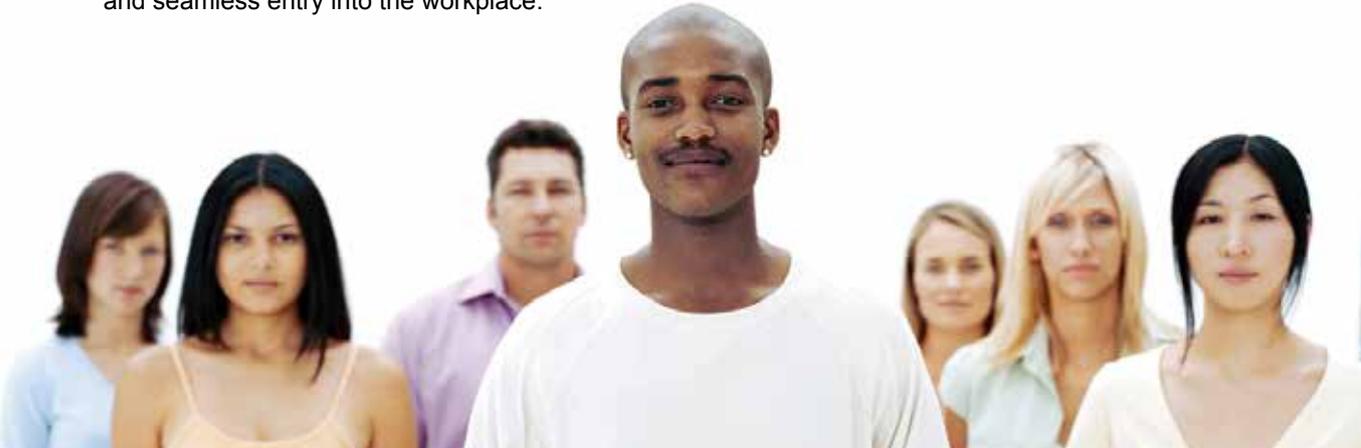
YEAR 3

TOTAL CREDITS - 120

In the third year, more emphasis is placed on comparative public administration, challenges of service delivery, intergovernmental relations and research. The learner also comes to understand the concept of ethics in the public sector which is a significant module given the accusations of corruption and mal-administration

Work integrated learning (WIL), a compulsory module, is included to prepare the learner for immediate and seamless entry into the workplace.

Semester 1		Semester 2	
Public Management	731	Public Management	732
Local Government Management	731	Local Government Management	732
Project Management	600	Public Sector Finance	700
Ethics on the Public Sector	700	Research Project	700
		Work Integrated Learning	700





SUPPORTED DISTANCE EDUCATION – BLENDED CHOICES

PC Training & Business College understands the challenges faced by individuals who wish to pursue their studies whilst still having to balance their work, study and their family lifestyles. In response to your needs, we offer a range of supported distance learning workshops which provides the platform and flexibility for individuals to pursue their studies in a manner that suits their preferences, available time and study patterns. There are 3 ways in which a learner may engage in distance education with PC Training & Business College.

DISTANCE LEARNING (CONVENTIONAL APPROACH)

This option is for students who prefer to work independently and is rolled out on a similar basis to major distance learning Universities of the world such as UNISA. Students have the freedom to work from the comfort of their homes whilst the e-learning platforms still makes it an enriching “virtual classroom” experience. All students will have access to Tablet PC’s which are preloaded with Academic Content online study materials are also available on our Moodle LMS which removes the “distance” out of distance learning. All distance learning students irrespective of the study options will gain access to scheduled workshops. These are scheduled as follows:

WORKSHOP	PRIMARY FOCUS	2nd Semester	1st Semester	2nd Semester
Workshop 1	Orientation, Induction & Assignment 1	Sat, 15 th Aug 2015	Sat, 12 th March 2016	Sat, 13 th Aug 2016
Workshop 2	Revision & Assignment 2 Guidelines	Sat, 5 th Sept 2015	Sat, 9 th April 2016	Sat, 3 rd Sept 2016
Workshop 3	Revision & Assignment 3 Guidelines	Sat, 3 rd Oct 2015	Sat, 7 th May 2016	Sat, 1 st Oct 2016
Workshop 4	Revision & Examination Preparation	Sat, 31 st Oct 2015	Sat, 4 th June 2016	Sat, 29 th Oct 2016

Please note that Distance Learning workshops may be Live Workshops or through Video Conferencing or Skype for smaller groups.

SUPPORTED WEEKEND WORKSHOPS

This option is for students who prefer to have regular interaction with tutors and fellow students whilst still having the freedom to work during the week and attend workshops during the weekend. Students opting for this mode of delivery will have the benefit of experiencing a series of structured tuition workshops with interaction between tutors and students. This option offers topical discussion, individual access to tutors and creates a platform to network. The supported weekend workshops are suited for students who have busy weekday schedules and are unable to attend workshops during the evenings.

SUPPORTED EVENING WORKSHOPS

This option is for students who prefer to have regular interaction with tutors and fellow students whilst still having the freedom to work during the week, attend workshops to nights per week and engage in their leisure activities during the weekends. Students opting for this mode of delivery will have the benefit of experiencing a series of structured tuition workshops with regular interaction between tutors and students. This option offers topical discussion, individual access to tutors and creates a platform to network. The supported evening workshops are suited for students who have the availability to attend evening sessions. These workshops are held twice a week with three modules of a 1 hour duration being covered per evening.



FACULTY OF MEDIA, INFORMATION & COMMUNICATION TECHNOLOGY DISTANCE : SUPPORTED DISTANCE LEARNING PROGRAMMES

The following Academic Programmes are accredited by the Council on Higher Education and are offered as Distance Learning Programmes. Due to demand from learners, workshops supporting Distance Learning have been designed to assist learners to become more productive and efficient in engaging with the curriculum and academic content. Modules from the following Programmes are covered in weekend or evening workshops subject to economic group sizes.

- Bachelor of Science in Information Technology • Higher Certificate in Information Technology • Higher Certificate in Systems Engineering • Diploma in Computer Applications • Diploma in Information Technology

Structured Workshops : Second Semester - 2015

MODULES	WEEKEND WORKSHOPS	EVENING WORKSHOPS	EXAMINATION DATES
Information Systems 512	Sat: 8.30 – 10.30	Mon: 17.00 – 18.50	25 Nov 2015
Programming 612 Programming 512 Microprocessors 500	Sat: 11.00 – 13.00	Mon: 18.50 – 19.40	17 Nov 2015 19 Nov 2015 01 Dec 2015
Web Technology 612 Help Desk Technology 500	Sat: 13.30 – 15.30	Mon: 20.10 – 21.00	23 Nov 2015 18 Nov 2015
Networks 612 Networks 512	Sun: 8.30 – 10.30	Wed: 17.00 – 18.50	13 Nov 2015 23 Nov 2015
E-Commerce 512	Sun: 11.30 – 13.30	Wed: 18.50 – 19.40	30 Nov 2015
Mathematics 612 Business Communications 500 Server Technology 500	Sun: 13.30 – 15.30	Wed: 20.10 – 21.00	19 Nov 2015 17 Nov 2015 20 Nov 2015

All Weekend Workshops commence from 22nd August and continue until 11th October 2015.
All Evening Workshops commence from 17th August and continue until 23rd Oct 2015.

Structured Workshops : First Semester - 2016

MODULES	WEEKEND WORKSHOPS	EVENING WORKSHOPS	EXAMINATION DATES
Information Systems 511	Sat: 8.30 – 10.30	Mon: 17.00 – 18.50	24 Jun 2016
Programming 611/511 Systems Software 500	Sat: 11.00 – 13.00	Mon: 18.50 – 19.40	21 Jun 2016 15 Jun 2016
Web Technology 611/511 PC Engineering 500	Sat: 13.30 – 15.30	Mon: 20.10 – 21.00	15 Jun 2016 17 Jun 2016
Networks 611/511 Network Engineering 500	Sun: 8.30 – 10.30	Wed: 17.00 – 18.50	22 Jun 2016 22 Jun 2016
E-Commerce 511	Sun: 11.00 – 13.00	Wed: 18.50 – 19.40	28 Jun 2016
Mathematics 611 Development Software 500 Basic Electronics 500	Sun: 13.30 – 15.30	Wed: 20.10 – 21.00	17 Jun 2016 17 Jun 2016 27 Jun 2016

All Weekend Workshops commence from 19th April and continues until 5th June 2016.
All Evening Workshops commence from 28th March and continues until 8th June 2016.

Structured Workshops : Second Semester - 2016

MODULES	WEEKEND WORKSHOPS	EVENING WORKSHOPS	EXAMINATION DATES
Information Systems 512	Sat: 8.30 – 10.30	Mon: 17.00 – 18.50	23 Nov 2016
Programming 612 Programming 512 Microprocessors 500	Sat: 11.00 – 13.00	Mon: 18.50 – 19.40	15 Nov 2016 17 Nov 2016 29 Nov 2016
Web Technology 612 Help Desk Technology 500	Sat: 13.30 – 15.30	Mon: 20.10 – 21.00	21 Nov 2016 16 Nov 2016
Networks 612 Networks 512	Sun: 8.30 – 10.30	Wed: 17.00 – 18.50	11 Nov 2016 21 Nov 2016
E-Commerce 512	Sun: 11.30 – 13.30	Wed: 18.50 – 19.40	28 Nov 2016
Mathematics 612 Business Communications 500 Server Technology 500	Sun: 13.30 – 15.30	Wed: 20.10 – 21.00	17 Nov 2016 15 Nov 2016 18 Nov 2016

All Weekend Workshops commence from 20th August and continue until 09th October 2016.
All Evening Workshops commence from 15th August and continue until 19th October 2016.

FACULTY OF BUSINESS, ECONOMICS & MANAGEMENT SCIENCES & PUBLIC ADMINISTRATION : SUPPORTED DISTANCE LEARNING PROGRAMMES

The following Academic Programmes are accredited by the Council on Higher Education and are offered as Distance Learning Programmes. Due to demand from learners, workshops supporting Distance Learning have been designed to assist learners to become more productive and efficient in engaging with the curriculum and academic content. Modules from

the following Programmes are covered in weekend or evening workshops.

- Bachelor of Commerce • Bachelor of Business Administration • Bachelor of Public Administration
- Higher Certificate in Business Administration • Higher Certificate in Local Government Management
- Diploma in Business Administration

Structured Workshops : Second Semester - 2015

MODULES	WEEKEND WORKSHOPS	EVENING WORKSHOPS	EXAMINATION DATES
Business Communications 512 Business Statistics 512	Sat: 8.30 – 10.30	Mon: 17.00 – 18.50	23 Nov 2015 23 Nov 2015
Business Statistics 512	Sat: 11.00 – 13.00	Mon: 18.50 – 19.40	17 Nov 2015
Economics 512 Public Management 512 Human Resources 512	Sat: 13.30 – 15.30	Mon: 20.10 – 21.00	19 Nov 2015 2 Dec 2015 2 Dec 2015
Information Systems 511	Sun: 8.30 – 10.30	Wed: 17.00 – 18.50	13 Nov 2015
Accounting 511	Sun: 11.30 – 13.30	Wed: 18.50 – 19.40	30 Nov 2015
Marketing Management 611 T & D 511	Sun: 13.30 – 15.30	Wed: 20.10 – 21.00	2 Dec 2015 19 Nov 2015

All Weekend Workshops commence from 22nd August and continue until 11th October 2015.

All Evening Workshops commence from 17th August and continue until 23rd Oct 2015.

Structured Workshops : First Semester - 2016

MODULES	WEEKEND WORKSHOPS	EVENING WORKSHOPS	EXAMINATION DATES
Business Communications 511 Business Statistics 511	Sat: 8.30 – 10.30	Mon: 17.00 – 18.50	16 Jun 2016 29 Jun 2016
Business Management 511	Sat: 11.00 – 13.00	Mon: 18.50 – 19.40	15 Jun 2016
Economics 511 Public Management 511 Human Resources 511	Sat: 13.30 – 15.30	Mon: 20.10 – 21.00	28 Jun 2016 29 Jun 2016 29 Jun 2016
Information Systems 511	Sun: 8.30 – 10.30	Wed: 17.00 – 18.50	20 Jun 2016
Accounting 511	Sun: 11.30 – 13.30	Wed: 18.50 – 19.40	17 Jun 2016
Marketing Management 611 T & D 511	Sun: 13.30 – 15.30	Wed: 20.10 – 21.00	27 Jun 2016 21 Jun 2016

All Weekend Workshops commence from 09th April and continue until 05th June 2016.

All Evening Workshops commence from 28th March and continue until 08th June 2016.

Structured Workshops : Second Semester - 2016

MODULES	WEEKEND WORKSHOPS	EVENING WORKSHOPS	EXAMINATION DATES
Business Communications 512 Business Statistics 512	Sat: 8.30 – 10.30	Mon: 17.00 – 18.50	21 Nov 2016 21 Nov 2016
Business Statistics 512	Sat: 11.00 – 13.00	Mon: 18.50 – 19.40	15 Nov 2016
Economics 512 Public Management 512 Human Resources 512	Sat: 13.30 – 15.30	Mon: 20.10 – 21.00	17 Nov 2016 30 Nov 2016 30 Nov 2016
Information Systems 511	Sun: 8.30 – 10.30	Wed: 17.00 – 18.50	11 Nov 2016
Accounting 511	Sun: 11.30 – 13.30	Wed: 18.50 – 19.40	28 Nov 2016
Marketing Management 611 T & D 511	Sun: 13.30 – 15.30	Wed: 20.10 – 21.00	30 Nov 2016 17 Nov 2016

All Weekend Workshops commence from 20th August and continue until 09th October 2016.

All Evening Workshops commence from 15th August and continue until 19th Oct 2016.

Your (Distance) mLearning Journey

Before Registering

mLearning Provides Access

- Admission
- Re-Admission
- Career guidance
- Registration process
- Qualifications
- Short learning Programmes
- Recognition of Credits
- Recognition of Prior learning

Tools and Skills Required

- Time management
- Access to internet
- English Language proficiency
- Passion for reading and writing
- Independent study skills
- Technology savvy
- Desire to keep up to date with learning technology

Studying @ mLearning Academy

Services Available

- Access to Academics
- Tutors & Support Centres
- Discussion classes
- Study skills and other learner support
- eLibrary access
- Libraries throughout SA
- Career & Study services
- Personal Counselling
- Work readiness programmes
- Access to e-Prescribed and Reference books

Your Commitment

- Hard work
- Commitment
- Diligence
- Drive
- Initiative
- A place to study
- Access to the internet
- Desire to succeed
- Desire to excel using learning technology

Awards, Graduation & Certification

Services Available

- Record of Academic Achievements
- Tutors & Support centres
- Continuing Professional Development
- Career & Study Services
- Personal Counselling
- Work Readiness Programmes

Your Achievements

- Statement of Results
- Academic Transcripts
- Certificate of good attendance
- Testimonials & References
- Graduation Ceremony
- National Awards
- Lifelong learning

Employment & Career Development

First Employment

- Work Readiness Programme
- Employment Agency Placement
- Continuing Professional Development
- Articulation to new study programmes
- Mentoring and Coaching

Career Progression

- Experience acquired
- Academic progression
- Certificate of good attendance
- Testimonials & References
- Performance Awards
- Social Media
- Networking



ACCREDITED TECHNICAL, VOCATIONAL & FET EDUCATION & TRAINING QUALIFICATIONS ALSO AVAILABLE AS LEARNERSHIPS

FACULTY OF MEDIA INFORMATION & COMMUNICATION TECHNOLOGY
DEPARTMENT OF BUSINESS COMPUTING - MICT SETA Qualifications
National Certificate: Information Technology : End User Computing (NQF 3)
Further Education and Training Certificate : Information Technology : Systems Development (NQF 4)
National Certificate: Information Technology: Systems Development (NQF 5)
DEPARTMENT OF SYSTEMS ENGINEERING - MICT SETA Qualifications
Further Education and Training Certificate : Information Technology : Technical Support (NQF 4)
National Certificate : Information Technology : Systems Support (NQF 5)
FACULTY OF BUSINESS, ECONOMICS & MANAGEMENT SCIENCES - Services SETA Qualifications
Further Education and Training Certificate :Generic Management (NQF 4)
DEPARTMENT OF BUSINESS ADMINISTRATION - Services SETA Qualifications
National Certificate : Business Administration Services (NQF 3)
Further Education and Training Certificate: Business Administration Services (NQF 4)
DEPARTMENT OF ACCOUNTING -FASSET SETA Qualifications
National Diploma in Technical Financial Accounting (ICB) (NQF 5)
National Diploma in Financial Accounting (ICB) (NQF 6)
DEPARTMENT OF ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT - Services SETA
Further Education and Training Certificate : New Venture Creation (NQF 4)
DEPARTMENT OF OFFICE ADMINISTRATION -FASSET SETA Qualifications
Diploma in Office Administration (ICB) (NQF 6)
DEPARTMENT OF FINANCIAL SERVICES & INSURANCE - INSETA SETA Qualifications Collaboration: African Union Skills Development
National Certificate: Financial Services (NQF 3)
National Certificate: Wealth Management (NQF 5)
FACULTY OF EDUCATION, TRAINING & SKILLS DEVELOPMENT - ETDP SETA Qualifications Collaboration: PC Educational Holdings
DEPARTMENT OF EDUCATION, TRAINING & SKILLS DEVELOPMENT - ETDP SETA Qualifications
Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices (NQF4)
National Certificate: Occupationally Directed Education Training and Development Practices (NQF 5)
National Certificate : ABET Practice (NQF 4)

Executive Campus – your career accelerator...



PROFESSOR AHMED SADEQ ADAM
BA, MPA, D ADMIN
DIRECTOR : EXECUTIVE EDUCATION

Executive Campus

Executive Campus is the Executive Education Division of PC Training and Business College. A range of management development programmes are tailored to the specific learning needs of your organisation and presented onsite and at your convenience.

Who is Executive Campus for?

The programmes are aimed at organisations which are seeking an effective solution for developing and retaining middle management talent and leadership skills.

How does it work?

- 1 We discuss your employees learning needs and draft a Workplace Skills Plan as a free service.
- 2 You select the required competency modules for your employees that fills in their skills gaps.
- 3 We customise the learning materials and activities for your employees needs.
- 4 Our Skills Development Facilitators help you launch, execute and monitor your employees progress.
- 5 Face to face instruction and workshops can be provided in addition to distance or eLearning.

Who are the Professors or Facilitators?

An international faculty comprising highly experienced, PhD-qualified professors or Business Executives with relevant qualifications and experience are specifically chosen as leaders to facilitate the workshops.

What are the benefits?

Flexibility – participants can learn anytime, anywhere & at their own pace.

Interactive – participants discuss with facilitators and colleagues in workshops through Moodle or Social Media.

Learning is monitored and assessed by professionals.

Better Return on Investment as the programme is customised to your employee needs.

Fit for purpose – the programme responds directly to your employees needs.

How do participants learn?

Each module requires approximately 14 study hours over a 2 to 6 week period. We promote teaching, learning and facilitation through workshops, courseware, online discussion and problem-solving, webinars, case-study analysis and project work

Leadership Essentials	Management Problem Solving	Management Consulting	Strategic Management	Knowledge Management	Creative Thinking
Managing Groups	Human Resource Management	Business Comm.	Managing Performance	Managing Innovation	Coaching
Total Quality Management	Project Management	Operations Management	Services Management	Supply Chain Management	Managing Change
Marketing Management	Customer Relationship Management	Strategic Management	Sales Management	Negotiation Skills	Retail Management
Regional Economics	Entrepreneurship Skills	Corporate Social Responsibility	Finance Essentials	Financial Budgeting	International Business

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Non-Credit Bearing

Quick Skills Categories

- Workplace Safety
- Conflict Resolution
- Sales Training
- Train the Trainer
- Leadership
- Supervisors and Managers
- Process Management
- Internet marketing
- Problem Solving
- Communications
- Project Management
- Team Building
- Business Planning
- Marketing
- Meetings and Events
- Finance
- Emotional Intelligence
- Writing Skills
- Human Resources
- Job Search Skills
- Administrative Essentials
- Public Speaking
- Talent Management
- Negotiation Skills
- Customer Service
- Computer Categories
- Career Development
- Office 2010

Computer Fundamentals & Business Computing

- Microsoft Windows 7 & 8
- Computer Fundamentals
- Microsoft Word 2013
- Microsoft Outlook 2010/13
- Microsoft Excel 2013
- Microsoft Publisher 2013
- Microsoft Powerpoint 2013
- Office 2010, 2013
- Microsoft Access 2013
- WordPerfect
- Microsoft Sharepoint 2013
- Sharepoint Server 2013
- Microsoft Project 2013
- Microsoft Windows 7
- Microsoft Windows Mail 7
- Microsoft Outlook 6



Leshen Sahue
Digital Applications and E-Learning Manager



All Short Learning Programmes are offered in Distance or Supported Distance Modes.
Further information on website www.quickskills.co.za or

Call : 0861 243 848

The QuickSkills Academy & the Mobile Learning Academy are the Short Learning Programme & Distance Learning Divisions respectively within PC Training & Business College (Pty) Ltd which is registered with the Department of Higher Education & Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 and as a Private Further Education College under the Further Education and Training Act, 2006, Registration Certificate No. 2008/FE07/050. Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007, Registration certificate No. 00073



Professor P. Brijlall
Academic Director

Credit Bearing Short Learning Programmes

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All Short Learning Programmes are offered in Distance or Tuition/Workshop Modes. Further information is available on our website www.gomla.ac.za or call 0861 243 848

BUSINESS COMPUTING

- End User Computing – Complete
- End User Computing – Starter
- International Computer Driving Licence – Core
- International Computer Driving Licence – Starter

COMPUTER APPLICATIONS

- Core Java Programming
- Advanced Java Programming
- Data Structures in C++
- Object Oriented Programming with C++
- Fundamentals of Visual Basic. Net
- Advanced Visual Basic.Net 5.0

SYSTEMS ENGINEERING

- Help Desk Technology
- PC Engineering
- Basic Electronics
- System Software (Operating Systems)
- Network Technician (N+)
- Network Technician (A+)
- Basics of Networks
- Client Server Network

INFORMATION TECHNOLOGY

- Information Technology in e-Commerce
- Project Management in IT

BUSINESS MANAGEMENT

- Basics in Business Management
- General Principles in Management
- Introduction to Business Management
- Business Management
- Introduction to Total Quality Management
- Total Quality Management
- Ethics in the Workplace
- Produce Plans for a New Venture
- Effective Workplace Management
- Business Environment

BUSINESS ADMINISTRATION

- Introduction to Economics
- Time Management

**Call:
0861 243 848**

Credit Bearing Short Learning Programmes (Cont...)

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Also appointed by the Department of Higher Education and Training as an Employment and Skills Development Agency (ESDA) under the Skills Development Act, 2007. Registration certificate No. 00073

**All Short Learning Programmes are offered in Distance or Tuition/Workshop Modes.
Further information is available on our website www.gomla.ac.za or call 0861 243 848**

BUSINESS COMMUNICATION

- Introduction to Business Communication
- Business Communication
- Report Writing
- Working in a Team

ACCOUNTING

- Practical Finance
- Bookkeeping to Trial Balance (ICB)
- Cost and Management Accounting (ICB)
- Introduction to Computerised Bookkeeping
- Computerised Bookkeeping – Intermediate Level

ENTREPRENEURSHIP

- Introduction to Entrepreneurship & SBM
- Entrepreneurship & SBM
- Entrepreneurial Skills
- Tender to secure business for a New Venture

FINANCIAL SERVICES & INSURANCE

- FAIS Regulatory Examination Level 1 – Key Individual
- FAIS Regulatory Examination RE 5 – Representative

- Introduction to Industrial Relations (Labour Law)
- Industrial Relations (Labour Law)
- Introduction to Human Resources Management
- Human Resources Management
- Business Law

PROJECT MANAGEMENT

- Supply Chain and Logistics Management
- Production and Operations Management
- Introduction to Project Management
- Project Management

TRAINING & SKILLS DEVELOPMENT

- Assessor Training
- Design and Develop Outcomes Base Assessments
- Mentoring and Coaching
- Moderator Training
- Skills Development Facilitator – Basic
- Skills Development Facilitator – Intermediate
- Facilitator Training (Train the Trainer)
- Managing HIV / AIDS in the Workplace
- Successful Workplace Negotiation

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Bachelor of Accounting Science
Bachelor of Business Administration

UNISA
Official Licensee



AFRICAN UNION SKILLS DEVELOPMENT (Pty) Ltd

SERVICES SETA ACCREDITED QUALIFICATIONS

National Certificate: Business Administration Services (NQF 3)

Further Education & Training Certificate: Business Administration Services (NQF 4)

Further Education & Training Certificate: Generic Management (NQF 4)

Further Education & Training Certificate: New Venture Creation (NQF 4)



INSURANCE SETA ACCREDITED QUALIFICATIONS

National Certificate: Financial Services (NQF 3)

National Certificate: Wealth Management (NQF 5)

PC TRAINING & BUSINESS COLLEGE (Pty) Ltd

Media, Advertising, Information & Communications Technologies SETA Accredited Qualifications

National Certificate: Information Technology: End User Computing (NQF 3)

Further Education & Training Certificate: Information Technology: Technical Support (NQF 4)

Further Education & Training Certificate: Information Technology: Systems Development (NQF 4)

National Certificate: Information Technology: Systems Development (NQF 5)

National Certificate : Information Technology: Systems Support (NQF 5)



Financial & Accounting SETA Accredited Qualifications

Professional Association : Institute of Certified Bookkeepers

National Certificate: Bookkeeping (NQF 3)

Further Education & Training Certificate: Bookkeeping (NQF 4)

National Diploma: Technical Financial Accounting (NQF 5)

National Diploma: Financial Accounting (NQF 6)

National Diploma: Office Administration (NQF 6)



PC EDUCATIONAL HOLDINGS (Pty) Ltd

Education, Training & Development Practices SETA

Further Education & Training Certificate: ODETDP (NQF 4)

National Certificate: ODETDP (NQF 5)

National Certificate: ODETDP (NQF 6)



Accreditation : **ETDP SETA** • Accreditation No.: **ETDP 10037**



Institute of Tourism & Hospitality Technology (Pty) Ltd : Collaboration

Culture Arts, Tourism, Hospitality & Sports SETA

Further Education & Training Certificate: Hospitality Reception (NQF 4)



Call : 0861 321 321

