



# COLLEGE BROCHURE 2024

- ❑ National Diplomas
- ❑ Higher Certificates
- ❑ Certificates
- ❑ Professional Courses
- ❑ Short Courses

Scholarship &  
Bursary Available

ACCREDITATION NUMBER

DHET:2019/FE07/011

QCTO: SD1220/16/0017



ACCREDITED



AFFORDABLE



ACCESSIBLE





Reg. No: NCRCP10618



## ABOUT US

HillCross Financial Services (HFS) is a division of the HillCross Group (Pty) Ltd, a registered South African credit provider. Our registration number with the National Credit Regulator is NCRCP10618. Our focus is to offer unparalleled economic support, cost effective and transparent financial services to eligible South Africans. Our head office is located in Gauteng's Johannesburg CBD.

## WAYS TO APPLY

- Online, using our website.
- Directly at our offices.
- Through loan agent/officers.
- Using our Mobile App

## REQUIRED DOCUMENTS

- Certified SA ID document.
- 3 Months bank statement.
- 3 Months' pay slips.
- Proof of address



# STUDENT & PERSONAL LOANS

[info@hillcrossfinance.co.za](mailto:info@hillcrossfinance.co.za)

[www.hillcrossfinance.co.za](http://www.hillcrossfinance.co.za)

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# OUR STATEMENTS

## VISION STATEMENT

To become a leading and respected provider of quality education and training comparable globally using people, cutting edge technology and quality service.

## MISSION STATEMENT

To advance knowledge as a virtue as part of human development necessary to achieve professional goals, improve human productivity and provision of leadership qualities for community and national development.

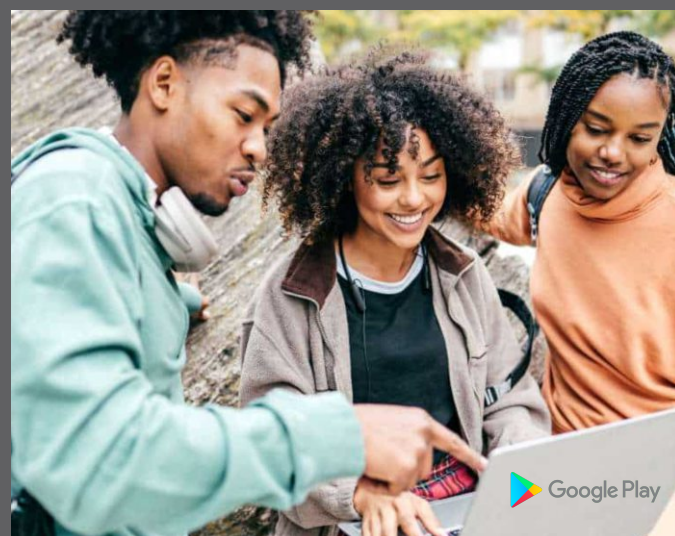
## VALUES

As Hillcross Business College, we value education and quality of life as a human right, academic integrity, a commitment to diversity and civility, a quality education and what it promises, research and its application, community engagement, the responsible stewardship of resources, and the multidisciplinary traditions of our school.



# WAYS & HOW TO APPLY

1. Walk-ins to the College.
2. Online from our website.  
([click here to apply: application.hillcrosscollege.com/register](https://application.hillcrosscollege.com/register))
3. Using our Mobile App which can be downloaded from Google PLAYSTORE.
4. Paper application
5. Over the phone application



# STUDY MODES

1. Full-Time face-to-face
2. Part-time Saturday classes or via
3. Online/Distance Learning







Our DHET registration numbers are (1) 2019/FE07/011 and (2) SDP1220/16/0017.

#### WHO IS ELIGIBLE AND REASON FOR THE SCHOLARSHIP AWARD?

The Scholarship is awarded especially to young South Africans so that they are able to study any accredited National Diploma programs which may last up to 2 years at the College.

Please note that we do not give scholarship/bursary to just anyone except to **REGISTERED STUDENTS** of the college to help them alleviate the burden of academic expenses, so once a student applies for admission at the College he/she will be automatically considered for either the FULL or the PARTIAL scholarship or even a TUITION DISCOUNT depending on the following:

1. Pass in Matric result (*Higher certificate pass, Diploma pass or a Bachelor's pass are considered*)
2. Family financial situation and
3. Other compelling social and economic reasons.

#### HOW MUCH IS THE SCHOLARSHIP WORTH AND WHAT DOES IT COVER?

The scholarship covers all academic expenses like tuition and study materials but NOT accommodation! **NOTE:** *About 95% of students admitted into the College are awarded either a FULL or PARTIAL SCHOLARSHIP or even a TUITION DISCOUNT to study!*

**Registration fee is R850** for all programs except for professional programs.

Please note that students from SADC countries (Angola, Botswana, Dem. Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, Tanzania, Zambia and Zimbabwe) are also equally eligible to apply for the scholarship provided they hold the South African Matric certificate. The College provides support to students from SADC countries in obtaining student study permit from the Embassy of South Africa in their home country if they will need one.

#### HOW TO APPLY FOR THE SCHOLARSHIP?

A single application is enough for admission and for the scholarship and can be submitted online via

- Our website at [www.hillcrosscollege.com](http://www.hillcrosscollege.com).
- Our Mobile App (you can download our Mobile App from Google Playstore).
- You can also apply directly at the College (Walk-in)

#### SCHOLARSHIP APPLICATION CLOSING DATE:

The scholarship application closes a week before the resumption of classes for each semester.

#### APPLICATION DOCUMENTS REQUIRED FOR ADMISSION & SCHOLARSHIP:

The documents listed below must be submitted by hand during the registration period from January when registration opens at the College:

- Matric result, Grade 11 or 12 results for students who are currently in Matric
- Certified ID copy of student
- Certified ID copy of one parent or Sponsor
- Certified copy of proof of residence
- Registration fee is R1000 for South African students, R1500 for students who are not from South Africa but from SADC countries and R1750 for students who are not from South Africa and are also not from SADC countries.

**Note:** The registration fees can be paid during registration period at the college. Also, additional documents like proof of family income MAY BE required for the finalization of application for the scholarship/bursary)

Please contact the College's **Admission & Scholarship Team** if you have any question(s) and please ensure you like our Facebook page in order to receive updated information on admissions and the scholarship. You can check the cover pages for our contact details.



Registered students at the College can study via **FACE-TO-FACE** (classroom) or by **ONLINE/DISTANCE LEARNING**. Meanwhile, with COVID-19 drastically changing everyday life, the world is having to adapt. As a result, the College is finding ways to support its student which includes the opportunity to study via **ONLINE/DISTANCE LEARNING**.

Distance learning, also known as online education, is a viable option for many individuals of all ages who desire to get an education. It holds a number of benefits and advantages over a traditional learning environment.

Benefits of **ONLINE/DISTANCE LEARNING** includes:

- 1. Setting Your Own Pace:** When you pursue distance learning, you can set your own pace of study. You do not study according to the schedule of a classroom.
- 2. You Can Study From Anywhere in The World:** It is your decision as to when and where you study. It does not matter where you live, you can achieve a qualification from anywhere in the world.
- 3. Cost Effective:** A distance learning qualification often cost less than a full-time (face-to-face) qualification course. This is because you do not use the facilities of the College. See the "**2022 FEES SCHEDULE**".
- 4. No Class Sitting:** Sitting in the classroom is **NOT** the best way for every student to learn. A student may learn better at his own pace in a different format from the traditional schooling system. In distance learning you study in the comfort of your own house.
- 5. Traveling Costs Avoided:** A huge advantage to getting an online education is that there is no need to travel to and from class every single day. Someone who does not drive or want to spend money on the costs of public transportation every single day will likely choose to get an online education over the traditional classroom.
- 6. Scheduling:** The schedules for distance learning are more open and allow for students, parents, and professionals to take the classes whenever it fits into their schedule. This is beneficial over classroom education that requires students to schedule work and childcare around the class time.
- 7. Flexibility:** Online education allows for one to be flexible. You can work and study at the same time because you are not conformed to a rigid classroom schedule.
- 8. Wide Choice of Courses:** Distance learning provides the opportunity to study more subjects and reach out to programs that are not available in the immediate area.
- 9. Accessibility:** Distance learning provides accessibility for those living away from the College. If you stay in a remote area, you are able to pursue studies even in rural areas, without having to attend classes.

#### How does Online/Distance Learning work @ HillCross College?

##### Application and Registration:

Can be done using any of the application and registration process outlined on page 4 under "**How to Apply**".

##### Learning and assessment:

You will be able to be part of a live online class or download recorded classes from our online system at any time and at your convenience. You will also be able to upload assignment using the same online system.

##### Learning Materials (Books):

Your learning materials (books) and study guide are sent to you by courier.

##### Study Cost:

As seen on the "**2024 FEES SCHEDULE**", it is much cheaper to study via **ONLINE/DISTANCE LEARNING**. **Final**

##### Semester Examination:

This depends on your program of study. For some programs, exams are written online while some are written at the College.

##### More Information:

Please visit our website at [www.hillcrosscollege.com](http://www.hillcrosscollege.com) for more information on **ONLINE/DISTANCE LEARNING FAQ**.



The HBC School of Engineering serves as a gateway to the future for aspiring engineers. Distinguished by its distinctive approach, the School of Engineering at HBC seamlessly blends aspects of conventional theoretical and practical engineering disciplines. Our courses leverage the expertise of our exceptional instructors, who bring extensive training and industry experience to the forefront.

Embarking on an engineering career will enhance both your logical reasoning and creative thinking skills. In the current landscape, the engineering field particularly seeks individuals with a penchant for creativity, capable of adapting to evolving challenges. The ability to question, explore, and innovate alternatives is essential for contributing to the betterment of our world. These skills acquired in engineering will prove valuable and applicable throughout your lifetime.

As a student pursuing engineering at our College, you will receive training from seasoned and certified professionals. Our learning environment provides a unique blend of theoretical knowledge and hands-on experience, facilitated not only by us but also through practical training with one of our esteemed industry partners. The curriculum is meticulously crafted to align with industry demands, ensuring that upon graduation, you possess the essential skills for a thriving career in the field.

## STUDY PROGRAMS

- Boiler Making
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Mechanical Engineering







#### COURSE OVERVIEW

Boilermakers are trades person who cut, shape, assemble and weld steel to construct and repair metal products and structures for boilers, ships, iron and steel structures and other vessels. A boilermaker is a trained craftsman who produces steel fabrications from plates and sections.

This qualification is designed to meet the needs of the Learner in a variety of engineering related sectors. Engineering Fabrication is a generic engineering and trade related qualification that builds on the fundamentals of fabrication. in terms of enrichment of the person, recognition, and contributes towards the achievement of "artisan" status or other accepted progression route.

This qualification is intended for learners who want to follow or further a career in the field of engineering fabrication in any of various industries, such as the Mining and Minerals Industry; Chemical; Petro-chemical; Metal, Engineering and related industries. This qualification is for learners who wish to further their learning and to possibly specialise in fabrication, within the context of boiler making, plating, welding, sheet metal working or auto vehicle body building.

#### APPLICATION REQUIREMENTS

- Grade 10 - Matric, ABET L4, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

You can request more information about the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum period of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Engineering after passing level N6 of the Engineering studies provided the practical and experiential learning has been observed.

#### CAREER OPPORTUNITIES

- Boiler making welder
- Artisan Boilermaker
- Sales and service engineer
- Stainless steel welder
- Heating equipment designer

#### ADMISSION DATES

January, April and August every year

#### DURATION

Each N level takes 3 - 4 months. It takes between 1 – 2 years to complete the course

### COURSE MODULES

- N1**
1. Mathematics
  2. Engineering Science
  3. Plating & structural steel drawing
  4. Metalworkers' theory

- N2**
5. Mathematics
  6. Engineering Science
  7. Plating & structural steel drawing
  8. Platers' theory

- N3**
5. Mathematics
  6. Engineering Science
  7. Mechano-technology
  8. Plating & structural steel drawing





## COURSE OVERVIEW

Chemical engineers are involved in the manufacture of products such as fuel, petrochemicals, cosmetics, plastics, processed foods and medicine so that we can enjoy and reap the benefits of scientific discoveries. They hold crucial responsibilities in the process industry such as running plant operations, designing reactors and process equipment, improving efficiency as well as looking into the safety and environmental aspects of processes.

This course will equip you with knowledge and skills in chemistry and analytical chemistry, and laboratory techniques so that you will be well trained to do research and testing for the Chemical Industry. During your practical training, you will be trained in chemical process technology, occupational safety and health, and environmental technology so that you will be able to operate and optimise manufacturing systems that produce the daily products that we use in our daily lives.

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of either 18 months or two years, as required for the specific occupational area, is completed.

## APPLICATION REQUIREMENTS

- Grade 11 - Matric, ABET L4, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

## FREE MATRIC REWRITE/UPGRADE

You can request more information about the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

## COURSE FEES

Please see the 2024 FEES SCHEDULE.

## WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

## INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum period of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

## QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Chemical Engineering once the practical learning has been observed.

## CAREER OPPORTUNITIES

- Chemical Engineer
- Petroleum Engineer
- Product/process development scientist
- Analytical chemist
- Energy Production Manager
- Materials engineer
- Mining engineer
- Production manager
- Quality manager

## ADMISSION DATES

January, April and August every year

## DURATION

Each N level takes 3 - 4 months

## COURSE MODULES

**N1**

1. Mathematics
2. Engineering Science
3. Plant Operating Theory
4. Water and Wastewater Treatment Practise

**N2**

1. Mathematics
2. Engineering Science
3. Plant Operating Theory
4. Water and Wastewater Treatment Practise

**N3**

1. Mathematics
2. Engineering Science
3. Plant Operating Theory
4. Water and Wastewater Treatment Practise

**N4**

1. Mathematics
2. Engineering Science
3. Chemistry
4. Chemical Plant Operations

**N5**

1. Mathematics
2. Power Machines
3. Chemistry
4. Chemical Plant Operations

**N6**

1. Mathematics
2. Power Machines
3. Chemistry Technology
4. Chemical Plant Operations



### COURSE OVERVIEW

Civil engineering influences almost every aspect of modern human life. Much of the physical infrastructure of modern society is provided through Civil Engineering. Civil Engineers plan, design, construct, maintain and recycle the structures in communities such as dams, bridges, roads, buildings, pipelines, railways and tunnels.

Civil engineering is also responsible for the design, construction and maintenance of the critical elements which keeps communities functioning, such as transport systems, wastewater treatment, gas, water and electricity supplies. It is not only one of the oldest engineering disciplines, but its direct impact on safety and quality of life means that it carries larger consequences and responsibilities than any other engineering discipline.

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of either 18 months or two years, as required for the specific occupational area, is completed.

### APPLICATION REQUIREMENTS

- Grade 11 - Matric, ABET L4, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

### FREE MATRIC REWRITE/UPGRADE

You can request more information about the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

### COURSE FEES

Please see the 2024 FEES SCHEDULE.

### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum period of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Civil Engineering once the practical learning has been observed.

### CAREER OPPORTUNITIES

- Draughtsman
- Civil Engineering Technicians
- Construction Managers
- Environmental Engineers
- Landscape Architects
- Surveyors
- Urban and Regional Planners.

### ADMISSION DATES

January, April and August every year

### DURATION

Each N level takes 3 - 4 months

### COURSE MODULES

**N1**

5. Mathematics
6. Building Drawing
7. Building Science
8. Bricklaying & Plastering/Plumbing Theory

**N2**

9. Mathematics
10. Building Drawing
11. Building Science
12. Bricklaying & Plastering/Plumbing Theory

**N3**

9. Mathematics
10. Building Drawing
11. Building Science
12. Building & Civil Technology

**N4**

5. Building Administration
6. Quantity Surveying
7. Building & Structural Construction
8. Building & Structural Surveying

**N5**

5. Building Administration
6. Quantity Surveying
7. Building & Structural Construction
8. Building & Structural Surveying

**N6**

5. Building Administration
6. Quantity Surveying
7. Building & Structural Construction
8. Building & Structural Surveying





### COURSE OVERVIEW

Electrical Engineering is a field that deals with the study of electricity, electronics, electromagnetism, energy & its allied applications. Electricity and its applications play a pivotal role in powering many devices and appliances. The impact of electrical Engineering touches almost every area of our lives. Electrical Engineering at its core is concerned.

The program is aimed at providing a solid foundation in Electrical Engineering education to students aspiring to become an electrical engineer. This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of either 18 months or two years, as required for the specific occupational area, is completed.

### APPLICATION REQUIREMENTS

- Grade 11 - Matric, ABET L4, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

### FREE MATRIC REWRITE/UPGRADE

You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

### COURSE FEES

Please see the 2024 FEES SCHEDULE.

### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum period of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Electrical Engineering once the practical learning has been observed.

### CAREER OPPORTUNITIES

- Control and instrumentation engineer
- Electrical and electronics engineer
- Design and Development Engineer
- Research Engineer
- Service Engineer
- Electrical generating system engineer
- Power Systems Engineer
- Automated Systems Engineer
- Electrical System Engineer

### ADMISSION DATES

January, April and August every year

### DURATION

Each N level takes 3 - 4 months

## COURSE MODULES

**N1**

9. Mathematics
10. Engineering Science
11. Industrial Electronics
12. Electrical Trade Theory

**N2**

13. Mathematics
14. Engineering Science
15. Industrial Electronics
16. Electrical Trade Theory

**N3**

13. Mathematics
14. Engineering Science
15. Industrial Electronics
16. Electrotechnology

**N4**

9. Mathematics
10. Engineering Science
11. Industrial Electronics
12. Electro-Technics

**N5**

9. Mathematics
10. Power Machines
11. Industrial Electronics
12. Electro-Technics

**N6**

9. Mathematics
10. Power Machines
11. Industrial Electronics
12. Electro-Technics



#### COURSE OVERVIEW

The program is designed to support the growth in demand for human resource in the mechanical engineering discipline. This program provides students the essential knowledge of mechanical engineering such as design studies, system analysis, thermodynamics, principles of fluid mechanics, engineering materials and manufacturing technology.

The integrated approach of this program equips students with a range of skills and knowledge that is valuable for future careers. Graduates of this program are capable of performing tasks in manufacturing or production sectors, power generation, oil and gas, transportation (train, naval, aircraft) maintenance and air conditioner servicing.

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the part qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of either 18 months or two years, as required for the specific occupational area, is completed.

#### APPLICATION REQUIREMENTS

- Grade 11 - Matric, ABET L4, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

You can request more information about the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum period of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Mechanical Engineering once the practical learning has been observed.

#### CAREER OPPORTUNITIES

- Mechanical Engineering Assistant
- Automotive Engineer
- Maintenance Technician/Engineer
- Production Manager
- Product Design Engineering
- Control and Instrumentation Engineer
- Mechanical Design Engineer

#### ADMISSION DATES

January, April and August every year

#### DURATION

Each N level takes 3 - 4 months

### COURSE MODULES

<b>N1</b>	13. Mathematics 14. Engineering Science 15. Engineering Drawing 16. Motor or Diesel Trade Theory or Fitting and Turning	<b>N2</b>	17. Mathematics 18. Engineering Science 19. Engineering Drawing 20. Motor or Diesel Trade Theory or Fitting and Turning	<b>N3</b>	17. Mathematics 18. Engineering Science 19. Engineering Drawing 20. Motor or Diesel Trade Theory or Fitting and Turning
<b>N4</b>	13. Mathematics 14. Engineering Science 15. Mechanotechnics 16. Mechanical Draughting	<b>N5</b>	13. Mathematics 14. Power Machines 15. Mechanotechnics 16. Power Machines	<b>N6</b>	13. Mathematics 14. Power Machines 15. Mechanotechnics 16. Power Machines



Step into the vibrant realm of HBC School of Legal Studies, where we embark on a journey to equip students with not just legal knowledge but a profound sense of understanding, respect, and civic duty. Our mission is to nurture critical thinking skills, inspiring students to champion causes for families, communities, and global justice. Committed to academic excellence, we mold students into lifelong learners and 21st-century leaders.

At the heart of our purpose is the mandate to educate, enable, and empower students to navigate the complexities of the legal studies field with finesse. Our commitment is upheld by an esteemed faculty and innovative curricula that seamlessly blend traditional and experiential learning, ensuring students are prepared to thrive in the dynamic challenges of the legal profession.

We inspire students to perceive intricate legal and social challenges within a global framework, urging them to explore solutions that transcend geographical and disciplinary boundaries. Our legal studies offerings are all-encompassing, led by educators who are seasoned professionals with a wealth of experience in law, legal services, and policy. They seamlessly integrate real-world insights into the classroom, enriching the educational experience with practical knowledge.

## STUDY PROGRAMS

- Legal Practice
- Paralegal Practice
- Policing





#### COURSE OVERVIEW

Are you considering a career as a Legal Environment? This course is a must for secretaries and administrators contemplating working in a legal environment, whether it is in the public sector or in the legal department of a legal firm. It is also recommended for experienced Legal Secretaries who want to gain a formal qualification.

The duties of a Legal Secretary are varied. Depending on which department you are employed in, you could find yourself producing legal documents such as wills and court papers, dealing with enquiries from clients, operating a diary management system, keeping financial records, and undertaking a range of legal administrative duties.

This part qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class training. There's an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Legal Secretary once the practical learning has been observed.

- Legal secretary – Conveyancing
- Personal Assistant – Legal
- Legal Administrative Assistant
- Insurance Litigation Legal Secretary
- Legal Secretary – Litigation

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

#### COURSE MODULES

- N4**
1. Office Practice
  2. Communication
  3. Information Processing
  4. Entrepreneurship and business management

- N5**
1. Legal Practice
  2. Office Practice
  3. Communication
  4. Information Processing

- N6**
1. Legal Practice
  2. Office Practice
  3. Communication
  4. Information Processing





## COURSE OVERVIEW

The Paralegal qualification explores the theory and procedural aspects of legal matters that licensed paralegals are allowed to handle, such as presenting cases before specific courts and administrative tribunals.

Combining fundamental legal study with instruction and hands-on practice, this program develops intellectual and professional skills in the law. Students build the foundation of knowledge and skills needed to begin a career working within legal systems and institutions.

The purpose of the qualification is to provide the qualifying learner with a basic knowledge and understanding of the South African legal system, fundamental laws, their application, and social context so as to enable the learner to provide supervised support and assistance in a paralegal environment.

## APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

## FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

## COURSE FEES

Please see the 2024 FEES SCHEDULE.

## WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

## INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

## QUALIFICATION OBTAINABLE

On completion of the program, student will receive an NQF L5 National Certificate in Paralegal Practice.

## CAREER OPPORTUNITIES

- Legal assistant/secretary
- Conveyancing secretary
- Assessor in criminal courts and family court
- Mediator in family court
- Debt collector
- Legal advisor

## ADMISSION DATES

January and July every year

## DURATION

18 Months

## COURSE MODULES

### Year 1 - Semester 1

1. End User Computing I
2. End User Computing I
3. Introduction to SA Law
4. Business Communication

### Year 1 - Semester 2

1. End User Computing II
2. Business Ethics & Principles
3. Legal Principles & Practice
4. Aspects of Finance & IT

### Year 1 - Semester 3

1. End User Computing III
2. POE Management



#### COURSE OVERVIEW

The purpose of this qualification is to obtain a nationally recognised qualification in the law enforcement environment and to uplift the professional standards of policing.

Learners will be able to identify, assess, formulate, and solve problems while performing tasks related to maintaining public order, prevention of crime, investigation of crime, combating crime and protection of people and property. The Unit Standards in this qualification will allow progression and mobility to obtain further managerial competencies. Elective standards will further allow for progression and a career path into specialist areas. The qualification will make provision for the movement of learners between different environments.

A fundamental understanding of the criminal justice system needed for middle management purposes is also outlined in this qualification and this qualification will also contribute to the implementation of preventative actions that law enforcement agencies need to take.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a Diploma in Policing.

#### CAREER OPPORTUNITIES

- Police Officer
- Private Investigator
- Traffic Officer
- Private Security Officer
- Metropolitan Police Officer

#### ADMISSION DATES

January and July every year

#### DURATION

2 years

### COURSE MODULES

#### Semester 1

1. End User Computing I
2. Introduction to SA Law
3. Organisational Communication
4. Public Policing & Management

#### Semester 2

1. End User Computing II
2. Workplace Relation
3. Policing Relations, Training & Development

#### Semester 3

1. Law Enforcement & Personal Development
2. Legislation & Policing
3. Crime Prevention & Incidence Investigation

#### Semester 4

1. Criminal Law
2. Law Enforcement & Organisational Ethics



In the modern era, computer technology progresses swiftly, reshaping daily life. From potent processors to artificial intelligence, these advancements redefine efficiency and connectivity. Innovations like cloud computing and emerging quantum technologies hold promise for transformative possibilities, ushering in an age where computers seamlessly integrate into various aspects of our lives.

Our College's IT program is rigorous, aiming to prepare you for success in the dynamic world of information technology. Carefully designed, it provides the skills and knowledge needed to navigate and thrive in the constantly evolving IT landscape, ensuring you are well-equipped for the challenges and opportunities of the field.

Enrolling in one of our IT programs guarantees a reassuring experience. Our meticulously crafted curriculum and supportive environment ensure that you acquire the skills and knowledge necessary for confidence and success in the ever-evolving field of information technology.

## STUDY PROGRAMS

- End User Computing
- System Development (Programming)
- Technical Support (Computer Engineering)





#### COURSE OVERVIEW

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment. A qualifying learner will be able to:

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Understand the impact and use Information Communication & Technology (ICT) in an organisation and society.
- Improve Communication by combining communication skills with End User Computing skills.

The National Certificate in IT: End User Computing at NQF Level 3, is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills. The unit standards of this qualification may be added to other industry qualifications to provide an End User Computing focus with comparison, choice, interpretation and the application of knowledge.

#### APPLICATION REQUIREMENTS

- Grade 11 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a National Certificate in End User Computing.

#### CAREER OPPORTUNITIES

- End-user computing technician
- Microsoft applications administrator
- Desktop Engineer
- Technical assistant
- Data capturer
- Systems administrator.

#### ADMISSION DATES

January and July every year

#### DURATION

12 – 18 months

### COURSE MODULES

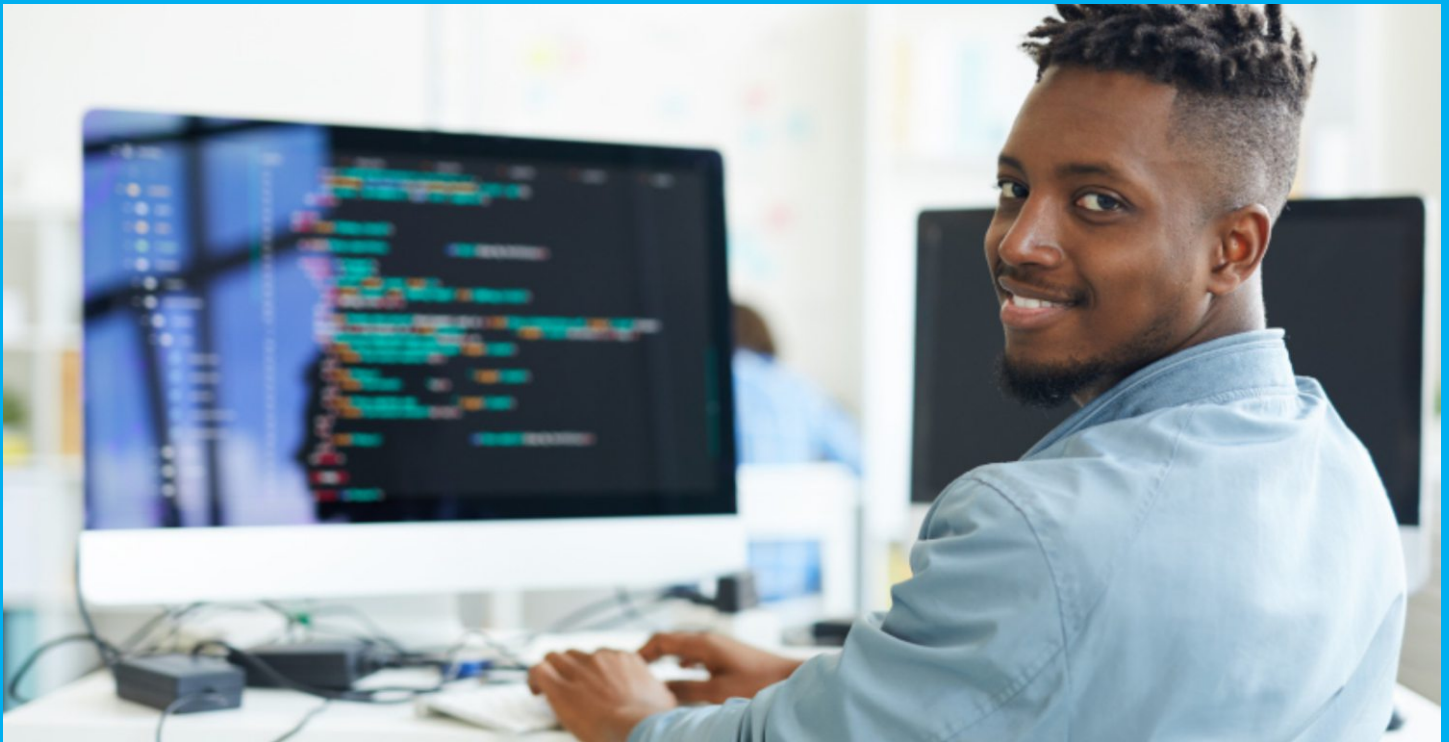
#### Year 1 - Semester 1

1. Introduction to Computers
2. Business Communication
3. Microsoft Office 1

#### Year 1 - Semester 2

1. Business Literacy
2. Internet and Email
3. Microsoft Office 2





#### COURSE OVERVIEW

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Development, covering basic knowledge needed for further study in the field of Systems Development at Higher Education Levels. The qualification is designed to:

- Provide learners with an entry level for further study in Information Technology and related fields, as well as for initial employment in the computer industry.
- Provide a foundational qualification for people who are pursuing a career in the computer industry, or related fields. People with this qualification have an introductory level of understanding about computer industry concepts and/or are able to work in areas of Information Technology with little technical complexity, for example entry-level computer programming, as junior project team member.
- Have a flexible structure to allow for changing requirements in the computer industry, and to allow providers to create learning programmes with a predominantly Information Technology component but tailored to meet local, national or international needs.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive an NQF L4 and L5 National Certificate in Systems Development.

#### CAREER OPPORTUNITIES

- Computer System Analysts
- Computer Programmer/Developer
- Data Analyst
- Software Engineer
- Application systems analyst

#### ADMISSION DATES

January and July every year

#### DURATION

2 Years

### COURSE MODULES

#### Semester 1

1. PC Hardware Support 1
2. Computer Networking 1
3. Programming (VB) 1
4. End User Computing 1
5. Web Development 1 (HTML/CSS)
6. Business Communication

#### Semester 2

1. PC Hardware Support 2
2. End User Computing 2
3. Programming (VB) 2
4. Web Development 2 (JavaScript)
5. Information systems analysis
6. Business Literacy

#### Semester 3

1. Programming 3 (Java)
2. Web Development 3 (PHP)
3. Database Management 1 (MySQL)

#### Semester 4

1. Programming 4 (Java)
2. Web Development 4 (PHP)
3. Database Management 2 (MySQL)
4. Business Literacy



## COURSE OVERVIEW

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Support, covering basic knowledge needed for further study in the field of Systems Support at Higher Education Levels. The qualification is designed to:

- Provide learners with an entry level for further study in Information Technology and related fields, as well as for initial employment in the computer industry.
- Provide a foundational qualification for people who are pursuing a career in the computer industry, or related fields. People with this qualification have an introductory level of understanding about computer industry concepts and/or are able to work in areas of Information Technology with little technical complexity. Examples of the areas covered are entry-level hardware, software, electronics and network support, on mainly (but not limited to) desktop and hand-held devices and local area networks.

## APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

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## COURSE FEES

Please see the 2024 FEES SCHEDULE.

## WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

## INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

## QUALIFICATION OBTAINABLE

On completion of the program, student will receive an NQF L5 National Certificate in System Support.

## CAREER OPPORTUNITIES

- Desktop Support Specialist
- Associate Network Engineer
- Systems Support Technician
- Technical support specialist
- Field service technician
- Desktop support administrator
- End-user computing technician
- Help desk technician
- System support specialist

## ADMISSION DATES

January and July every year

## DURATION

18 Months

## COURSE MODULES

### Semester 1

1. PC Hardware Support 1
2. Computer Networking 1
3. End User Computing 1
4. Business Communication
5. Business Literacy

### Semester 2

1. PC Hardware Support 2
2. End User Computing 2
3. Computer Networking 2

### Semester 3

1. End User Computing 3
2. Independent Research Work
3. POE Compilation



At HBC School of Management, our utmost priority is to help you achieve your personal and professional goals. This has been our mission since the establishment of the College. So our formula is time-tested and simple: small classes, hands-on learning and personal attention.

We are continually updating our academic programs to ensure you receive the proper balance of the skills companies demand and the right amount of entrepreneurial kick-starter. Whatever career path you choose—Business, Finance, Management, Administration, logistics, human resource, or Governance—you will learn from instructors with industry expertise and connections to local businesses, and our applied learning experiences will immerse you in real-world scenarios both inside and outside the classroom.

Our programs are suitable for the next generation of leaders who wish to engage with the dynamic challenges of managing business operations in emerging markets.

## STUDY PROGRAMS

- Business Management
- Financial Accounting
- Financial Management
- Hospitality & Catering
- Human Resource Management
- Management Assistant (Office Administration)
- Marketing Management
- Medical Secretary
- Public Management
- Public Relations
- Supply Chain Management (Logistics)
- Tourism







#### COURSE OVERVIEW

This program gives you the opportunity to gain extensive knowledge and understanding of the principles and practices behind key business management principles.

Students will be exposed to the related various functional areas in the organizations and will be able to appreciate the need for harmonizing the activities for various departments in an organization. This diploma prepares you for a career in a business management environment where you will be able to perform business-related activities as well as management duties effectively.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or International students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Business Management. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

#### CAREER OPPORTUNITIES

- Product manager
- Sales manager
- Marketing manager
- Business analyst
- Business consultant
- Business development manager
- Banking officer

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

#### COURSE MODULES

- N4**
1. Computer Practice
  2. Management Communication
  3. Entrepreneurship & Business Management
  4. One optional Module to be selected

- N5**
1. Computer Practice
  2. Sales Management
  3. Entrepreneurship & Business Management
  4. One optional Module to be selected

- N6**
1. Computer Practice
  2. Sales Management
  3. Entrepreneurship & Business Management
  4. One optional Module to be selected





### COURSE OVERVIEW

The purpose of this qualification is to:

- Provide the learner with the knowledge, understanding, skills and experience to become a Financial Accountant.
- Prepare the learner to work in the Financial Accounting field and develop a specialist accounting and management career, either within South Africa or in other countries around the world.
- Provide the learner with a developmental experience which promotes independence and self-reliance and encourages the adoption of a critical, questioning approach, analysing, and challenging the truth and value of received wisdom.
- Provide employers and others with an adequate basis for assuring that those learners gaining the Qualification are competent to act as Financial Accountants for companies and other organisations, whether in manufacturing, commercial or service organisations, in either the public or private sectors of the South African economy.
- Provide companies and other organisations, with skilled Financial Accounting staff, who are able to make a positive contribution to the development of business and society, adding value and assisting in the creation of sustainable economic growth, both for their employers and the economy of South Africa.

Once qualified, learners will have the necessary financial skills to engage in self-employment of an entrepreneurial nature, thereby contributing to job creation and ultimately contributing to the reduction of unemployment in South Africa.

### APPLICATION REQUIREMENTS

- Grade 11 - Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

### FREE MATRIC REWRITE/UPGRADE

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### COURSE FEES

Please see the 2024 FEES SCHEDULE.

### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a Diploma in Financial Accounting.

### CAREER OPPORTUNITIES

- Cost Accountant.
- Financial Accountant.
- Management Accountant.
- Forensic Accountant.
- Financial Director
- Tax Consultant/Specialist
- Tax Compliance Officer
- Tax Business Analyst/Advisor
- Financial Strategist
- Credit Manager

### ADMISSION DATES

January and July every year

### DURATION

2 years

## COURSE MODULES

### Year 1 - Semester 1

1. Business Literacy
2. Bookkeeping to Trail Balance
3. Payroll and Monthly SARS Return
4. Computerised Bookkeeping

### Year 1 - Semester 2

1. Financial Statements
2. Cost and Management Accounting

### Year 2 - Semester 1

1. Income Tax Returns
2. Business Law and Accounting Control

### Year 2 - Semester 2

1. Corporate Strategy
2. Management Accounting and Control Systems
3. Financial Reporting and Regulatory Frameworks
4. Accounting Theory and Practice (Research work)



#### COURSE OVERVIEW

Every organization has its core competence which is guarded by its finance team; hence finance person is a goalkeeper of an organization. Financial management is a process to have knowledge of Balance sheets, analyzing cost center and expenses of an organization.

This program provides a comprehensive introduction to the core elements of financial management and its role in business success. This Program covers the principles and importance of efficient financial management, and how financial information can be used to improve the quality of management decision-making. It deals with planning, investment decisions, project analysis, managing risk, types and sources of finance and financial markets.

Graduates of this program will be equipped with necessary management skills to compete in today's rapidly growing and highly challenging economy, which has helped take their careers to the next level.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Financial Management. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

#### CAREER OPPORTUNITIES

- Financial manager
- Credit Manager
- Financial accountant
- Banking officer
- Financial advisor
- Tax advisor
- Financial strategist

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

#### COURSE MODULES

- N4**
1. Entrepreneurship and Business Management
  2. Management Communication
  3. Computerised Financial Systems
  4. Financial Accounting

- N5**
1. Entrepreneurship & Business Management
  2. Cost Accounting
  3. Computerised Financial Systems
  4. Financial Accounting

- N6**
1. Entrepreneurship and Business Management
  2. Cost Accounting
  3. Computerised Financial Systems
  4. Financial Accounting





#### COURSE OVERVIEW

The business of hospitality & catering is a multifaceted industry that spans the globe and affects every facet of our lives. As the industry continues to evolve and mature, the opportunities that await those pursuing a career in leisure, tourism and hospitality are endless.

If you are seeking a career within the hospitality industry, this hands-on course gives you the training and development you need for your future career. The program offers students an academic education together with vocational core competency training.

Through education and industry placements, students become familiar with the practicalities of the hospitality industry from food and beverage services, front office, and rooms division to the strategic management of hotels, resorts, and restaurants. Students will undertake industry placement during their last term of study.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Hospitality & Catering. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

#### CAREER OPPORTUNITIES

- Resort Manager
- Hotel manager
- Kitchen manager
- Head chef
- Accommodation manager,
- Housekeeping manager
- Food & beverage manager
- Restaurant manager

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

### COURSE MODULES

- N4**
1. Nutrition & Menu Planning
  2. Sanitation & safety
  3. Catering Theory & Practical
  4. Applied Management

- N5**
1. Food and Beverage Services
  2. Applied Management
  3. Catering Theory & Practical
  4. Entrepreneurship & Business Management

- N6**
1. Applied Management
  2. Computer Practice
  3. Catering Theory & Practical
  4. Communication & Human Relations



#### COURSE OVERVIEW

In today's dynamic business environment, effective human resources management is one of the driving forces behind organizational success.

With the diploma in Human Resource Management, you will have the opportunity to contribute to the formulation of human resources management systems that enable organizations to achieve strategic business goals and enhance overall organizational performance.

This qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Human Resource Management. Certificates and Diplomas are awarded by the Department of Higher Education and Training

#### CAREER OPPORTUNITIES

- HR Consultant
- Human Resources Manager
- Human Resources Coordinator
- Corporate Training Manager
- Human Resources Advisor
- Corporate Recruiter
- Payroll Analyst

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

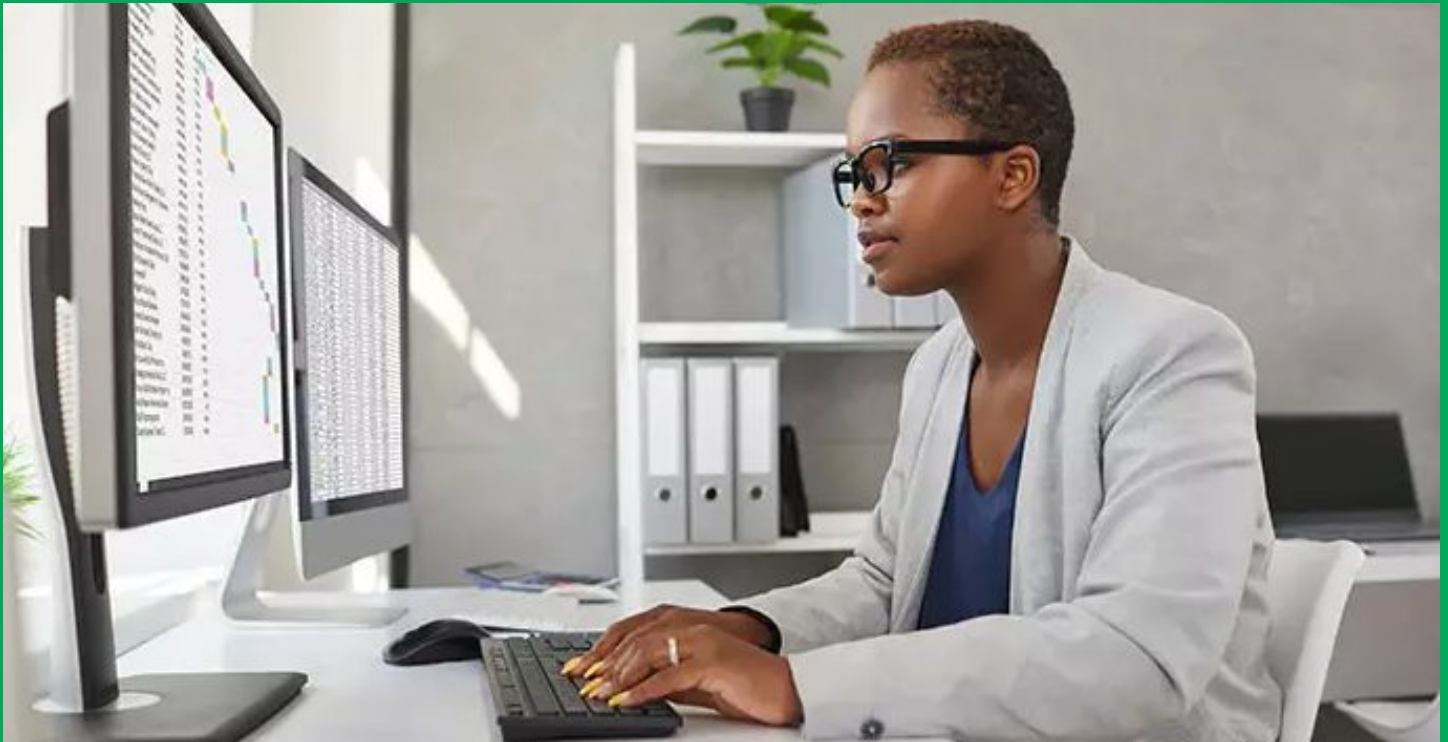
#### COURSE MODULES

- N4**
1. Computer Practice
  2. Management Communication
  3. Entrepreneurship & Business Management
  4. Personnel Management

- N5**
1. Computer Practice
  2. Labour Relations
  3. Personnel Training
  4. Personnel Management

- N6**
1. Computer Practice
  2. Labour Relations
  3. Personnel Training
  4. Personnel Management





#### COURSE OVERVIEW

Working as an office administrator requires a diverse skill set and the ability to multitask under even the most hectic conditions. Because office administration positions are available across a variety of industries, it also means being adaptable to a variety of different environments and procedures. This program prepares students with practical and people skills that will help them adapt to any number of office environments.

The program is intensively computer-based "hands-on" training. It is "team-orientated" and is intended to develop and familiarize the student with today's most popular software applications. Students are prepared to assist in a wide variety of entry-level office settings by gaining skills and knowledge to support the management of an organization. By learning three key and interdependent functions: organization, processing information, and communication, students achieve a solid foundation to allow for further educational growth.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Management Assistant. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

#### CAREER OPPORTUNITIES

- Executive Assistant
- Administrative assistant
- Office manager
- Receptionist
- Personnel Assistant/clerk
- Administrative Officer
- Business Administrator

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

### COURSE MODULES

- N4**
1. Information Processing
  2. Communication
  3. Office Practice
  4. Entrepreneurship & Business Management

- N5**
1. Information Processing
  2. Communication
  3. Office Practice
  4. Entrepreneurship & Business

- N6**
1. Information Processing
  2. Communication
  3. Office Practice
  4. Entrepreneurship & Business Management



## COURSE OVERVIEW

A medical secretary performs confidential administrative and clerical work of a medical office. The variety of duties may include bookkeeping, billing, scheduling appointments, and processing insurance claims. Medical secretaries may be responsible for telephone, mail, transcription and typing duties. Other duties include ordering laboratory tests and supplies, as well as receiving, interviewing and instructing patients. It can be used as an initial taster into the world of nursing.

The medical secretary diploma is an information packed course designed to provide you with valuable insights, information and skills you will need to complete your job on a daily basis in the medical industry. Medical Secretary Diploma course is designed for those who are looking to have a professional career as a Medical Secretary/Administrator working in a hospital or medical centre, pharmaceutical company or within medical research.

## APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

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## COURSE FEES

Please see the 2024 FEES SCHEDULE.

## WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

## INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

## QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Medical Practice. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

## CAREER OPPORTUNITIES

- Medical Assistant
- Patient Care Secretary
- Medical Secretary
- Medical Stenographer
- Medical Record Officer
- Medical Administrative Officer
- Medical Personal assistant
- Medical Office Administrator
- Patient Registration Clerks

## ADMISSION DATES

January and July every year

## DURATION

18 Months academic study plus 18 months practical learning

## COURSE MODULES

- N4**
1. Medical Practice
  2. Communication
  3. Office Practice
  4. Information Processing

- N5**
1. Medical Practice
  2. Communication
  3. Office Practice
  4. Information Processing

- N6**
1. Medical Practice
  2. Communication
  3. Office Practice
  4. Information Processing





#### COURSE OVERVIEW

The qualification in Public Management is designed to provide an in-depth knowledge and exposure on Public Management and Governance, emphasis is focused on the working of the Public Sectors. Some of the areas underlined are the role and responsibilities of public managers, public service delivery and the diverse environment in which Public Officers function.

At the successful completion of the program, the participants are expected to possess adequate knowledge, skills, and positive attitudes in the fields of public management to secure entry-level career positions in the public sector as well in Non-Governmental organizations. The program would also help to pave the way to continue their higher studies in the field of Management in general and Public Management in particular.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class training. There's an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Public Management once the practical learning has been observed.

#### CAREER OPPORTUNITIES

- Administrative Services Manager
- Municipal General Manager
- Municipal Administration Manager
- Non-Profit Organization Project Officer
- Public Sector Human Resource Manager
- National, Provincial and Local Government Administrator

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

#### COURSE MODULES

- N4**
1. Public Administration
  2. Management Communication
  3. Computer Practice
  4. Entrepreneurship and business management

- N5**
1. Public Administration
  2. Public Finance
  3. Municipal Administration
  4. Entrepreneurship and business Management

- N6**
1. Public Administration
  2. Public Finance
  3. Municipal Administration
  4. Public Law

# PUBLIC RELATIONS



## COURSE OVERVIEW

Public Relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics. Public relations can also be defined as the practice of managing communication between an organization and its publics.

The Diploma in Public Relations provides a concise yet comprehensive introduction to the subject of contemporary PR, introducing a wide variety of core concepts and essential theoretical teachings. This qualification will give you the skills required to work in the areas of public relations, communication management and corporate communication.

## APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or International students with Senior School Certificate can apply.

## FREE MATRIC REWRITE/UPGRADE

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## COURSE FEES

Please see the 2024 FEES SCHEDULE.

## WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

## INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

## QUALIFICATION OBTAINABLE

## CAREER OPPORTUNITIES

- Public Relations Officer
- Corporate Communication Manager
- Media and Telecommunications Manager
- Marketing Communications Manager
- Event coordinator/Manager
- Advertising Manager
- Marketing and Communications Consultant
- Marketing & Brand Strategist Officer

## ADMISSION DATES

January and July every year

## DURATION

18 Months academic study plus 18 months practical learning

## COURSE MODULES

- N4**
1. Office Practice
  2. Information Processing
  3. Communication
  4. Public Administration

- N5**
1. Office Practice
  2. Information Processing
  3. Communication
  4. Public Administration

- N6**
1. Office Practice
  2. Information Processing
  3. Communication
  4. Public Administration





#### COURSE OVERVIEW

Supply chain management is the art of handling of the entire production flow system of a good or service beginning from the raw components all the way up to delivering the final product to the consumer.

Whether you are seeking to further your career in supply chain management or interested in gaining insight into global trends in the industry, this business qualification will help achieve your knowledge of supply chain management and prepare you for the jobs of the future.

This qualification is aimed at overcoming the traditional functional approach to operations and management, and at fostering supply chain integration to the advantage of all stakeholders. The National Treasury developed competency profiles for the Public Sector in terms of supply chain management. This qualification meets some of those Public Sector needs and is also suitable for the private sector.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently an NQF L5 Diploma in Supply Chain Management. Certificates and Diplomas are awarded by the TETA – Transport Education and Training Authority.

#### CAREER OPPORTUNITIES

- Logistics coordinator
- Supply chain coordinator
- Logistics manager
- Transport planner
- Warehouse manager
- Distribution manager
- Routing/scheduling clerk
- Procurement manager
- Distribution centre supervisor
- Supply chain consultant

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

#### COURSE MODULES

##### Semester1

1. Principles Of Supply Chain
2. Purchasing & Procurement
3. Business Strategies In Supply Chain
4. Distribution In Supply Chain
5. End User Computing 1

##### Semester2

1. Materials & Logistics
2. Supply Chain Disposal
3. Supply Chain In Public Sector
4. Sales & Services In Supply Chain
5. Business Communication

##### Semester3

1. End User Computing 2
2. POE



#### COURSE OVERVIEW

If you have interest to pursue a career in destination or operations management in the tourism industry, the Diploma in Tourism Management would be the right choice. The Diploma in Tourism provides graduates with the skills and knowledge to prepare them for a general management career, majoring in Aviation, Travel and Tourism.

On completing the program, you will have the requisite business skills and tourism knowledge to find employment and succeed in the world of resorts, hotels, travel and tour agencies, national tourism organisations, tourist attractions, theme parks, cruise lines, airlines, spa companies, convention and events management companies and other related service-oriented industries.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Tourism. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

#### CAREER OPPORTUNITIES

- Tourism marketing officer
- Flight attendant
- Tour manager
- Airline ticketing agent
- Reservation agent
- Travel consultant
- Tourist information centre officer
- Tour business owner

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

### COURSE MODULES

- N4**
1. Travel Office Procedure
  2. Tourist Destination
  3. Travel Services
  4. Tourism Communication

- N5**
1. Travel Office Procedure
  2. Tourist Destination
  3. Travel Services
  4. Tourism Communication

- N6**
1. Hotel Reception
  2. Tourist Destinations
  3. Travel Services
  4. Travel Office Procedures





#### COURSE OVERVIEW

This program is designed to provide learners with the opportunity to improve the varied range of skills, competences and attributes required for successfully marketing products and services in today's world. Earning your qualification in Marketing Management will enhance both your career prospects and earning capacity therefore, you will not only gain a valued qualification, but also professional acknowledgement for your experience as a marketing specialist.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Public Relations. Certificates and Diplomas are awarded by the Department of Higher Education and Training.

#### CAREER OPPORTUNITIES

- Marketing Officer
- Marketing Research Officer
- Promotions Manager
- Sales Representative/Manager
- Sales Analyst
- Public Relations Officer
- Brand Manager
- Advertising

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months academic study plus 18 months practical learning

#### COURSE MODULES

- N4**
1. Marketing Management
  2. Computer Practice
  3. Management Communication
  4. Entrepreneurship & Business Management

- N5**
1. Marketing Management
  2. Computer Practice
  3. Sales Management
  4. Entrepreneurship & Business Management

- N6**
1. Marketing Management
  2. Marketing Communication
  3. Sales Management
  4. Marketing Research



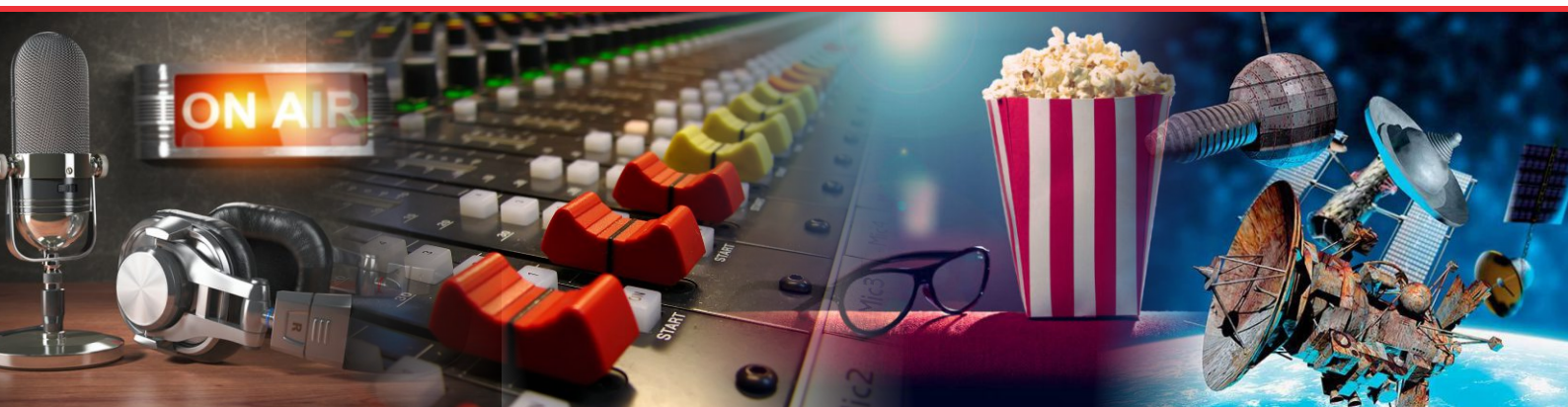
The School of Media Studies provides students with the chance to study media production and performance, media analysis, media business and entrepreneurship, and emerging media in the context of increasingly converging sectors.

The program we offer emphasizes the business, practical, cultural and historical significance of media in its many current forms, drawing on techniques ranging from classical rhetoric to contemporary cultural studies. Our programs are industry-structured, therefore we encourage a unique approach to providing vital internships and job placement opportunities for our students.

The HBC School of Media Studies believes that students who get experience in both critical inquiry and media production graduate as creative and informed individuals.

## STUDY PROGRAMS

- Film & TV Production
- Journalism
- Radio production
- Sound Tech. & Engineering/Music Production







#### COURSE OVERVIEW

This Qualification provides the learner with the necessary competence to enter the film and television industry by ensuring that they understand the context and that they are able to function within the context of film and television productions. Learners further understand the importance of the industry within the broader socio-economic context and can apply this in an employment situation. The competence attained by learners enables them to contribute in a meaningful way, through their use of the media, to the social and economic development of the nation at large through effective participation in film and television production.

Qualifying learners are able to follow the work ethic required in the film and television production sector. They can make an informed career choice based on knowledge of the industry and provide a valuable support role in the industry. Qualified learners adhere to health and safety legislation, and can operate in a business, including maintaining productive interpersonal relations. Due to the high level of technology in the industry, learners are also required to be computer literate to be awarded this qualification.

#### APPLICATION REQUIREMENTS

- Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive an NQF L5 National Certificate in Film & TV Production Operations.

#### CAREER OPPORTUNITIES

- Production directors
- Program Producers
- TV content Editor
- Camera operator
- Lighting technician
- Independent filmmaker
- Production freelancer

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

### COURSE MODULES

#### Semester 1

1. End User Computing I
2. Business Literacy
3. Business Communication
4. Principles of Management & Entrepreneurship

#### Semester 2

1. End User Computing II
2. Media Law & Ethics
3. Media Application Technology (Graphics)
4. Introduction to Video Productions (Theory based)

#### Semester 3

1. Principles of Video Productions (Research, Practicals & Productions)
2. POE Management
3. End User Computing 3



#### COURSE OVERVIEW

The purpose of the qualification is to equip entry-level persons in the advertising industry with the competence required to supply support services in an advertising environment. Qualifying learners are able to manage their time, solve problems and make decisions independently, conduct gap analysis and control, work in teams and respect individual abilities, maintain interpersonal relations, create their own role and value, and promote entrepreneurship in the advertising sector.

The qualification aims to provide a bridge into the industry. Learners who qualify can be employed as journalists. They gather information from all media such as television, radio and newspapers, generate story ideas to present to news editors, receive and interact with story briefs, organise themselves going after stories, research backgrounds, make appointments and see people, observe, interview, judge news value, evaluate information, communicate, keep to strict deadlines, debrief, inform others, conduct follow-up meetings, develop story plans, write stories, check contexts and gaps in information, send stories to news editors, and follow-up their stories with the news editor, and plan.

#### APPLICATION REQUIREMENTS

- Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

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#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive an NQF L5 National Certificate in Journalism.

#### CAREER OPPORTUNITIES

- News reporter
- Communication officer
- Copywriter
- Publication Editor
- Public relations officer

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

### COURSE MODULES

#### Semester 1

1. End User Computing I
2. Intro to Journalism
3. Communication Science
4. Language Studies
5. News Writing & Reporting

#### Semester 2

1. End User Computing II
2. Media Law & Ethics
3. Media Application Technology (Graphics)

#### Semester 3

1. End User Computing III
1. Intro to Photojournalism
2. POE Management





#### COURSE OVERVIEW

The purpose of this Qualification is for learners to be able to produce radio programs. The National Certificate in Radio Production at NQF Level 5 is generic across commercial, public and community service fields. The community impact of this Qualification includes the presentation of job opportunities to which all-cultural groups have access, through community radio broadcasting.

The Qualification will enable the learners to make value judgements; packaging calls for putting elements together in a unique and creative manner, producing calls for a process of research, conceiving ideas and actualizing those ideas. This Qualification requires learners not just to make products but also to be able to develop content for radio broadcasts.

#### APPLICATION REQUIREMENTS

- Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 12 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive an NQF L5 National Certificate in Journalism.

#### CAREER OPPORTUNITIES

- Radio program producer
- Radio broadcaster/presenter
- Programming officer
- Radio Commercial producer
- Radio broadcast journalist

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

### COURSE MODULES

#### Semester 1

1. End User Computing I
2. Communication, Language & Numeracy
3. Radio Operations I
4. Sound Management for Radio I
5. Scripting for Radio

#### Semester 2

1. End User Computing II
2. Media Law & Ethics
3. Sound Management for Radio II
4. Sound Management for Radio II
5. Radio Broadcasting

#### Semester 3

1. End User Computing
2. POE



#### COURSE OVERVIEW

Sound Engineering is a mix of Technical and creative education in Sound and Music. Here we train the students not only to understand the technicalities of Sound but also help their creative abilities to make music professionally! Every student here is duly trained to handle the intricacies of sound recording, editing and mixing. The creative talent of the students is honed and sharpened to make them face the world of music and engineering hands on and with full expertise.

The area of employment for sound engineers/ technologists are mostly in the area of: Recording; Mixing, Live sound, Theatre, Mastering, Television, Broadcast, Film, Video, Multimedia, Monitor Engineers; Designers, Advisors, Commercial Producers, music producers who do not have any recognised qualification/s or have received their training abroad. The purpose of this qualification is to provide learners with the competencies required to manage functions within a sound technology workplace.

The qualification will enable the effective introduction, implementation and management of systems, processes and procedures required for the operation of sound engineering environment.

#### APPLICATION REQUIREMENTS

- Grade 12 – Matric, or a national senior certificate or national certificate (N3) or a relevant Nated equivalent qualification or international students with Senior School Certificate can apply.

#### FREE MATRIC REWRITE/UPGRADE

Student with incomplete Matric result or those who did not pass Matric can apply to study if they will be willing to rewriting/upgrading Matric while studying with us. You can request more information on the FREE Matric Rewrite/Upgrade from the student advisor on Whatsapp – 0605233391.

#### COURSE FEES

Please see the 2024 FEES SCHEDULE.

#### WAYS OF STUDYING AT THE COLLEGE ARE:

1. Full Time face-to-face
2. Part time Saturday classes or
3. Online/Distance Learning

#### INTERNSHIP REQUIREMENT

This programme requires that the student undertakes an internship for a minimum of 18 months in relevant industry after completing the in-class academic study. There is an opportunity for job placement assistance through our industry network after graduating depending on availability.

#### QUALIFICATION OBTAINABLE

On completion of the program, student will receive a certificate for each level completed and subsequently a Diploma in Music production once the practical and experiential learning has been observed.

#### ADMISSION DATES

January and July every year

#### DURATION

18 Months

#### COURSE MODULES

- N4**
1. Music Business and Styles
  2. Arranging and Production
  3. Electronic Music and Keyboard Technique
  4. Harmony and Composition

- N5**
1. Music Business and Styles
  2. Arranging and Production
  3. Electronic Music and Keyboard Technique
  4. Harmony and Composition

- N6**
1. Music Business and Styles
  2. Arranging and Production
  3. Electronic Music and Keyboard Technique
  4. Harmony and Composition









We are able to assist students wishing to reside in the city of Johannesburg with decent student accommodation in the heart of the city. The type of accommodation required will depend on budget and other personal factors of the student but most importantly we ensure that they are at close proximity to the College. Students can choose from a wide array of accommodation available for rent during the 2024 academic year ranging from rooms with a single bed, rooms with 2 beds, rooms with three beds, and rooms with 4 beds to rooms with a single large bed. Most of the rooms are well furnished to make learning a memorable experience at the College.



*Our rooms come in several options of one, two, three and four single beds*





higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



# 2024 FEES SCHEDULE

Program of Study	Minimum Duration of Study	Number of Semesters	Distance & Online Study MONTHLY TUITION FEES	Face-to-Face & Weekend Study MONTHLY TUITION FEES	Examination Mode
<b>Management studies</b>					
Human Resource Management	18 Months	3	R870	R870	In-Class
Management Assistant	18 Months	3	R870	R870	In-Class
Business Management/Admin	18 Months	3	R870	R870	In-Class
Financial Management	18 Months	3	R870	R870	In-Class
Financial Accounting	2 Years	4	R1,500	R1,500	In-Class/Online
Marketing Management	18 Months	3	R870	R870	In-Class
Hospitality & Catering	18 Months	3	R870	R870	In-Class
Tourism	18 Months	3	R870	R870	In-Class
ITHSA Tourism & Hospitality	2 Years	4	R1,250	R1,500	In-Class/Online
Public Relations	18 Months	3	R870	R870	In-Class
Public Management	18 Months	3	R870	R870	In-Class
Educare/Teaching	18 Months	3	R950	R950	In-Class
Medical Secretary	18 Months	3	R950	R950	In-Class
Supply Chain Mgt (Logistics)	18 Months	3	R1,500	R1,500	In-Class/Online
*For students who will be paying fees on a monthly basis, the number of fees payments per semester is six (6) times.					
<b>Engineering Studies</b>					
Chemical Engineering	2 Years	4	R1,250	R1,250	In-Class
Electrical Engineering	2 Years	4	R1,250	R1,250	In-Class
Mechanical Engineering	2 Years	4	R1,250	R1,250	In-Class
Civil Engineering	2 Years	4	R1,250	R1,250	In-Class
Boiler Making	2 Years	4	R1,250	R1,250	In-Class
*For students who will be paying fees on a monthly basis, the number of fees payments per trimester is four (4) times. A trimester is 4 months.					
<b>School of Media Studies</b>					
Broadcast Engineering	18 Months	3	R1,800	R1,800	In-Class/Online
Journalism	18 Months	3	R1,500	R1,500	In-Class/Online
Film & TV Production	18 Months	3	R1,500	R1,500	In-Class/Online
Radio Production	18 Months	3	R1,500	R1,500	In-Class/Online
Sound Tech/Engineering	18 Months	3	R1,500	R1,500	In-Class
Advertising	18 Months	3	R1,500	R1,500	In-Class/Online
*For students who will be paying fees on a monthly basis, the number of fees payments per semester is six (6) times.					
<b>School of Information Technology</b>					
IT System Dev. (Programming)	2 Years	4	R1,250	R1,250	In-Class/Online
Technical Support	18 Months	3	R1,250	R1,250	In-Class/Online
IT System Support	18 Months	3	R1,250	R1,250	In-Class/Online
Business Analysis	2 Years	4	R1,500	R1,500	In-Class/Online
End User Computing	18 Months	3	R1,250	R1,250	In-Class/Online
*For students who will be paying fees on a monthly basis, the number of fees payments per semester is six (6) times.					
<b>School of Security &amp; Legal Studies</b>					
Paralegal Practice	18 Months	3	R1,250	R1,250	In-Class/Online
Legal Secretary	18 Months	3	R870	R870	In-Class
Policing/ Traffic Law	2 Years	4	R1,500	R1,500	In-Class/Online
*For students who will be paying fees on a monthly basis, the number of fees payments per semester is six (6) times.					
<b>School of Governance &amp; Leadership Studies</b>					
Public Sector accounting	2 Years	4	R1,500	R1,500	In-Class/Online
*For students who will be paying fees on a monthly basis, the number of fees payments per semester is six (6) times.					





## SCHOOLS PROMO FLYER

Shop 22D.  
Eden Mall  
51 Van Riebeeck Ave  
Edenvale. Gauteng  
1609

### UNIFORMS



CUSTOMISED TIES  
BLAZERS  
DRESSES  
JACKETS  
& MORE

### SCHOOL BAGS



SACHELS  
STRING BAGS  
SPORTS KITS  
LUNCH BAGS  
PLAIN OR BRANDED

### SPORTS-WEAR



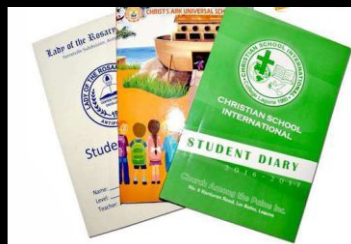
TRACKSUITS  
MATIC JACKETS  
SPORTS KITS  
GOLFERS  
T-SHIRTS

### EVENTS BRANDING



GAZEBOS  
BANNERS  
FLAGS  
CHAIRS  
& MORE

### SCHOOL DIARIES



CUSTOM DESIGN  
UV VARNISHED COVERS

### SCHOOL FURNITURE



DESKS  
TABLES  
CHAIRS  
CUPBOARDS  
& MUCH MORE

### STATIONERY



PLAIN OR BRANDED  
BOOKS & NOTEBOOKS  
WRITING INSTRUMENTS  
OFFICE ACCESSORIES  
FOLDERS & MORE

### SIGNAGE



CHROMADEK  
ACRYLIC/PERSPEX  
3D & STAND OFFS  
DIRECTIONAL SIGNS  
ABS WARNING SIGNS

### SOME OF THE SCHOOLS WE WORK WITH



0877 027 077



078 707 2029



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## MODE OF STUDY

FULL TIME  
PART-TIME / WEEKENDS  
ONLINE / DISTANCE LEARNING

READ, KNOW, LEARN, GO PLACES

CONTACT US NOW

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