



CAREERS

BUSINESS INSTITUTE



PROSPECTUS

CHANGING LIVES SINCE 1991

COURSES OFFERED

1

IT FACULTY

	Includes	Accreditation	NQF	Full Time	Part Time	Page
Software Development Engineer	Free Laptop	MICT Seta & Microsoft	5	2 Years	2 Years	4
Artificial Intelligence Engineer	Free Laptop	MICT Seta & Microsoft	5	2 Years	2 Years	6
Data Scientist	Free Laptop	MICT Seta & Microsoft	5	2 Years	2 Years	7
Cyber Security Expert	Free Laptop	MICT Seta & CompTIA	n/a	2 Years	2 Years	8
IT Systems Support Engineer	Free Laptop	Microsoft & CompTIA	n/a	1 Year	1 Year	10
National Certificate in IT - Systems Support	Free Tablet	MICT Seta	5	1 Year	n/a	11
National Certificate in IT - Systems Development	Free Tablet	MICT Seta	5	1 Year	n/a	12
FETC in IT - Technical Support	Free Tablet	MICT Seta	4	1 Year	n/a	13
National Certificate in IT - End User Computing	Materials on USB	MICT Seta	3	5 months	n/a	14
IT Technical Support (A+ & N+)	Materials on USB	CompTIA	n/a	4 months	14 weeks	15
A+ PC Technician	Materials on USB	CompTIA	n/a	2 months	8 weeks	15
N+ Network Support Technician	Materials on USB	CompTIA	n/a	2 months	6 weeks	16
Cyber Security Specialist (Security+ & CySA+)	Materials on USB	CompTIA	n/a	4 months	16 weeks	17
Security+	Materials on USB	CompTIA	n/a	2 months	8 weeks	17
Cyber Security Analyst (CySA+)	Materials on USB	CompTIA	n/a	2 months	8 weeks	18
Computer Literacy - Microsoft Office	Materials on USB	Microsoft	n/a	n/a	8 weeks	19

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MANAGEMENT & ADMINISTRATION FACULTY

National Diploma in Human Resource Management	Free Tablet	SABPP	5	2 Years	2 Years	20
National Diploma in Contact Centre Management	Free Tablet	Services Seta	5	2 Years	2 Years	21
National Diploma in Office Administration	Free textbooks	ICB	6	2 Years	2 Years	22
Higher Certificate in Office Administration	Free textbooks	ICB	5	18 months	2 Years	22
National Certificate in Office Administration	Free textbooks	ICB	5	1 Year	1 Year	22
National Certificate in Management	Free Tablet	Services Seta	5	1 Year	1 Year	23
Business Management Programme	Free textbooks	ICB	6	2 Years	3 Years	24
National Certificate in Small Business Financial Management	Free textbooks	ICB	4	1 Year	1 Year	24
Further Education & Training Certificate - Management & Administration	Free Tablet	Services Seta	4	1 Year	1 Year	25
Further Education & Training Certificate - Project Management	Free Tablet	Services Seta	4	1 Year	1 Year	26
Further Education & Training Certificate - Marketing	Free Tablet	Services Seta	4	1 Year	1 Year	27
Business Management	Free textbooks	ICB	4	n/a	12 weeks	28
Business & Office Administration	Free textbooks	ICB	5	n/a	12 weeks	28

3 ACCOUNTING FACULTY

	Includes	Accreditation	NQF	Full Time	Part Time	Page
National Diploma in Financial Accounting	Free textbooks	ICB	6	2 years	3 years	29
National Diploma in Technical Financial Accounting	Free textbooks	ICB	5	18 months	2 years	29
Further Education & Training Certificate - Bookkeeping	Free textbooks	ICB	4	1 year	18 months	29
National Certificate - Bookkeeping	Free textbooks	ICB	3	8 months	1 year	29
Bookkeeping to Trial Balance	Free textbooks	ICB	3	n/a	12 weeks	30
Computerised Accounting (CIBM & Pastel)	Free textbooks	CIBM & Sage Pastel	n/a	n/a	12 weeks	31
Basic Bookkeeping	Free textbooks	CIBM	n/a	n/a	7 weeks	31
Sage Pastel Accounting	Free textbooks	Sage Pastel	n/a	n/a	5 weeks	31
Payroll & SARS returns	Free textbooks	ICB	3	n/a	12 weeks	32
Financial Statements	Free textbooks	ICB	5	n/a	12 weeks	*
Business Literacy	Free textbooks	ICB	3	n/a	12 weeks	*
Computerised Bookkeeping (ICB)	Free textbooks	ICB	3	n/a	8 weeks	*
Cost and Management Accounting	Free textbooks	ICB	4	n/a	12 weeks	*
Income Tax Returns	Free textbooks	ICB	5	n/a	15 weeks	*

* CONTACT US FOR A DETAILED COURSE OUTLINE



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**CHANGING
LIVES
SINCE
1991**



CAREERS
BUSINESS INSTITUTE

Introduction

Careers Business Institute has been empowering the community since its inception in 1991. We provide a comprehensive range of Management, Office Administration, Financial and IT courses that have been designed to help you launch your successful career. The Careers Training Group has campuses in Umhlanga Ridge and at Chatsworth Centre in KZN. Classes can be done full time, part time, online or through distance learning.

Accreditation

Careers Business Institute is accredited by the:

- Quality Council for Trades & Occupations (QCTO)
- MICT Seta * Services Seta * LG Seta * EDTP Seta
- South African Board for People Practices (SABPP)
- International Certifications for Business (ICB)

Careers Business Institute is also:

- A Microsoft Certified Partner
- A CompTIA Approved Training Partner
- A Sage Pastel Approved Training Partner

Faculties

We offer various full qualifications and short courses within the following Faculties:

1
**Information
Technology**

2
**Management
& Administration**

3
**Finance &
Accounting**



Part Time Classes & Distance Learning

For the benefit of those who wish to study after hours, classes are held in the evenings from Monday to Thursday, as well as on Saturdays, which makes it very convenient if you are working or wish to study whilst seeking employment. If you are unable to attend these classes we also have Online and Distance Learning options available for you.

Work Placements

Careers Business Institute will assist you in finding suitable employment. We cannot promise you a job, but we do assist with job placements. Our courses are structured so that they are practical and interactive, and prepare you for the workplace.

FREE Learning Materials, Free Tablet & Laptop

All Full time First Year learners will be provided with all Study Materials which will be loaded on their Free Laptop or Tablet (T's and C's apply). All ICB learners receive Free Textbooks. First Year learners are also provided with a Free Microsoft Office Course.

Corporate Social Initiatives

Over the years we have assisted numerous community organisations, public schools, religious bodies and NGO's. We encourage our learners to join us in our efforts to give back to the community.

Further Information

- All training manuals and learning materials are unit standard aligned in accordance with SAQA requirements.
- We take a limited number of learners per class to ensure that you get individual attention from your facilitators.
- The curriculum is consistently upgraded to ensure that the relevant demands of the workplace are met.
- A Graduation ceremony is held every year where you are presented with your diploma or certificate.



Software Development Engineer



INTRODUCTION

With the advent of the Fourth Industrial Revolution, there has been a huge worldwide demand for Software Developers. It has been in the top ten Scarce Critical Skills List for the past five years as there is a shortage of Software Development Professionals around the globe.

This qualification covers the fundamentals of software development and introduces you to the most popular software programs used in the ICT sector. On completion of this course, you will be able to apply these software development principles to design and implement effective computer programs. In the Second year successful students have the option of pursuing the field of Data Science or Advanced specialist fields in software development.

Includes a FREE Microsoft Office course.

DURATION

2 years full time

ENTRY REQUIREMENTS

National Senior Certificate (Grade 12) with Math Literacy

LEARNING MATERIALS

Includes all learning materials

CERTIFICATION

You will be issued with our Careers IT Certificate on successful completion of our exams. You can be internationally certified once you write the optional online international exams.

CAREER OPPORTUNITIES

Software Developer, Application Developer, Web Developer, Python Developer, Windows & Application Developer, Junior DevOps/Agile/Scrum Engineer, Junior AI Engineer, Junior Engineer, Junior Java/C# Developer, Junior Data Scientist, Junior AI/Robotics/Drone application Developer, Blockchain and digital Currencies Consultant



Course Details

Year 1 Software Development Fundamentals

- Emerging Trends in Data Science and Internet of Things (IoT)
- Programming with Python
- Core Web Development
- Principles of Program Design
- The Role of 4IR in the human eco-system

Year 2 (Option 1) Advanced Software/Application Development

- Java
- C#
- Solutions Development (DevOps/Agile)
- Advanced Python
- Machine learning
- Introduction to Android App Development

Specialize in one of the following:

- Game development
- Robotics
- Artificial Intelligence
- Drone programming
- Blockchain and Digital Currencies

Year 2 (Option 2) Data Science

- Advanced Python
- Machine Learning
- Business Intelligence Programming
- Basics of Statistics
- Introduction to Design Patterns
- Big Data/Data Mining Techniques
- Introductory Analyzing and Visualizing Data with Python

Certification:

- Careers IT Certificate
- MICT SETA: National Certificate in IT - Systems Development NQF L5

Optional international exams:

- PCEP – Certified Entry-Level Python Programmer

Certification:

- Careers IT Certificate

Optional international exams:

- AI-900: Microsoft Azure AI Fundamentals
- KnowledgeHut C# certification
- Microsoft Power Platform certification
- Certified Blockchain Expert™ Blockchain.org
- Blockchain Developer Certification (B|DC)-EC-Council
- Oracle Certified Associate-Java
- Exam C1000-123: IBM Robotic Process Automation v20.12.x Developer
- C# Programming for Unity Game Development Specialization/2D Game developer

Certification:

- Careers IT Certificate

Optional international exams:

- DP-900: Microsoft Azure Data Fundamentals
- AI-102: Designing and Implementing a Microsoft Azure AI Solution
- PCAP – Certified Associate in Python Programming



Artificial Intelligence Engineer



INTRODUCTION

Artificial intelligence and machine learning will impact all almost aspects of daily life in the near future, with applications in healthcare, finance, logistics, aviation, customer support, etc. A career in AI puts you at a distinct advantage, as the world is evolving at such a rapid pace due to major technological advances brought on by the Fourth Industrial Revolution.

CBI's Artificial Intelligence course combines AI, Data Science, Machine Learning, and Deep Learning, allowing for the real-world application of sophisticated tools and models. This AI course will teach you the principles of coding for machine learning, python programming, data visualization, and feature engineering. We highly recommend that you write the optional online international exams so that you can be employable anywhere in the world.

Includes a FREE Microsoft Office course.

Year 1

- Emerging Trends in Data Science and Internet of Things(IoT)
- Programming with Python
- Core Web Development
- Principles of Program Design
- The Role of 4IR in the human eco-system

Certification:

- National Certificate in IT Systems Development NQF Level 5 from MICT Seta

Optional international exams:

- PCEP – Certified Entry-Level Python Programmer

DURATION

2 years full time

ENTRY REQUIREMENTS

Min Grade 12 with English and Maths literacy

LEARNING MATERIALS

Includes all learning materials loaded on your FREE laptop

CAREER OPPORTUNITIES: Software Developer, Application Developer, Python Developer, Windows & Application Developer, Junior DevOps/Agile/Scrum Engineer, Junior AI Engineer, Junior Java/C# Developer, Junior AI/Robotics/Drone application Developer

Year 2

- Java
- C#
- Solutions Development (DevOps/Agile)
- Advanced Python
- Machine learning
- Introduction to Android App Development
- Robotics
- Artificial Intelligence
- Drone programming

Certification:

- Careers IT Certificate

Optional international exams:

- AI-900: Microsoft Azure AI Fundamentals
- KnowledgeHut C# certification
- Microsoft Power Platform certification
- Oracle Certified Associate-Java
- Exam C1000-123: IBM Robotic Process Automation v20.12.x Developer

Data Scientist



INTRODUCTION

The greatest asset in today's business organizations is Data. This Data Science course will propel your career in the ICT Sector and provide you with the world-class training and skills required to become highly successful in this field.

Become a Data Scientist by diving deep into the nuances of data interpretation, mastering technologies like Machine Learning, and mastering powerful programming skills to launch your career in Data Science.

Includes a FREE Microsoft Office course.

Year 1

- Emerging Trends in Data Science and Internet of Things(IoT)
- Programming with Python
- Core Web Development
- Principles of Program Design
- The Role of 4IR in the human eco-system

Certification:

- National Certificate in IT Systems Development NQF Level 5 from MICT Seta

Optional international exams:

- PCEP – Certified Entry-Level Python Programmer

DURATION

2 years full time

ENTRY REQUIREMENTS

Min Grade 12 with English and Maths literacy

LEARNING MATERIALS

Includes all learning materials loaded on your FREE laptop

CAREER OPPORTUNITIES: Software Developer, Application Developer, Python Developer, Windows & Application Developer, Data Engineer, Data Scientist.

Year 2

- Advanced Python
- Machine Learning
- Business Intelligence Programming
- Basics of Statistics
- Introduction to Design Patterns
- Big Data/Data Mining Techniques
- Introductory Analyzing and Visualizing Data with Python

Certification:

- Careers IT Certificate

Optional international exams:

- DP-900: Microsoft Azure Data Fundamentals
- AI-102: Designing and Implementing a Microsoft Azure AI Solution
- PCAP – Certified Associate in Python Programming



Cyber Security Expert



INTRODUCTION

The alarming increase in the number of breaches and cyber attacks worldwide has led to a huge demand for Cybersecurity jobs and the demand is expected to grow over the next five years. This course will prepare you to become a Cybersecurity Expert to enable you to protect computer networks and data from unauthorized access, use, or destruction. Once you write the international online exams, you can be employed anywhere in the world.

Includes a FREE Microsoft Office course.

DURATION: 2 Years Full Time

ENTRY REQUIREMENTS

National Senior Certificate (Grade 12) with Math Literacy

LEARNING MATERIALS: Includes all learning materials

CAREER OPPORTUNITIES

Year 1: IT Technician, PC Support, Network Technician, Desktop Support Administrator, IT Technical Consultant, Network Administrator

Year 2: Security Administrator, Systems Administrator, Security Consultant, Security Engineer, Security Specialist, Penetration Tester, IT Security Analyst, Vulnerability Analyst, Security Operations Center (COS) Analyst, Cybersecurity Specialist, Security Architect



Course Outline

Year 1

A+ PC Support

- Hardware
- Operating Systems
- Software Troubleshooting
- Networking
- Troubleshooting
- Security
- Mobile Devices
- Virtualization & Cloud Computing
- Operational Procedures

N+ Network Support Technician

- Networking fundamentals
- Network Implementations
- Network operations
- Network Security
- Network Troubleshooting

Systems Support

- Personal Development
- Network Concepts, Architecture & Standards
- Assembling, Installing & Maintaining a Server
- Client Server Networking
- Enterprise Development
- Design a LAN for a Departmental Office
- Configuration and Administration of a Server and Peripherals

Certification:

- Careers IT Certificate
- MICT SETA: National Certificate in IT – Systems Support NQF L5, SAQA ID 48573

Optional international exams:

- CompTIA A+
- CompTIA N+

Year 2

CompTIA Security+

- Threats, Attacks, and Vulnerabilities
- Technologies and Tools
- Architecture and Design
- Identity and Access Management
- Risk Management
- Cryptography and PKI

CompTIA Cybersecurity Analyst (CySA+)

- Leverage intelligence and threat detection techniques
- Analyze and interpret data
- Identify and address vulnerabilities
- Suggest preventative measures
- Effectively respond to and recover from incidents

CompTIA PenTest+

- Plan and scope a penetration testing engagement
- Understand legal and compliance requirements
- Perform vulnerability scanning and penetration testing
- Produce a written report containing proposed remediation techniques

CompTIA Advanced Security Practitioner (CASP+)

- Architect, engineer, integrate, and implement secure solutions
- Use monitoring, detection, incident response, and automation to proactively support ongoing security
- Apply security practices to cloud, on-premises, endpoint, and mobile infrastructure
- Consider the impact of governance, risk, and compliance requirements throughout the enterprise

Certification:

- Careers IT Certificate

Optional international exams:

- CompTIA Security+
- CompTIA CySA+
- CompTIA PenTest+
- CompTIA CASP+



IT Systems Support Engineer



INTRODUCTION

This course comprises 4 of the most valuable and sought after qualifications in the IT Industry, viz, The CompTIA A+, N+, Security+ and Microsoft Azure. It is a practical, hands on course that will give you sufficient simulated on the job experiences for you to enter any technical IT career once you qualify. IT Systems Support Engineers perform a critical role and are always in demand in the ICT sector.

Includes a FREE Microsoft Office course.

MODULES:

A+ PC Support

- Hardware
- Operating Systems
- Software Troubleshooting
- Networking
- Troubleshooting
- Security
- Mobile Devices
- Virtualization & Cloud Computing
- Operational Procedures

N+ Network Support Technician

- Networking fundamentals
- Network Implementations
- Network operations
- Network Security
- Network Troubleshooting

DURATION

One year fulltime

ENTRY REQUIREMENTS

Minimum Grade 10

LEARNING MATERIALS

Includes all prescribed materials loaded on your Free Laptop

Security+

- Threats, Attacks, and Vulnerabilities
- Technologies and Tools
- Architecture and Design
- Identity and Access Management
- Risk Management
- Cryptography and PKI

Microsoft Azure Fundamentals

- Cloud Concepts
- Core Azure Services
- Core solutions and management tools on Azure
- General security & network security features
- Identity, governance, privacy & compliance features
- Azure cost management and Service Level Agreements

CERTIFICATION

Careers IT Certificate

Optional International Exams:

- CompTIA A+ • CompTIA N+
- CompTIA Security+ • Microsoft Azure

CAREER OPPORTUNITIES

IT Systems Engineer, IT Support Engineer, Network Engineer, IT Technical Consultant, Cloud Computing Specialist etc.

National Certificate in Information Technology Systems Support & Web Design

SETA : MICT
SAQA ID : 48573
CREDITS : 147
NQF LEVEL : 5
DURATION : 1 Year Full Time



INTRODUCTION

This course prepares you to become an IT Specialist in the area of networking and IT Support and follows the framework previously set out by the internationally renowned Microsoft Certification, the MCSE.

Includes a FREE Microsoft Office course.

MODULES:

- **Networking**
 - TCP / IP
 - Administer of Local Network
 - Understand Network Architecture
 - Design a local area Network
 - Install a local area Network
- **Computer Architecture**
- **Software**
 - Installation of Local Networked Software
- **Hardware**
 - Identification, Installation and Repairs
- **Report Writing**
- **Personal Computer Assembly**
- **Installation of Local and Networked Peripherals**
 - Scanners
 - Printers
 - High Volume Photocopiers
- **Administration of Security Systems**
- **Customer relations**
- **Communication Skills**
- **Business Principles & the role of IT**

METHOD OF ASSESSMENT

Compilation of a Portfolio of evidence

ENTRY REQUIREMENTS

Grade 12 or equivalent with English and Mathematics Literacy OR Further Education and Training Certificate in IT - Technical Support

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

CAREER OPPORTUNITIES

IT Technician, PC Support Network Technician, Junior IT Manager



National Certificate in Information Technology

Systems Development & Web Design

SETA	: MICT
Qualification ID	: 48872
Credits	: 131
NQF Level	: 5
Duration	: 1 year Full Time

INTRODUCTION

The purpose of this qualification is to enhance readiness and provide entry into the areas of Systems Development at NQF level 5. It teaches the learner about computer programming, software development and problem solving.

Includes a FREE Microsoft Office course

MODULES

- Personal Development
- Gathering Techniques for Computer Systems Development
- Database Design, Implementation and Development Vol 1
- Computer Programming, Development and Problem Solving Vol 1
- Computer Programming, Development and Problem Solving Vol 2
- Database Design, Implementation and Development Vol 2
- Programming: Web Design

METHOD OF ASSESSMENT

Compilation of a Portfolio of evidence

ENTRY REQUIREMENTS

- Communication and Mathematical Literacy – NQF Level 4
- Ability to use a personal computer.

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

CAREER OPPORTUNITIES

Computer Programmer, Systems Development Manager, System Administrator, Web Designer, Database Administrator



Includes a
**FREE
TABLET**

Further Education & Training Certificate in IT

Technical Support & Web Design

SETA : MICT
SAQA ID : 78964
CREDITS : 163
NQF LEVEL : 4
DURATION : 1 Year Full Time

INTRODUCTION

This Further Education and Training Certificate: IT: Technical Support is an entry-level qualification designed to equip students with a good fundamental knowledge of the Information Technology field, coupled with interpersonal and business skills, allowing for specialization in Systems Support and Web Design. This course follows the structure set out in the internationally renowned CompTIA A+ & N+ qualifications.

Includes a FREE Microsoft Office course

MODULES

- Hardware
- Software
- Operating Systems
- Principles of Computer Networks
- Testing IT Systems
- Types of Computer Systems & Hardware Configurations
- Computer Architecture Concepts
- Computer Data Storage
- Resolving Computer Users Problems
- Resolving Technical Computer Problems
- Networking Fundamentals
- Networking Architecture
- Network Installation & Support
- Business Management
- Customer Relations
- Oral & Written Communication
- Risk Management
- Report Writing
- Basic Mathematics Literacy

METHOD OF ASSESSMENT

Compilation of a Portfolio of Evidence

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet



ENTRY REQUIREMENTS

Grade 11 or equivalent with English & Mathematics Literacy

CAREER OPPORTUNITIES

IT Technician, PC Support, Hardware & Infrastructure Support for Personal Computers, Hardware & Infrastructure Support for Office Products, Data Communications and Networking.



National Certificate in Information Technology End User Computing

SETA	: MICT
Qualification ID	: 61591
Credits	: 130
NQF Level	: 3
Duration	: 5 Months Full Time

INTRODUCTION

End User computing is an essential skill in any business today and is required in order for businesses to meet local and global economic challenges and requirements of a digital world. The End User Computing NQF Level 3 qualification is foundational and generic, which allows for maximum mobility between qualifications. Apart from the workplace needs the qualification will address, it is also designed as an entry-level qualification into most further education and training fields.

MODULES

- ~ Introduction to Computers
- ~ Concepts of ICT & the use of its Components
- ~ Microsoft Windows
- ~ Word Processing: Microsoft Word
- ~ Spreadsheets: Microsoft Excel
- ~ Database Creation: Microsoft Access
- ~ Presentations: Microsoft Powerpoint
- ~ Internet & Email: Microsoft Outlook and Internet Explorer
- ~ Basic Mathematical Literacy
- ~ Basic knowledge of HIV/AIDS in the workplace
- ~ Networking Fundamentals



METHOD OF ASSESSMENT

Compilation of a Portfolio of Evidence

LEARNING MATERIALS

Includes all prescribed learning materials

ENTRY REQUIREMENTS

Completion of FET Band up to NQF Level 2

CAREER OPPORTUNITIES

Data Capturer, Executive Assistant, Personal Assistant

IT Technical Support A+ PC Technician

Duration : 8 weeks part time
Days : Two evenings a week
or Saturday Mornings
Times : Evenings: 18h00-20h00
Saturdays 08h00-13h00

COMPLETE BOTH THE A+ AND N+ IN 14 WEEKS PART TIME

INTRODUCTION

CompTIA A+ certified professionals are proven problem solvers. CompTIA A+ appears in more tech support job listings than any other IT credential. They support today's core technologies from security to networking to virtualization and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world.

MODULES:

HARDWARE: Identifying, using, and connecting hardware components and devices, including the broad knowledge about different devices that is now necessary to support the remote workforce

OPERATING SYSTEMS: Install and support Windows OS including command line & client support. System configuration imaging and troubleshooting for Mac OS, Chrome OS, Android and Linux OS.

SOFTWARE TROUBLESHOOTING: Troubleshoot PC and mobile device issues including common OS, malware and security issues.

NETWORKING: Explain types of networks and connections including TCP/IP, WIFI and SOHO

TROUBLESHOOTING: Troubleshoot real-world device and network issues quickly and efficiently

SECURITY: Identify and protect against security vulnerabilities for devices and their network connections

MOBILE DEVICES: Install & configure laptops and other mobile devices and support applications to ensure connectivity for end- users

VIRTUALIZATION & CLOUD COMPUTING: Compare & contrast cloud computing concepts & set up client-side virtualization

OPERATIONAL PROCEDURES: Follow best practices for safety, environmental impacts, and communication and professionalism

CAREER OPPORTUNITIES:

Service Desk Analyst, Help Desk Technician, Technical Support Specialist, Field Service Technician, Data Support Technician, Desktop Support Administrator, End User Computing Technician

ENTRY REQUIREMENTS

Must be computer literate

CERTIFICATION

Careers IT Certificate

Optional International Exams:

• CompTIA A+



IT Technical Support N+ Network Support Technician

Duration	: 6 weeks part time
Days	: Two evenings a week or Saturday Mornings
Times	: Evenings: 18h00-20h00 Saturdays : 08h00-13h00

COMPLETE BOTH THE A+ AND N+ IN 14 WEEKS PART TIME

INTRODUCTION

CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on. Unlike other vendor-specific networking certifications, CompTIA Network+ prepares candidates to support networks on any platform. CompTIA Network+ is the only certification that covers the specific skills that network professionals need.

MODULES:

NETWORKING FUNDAMENTALS: Explain basic networking concepts including network services, physical connections, topologies and architecture, and cloud connectivity.

NETWORK IMPLEMENTATIONS: Explain routing technologies and networking devices; deploy ethernet solutions and configure wireless technologies.

NETWORK OPERATIONS: Monitor and optimize networks to ensure business continuity.

NETWORK SECURITY: Explain security concepts and network attacks in order to harden networks against threats.

NETWORK TROUBLESHOOTING: Troubleshoot common cable, connectivity, and software issues related to networking.

Top Network+ Job Roles

- Network Field Technician • Network Administrator • IS Consultant • Network Field Engineer
- Computer Technician • Help Desk Technician • Systems Engineer • Network Support Specialist
- Network Analyst

ENTRY REQUIREMENTS

IT Technical Support A+ Technician

Cyber Security Specialist Security +

Duration : 8 weeks part time
Days : Two evenings a week
or Saturday Mornings
Times : Evenings: 18h00-20h00
Saturdays: 08h00-12h30

**COMPLETE THE SECURITY+ AND CYBER SECURITY ANALYST
CERTIFICATIONS IN 16 WEEKS PART TIME**

INTRODUCTION

CompTIA Security+ is the first security certification IT professionals should earn. It establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs. The CompTIA Security+ course focuses on today's best practices for risk management and risk mitigation, including more emphasis on the practical and hands-on ability to both identify and address security threats, attacks and vulnerabilities.

MODULES:

ATTACKS, THREATS AND VULNERABILITIES: Focusing on more threats, attacks, and vulnerabilities on the Internet from newer custom devices that must be mitigated, such as IoT and embedded devices, newer DDoS attacks, and social engineering attacks based on current events.

ARCHITECTURE AND DESIGN: Includes coverage of enterprise environments and reliance on the cloud, which is growing quickly as organizations transition to hybrid networks.

IMPLEMENTATION: Expanded to focus on administering identity, access management, PKI, basic cryptography, wireless, and end-to-end security.

OPERATIONS AND INCIDENT RESPONSE: Covering organizational security assessment and incident response procedures, such as basic threat detection, risk mitigation techniques, security controls, and basic digital forensics.

GOVERNANCE, RISK AND COMPLIANCE: Expanded to support organizational risk management and compliance to regulations, such as PCI-DSS, SOX, HIPAA, GDPR, FISMA, NIST, and CCPA.

Top Security+ Job Roles

- Security Administrator
- Systems Administrator
- Security Consultant
- Security Engineer
- Security Specialist
- Junior IT Auditor/
- Network Administrator
- Penetration Tester

ENTRY REQUIREMENTS

CompTIA N+ Network Technician



Cyber Security Specialist

Cyber Security Analyst (CySA+)

Duration : 6 weeks part time

**Days : Two evenings a week
or Saturday Mornings**

**Times : Evenings: 18h00-20h00
Saturdays : 08h00-12h30**

**COMPLETE THE CYBER SECURITY SPECIALIST COURSE WHICH
INCLUDES SECURITY+ AND CYSA+ IN 16 WEEKS PART TIME**

INTRODUCTION

CompTIA Cybersecurity Analyst (CySA+) is the industry standard for validating that cybersecurity professionals can perform data analysis and interpret the results to identify vulnerabilities, threats and risks to an organization. CompTIA CySA+ is compliant with ISO 17024 standards and approved by the U.S. Department of Defense. CySA is an IT workforce certification that applies behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats.

MODULES:

THREAT AND VULNERABILITY MANAGEMENT: Utilize and apply proactive threat intelligence to support organizational security and perform vulnerability management activities

SOFTWARE AND SYSTEMS SECURITY: Apply security solutions for infrastructure management and explain software & hardware assurance best practices

COMPLIANCE AND ASSESSMENT: Apply security concepts in support of organizational risk mitigation and understand the importance of frameworks, policies, procedures, and controls

SECURITY OPERATIONS AND MONITORING: Analyze data as part of continuous security monitoring activities and implement configuration changes to existing controls to improve security

INCIDENT RESPONSE: Apply the appropriate incident response procedure, analyze potential indicators of compromise, and utilize basic digital forensics techniques

Top CySA+ Job Roles

- IT Security Analyst
- Vulnerability Analyst
- Security Engineer
- Security Operations Center (SOC) Analyst
- Cybersecurity Specialist
- Security architect

ENTRY REQUIREMENTS

N+ Network and Security +

Computer Literacy (Microsoft Office and Social Media)

Duration : 8 weeks Part Time
Days : Two evenings a week
or Saturday Mornings
Times : Evenings : 18h00-20h00
Saturdays : 08h00-12h30

INTRODUCTION

This Basic Course in Computer Literacy provides you with an introduction to essential computer skills as an indispensable component of work, education and personal life as we are moving more and more to digital platforms in the modern world. The course specifically teaches you the Microsoft Office suite as the office automation application of choice and introduces you to Word, Excel and the Windows operating system in general to develop practical skills in the use of these software packages.

MODULES

- Introduction to Computers
- Microsoft Windows
- MS Word
- MS Excel
- MS Outlook (E-Mail)
- Internet
- Social Media



LEARNING MATERIALS

Includes all prescribed material on a USB

National Diploma in Human Resource Management and Practices

QA BODY : SA Board of People Practices (SABPP)

SAQA ID : 49692

CREDITS : 249

NQF LEVEL: 5

DURATION : 2 Years Full Time or Distance Learning

INTRODUCTION

Human Resources are the most important resources in any organization. This qualification will enable you to enter the workplace as a Human Resource practitioner and launch your successful career in the world of HR. You will learn how to recruit and develop people as well as all legislative requirements including labour relations. Upon completion of your studies you will be registered with the South African Board for People Practices (SABPP), the leading HR Professional Body in SA.

Includes a FREE Microsoft Office course

MODULES

- Communication & Strategy Planning
- Administration & Payroll
- Legislation & Organisational Requirements
- Human Resources & Management
- Labour Relations
- Team Dynamics
- Skills Development Facilitator
- Workplace Education & Training Management

METHOD OF ASSESSMENT

- Compilation of a Portfolio of evidence
- National Final Integrated Summative Assessment Examination

ENTRY REQUIREMENTS

Grade 12 with Maths Literacy and English



LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

CAREER OPPORTUNITIES

HR Manager, HR Consultant, HR Practitioner, Recruitment Consultant, etc.

**Includes a
FREE
TABLET**

National Diploma: Contact Centre Management

NQF Level: 5

SAQA ID: 21792

QA Body: Services SETA

Min Credits: 241

Duration: 2 Years

INTRODUCTION

This Diploma is designed to meet the needs of those who want to make Contact Centre Management their chosen career path. Contact Centres have become a massive industry in the new economy, integral to the way organisations achieve their business objectives. There is a need to develop career paths in this field as it is a high growth industry constantly in need of skilled people.

MODULES

- Analyse and use statistical data.
- Manage the quality of operations, service levels and performance levels and implement service delivery systems.
- Determine and apply rewards and incentives.
- Assess the sales environment and take appropriate action where necessary.
- Develop and maintain a Contact Centre customer database.
- Lead Contact Centre team members in a diverse environment.
- Developing a contact centre team
- Analysing, measuring and monitoring customer service levels
- Identifying, implementing and controlling operational issues

ENTRY REQUIREMENTS

- Grade 12 or equivalent with English

CAREER OPPORTUNITIES

Sales Managers, Contact Centre Managers
Sales Representatives, National Account Managers, Key Account Managers
Channel Managers, Contact Centre Supervisors



Includes a
FREE
Microsoft Office
course



National Diploma in Office Administration

QA Body: International Certifications for Business (ICB)

Offered Full Time or Part Time

INTRODUCTION

This 2 year program has been designed to give learners in depth and relevant office knowledge and skills. Learning is focused on all the elements that contribute to a smooth-running office. Upon completion of this program you will receive 3 qualifications in Office Administration.

Includes a FREE Microsoft Office course

Year 1

National Certificate: Office Administration
NQF L5 (SAQA ID: 23618)
Total credits: 120

SUBJECTS

- 1 Business and Office Admin
- 2 Bookkeeping to Trial Balance
- 3 Business Literacy
- 4 Marketing Management and Public Relations
- 5 Business Law and Administrative Practice
- 6 Cost & Management Accounting

Entry requirements :

Grade 12 or equivalent

Duration : 1 year full time or part time

Year 2 1st Semester

Higher Certificate: Office Administration
NQF L5 (SAQA ID: 23619)
Total credits: 240

SUBJECTS

- 7 Business and Office Administration 2
- 8 Human Resource Management and Labour Relations
- 9 Economics

Entry requirements :

Certificate: Office Administration, which consists of the first 6 modules.

Duration :

18 months full time or part time

Year 2 2nd Semester

Diploma: Office Administration
NQF L6 (SAQA ID: 35958)
Total credits: 360

SUBJECTS

- 10 Business and Office Administration 3
- 11 Financial Statements
- 12 Management

Entry requirements :

Higher Certificate: Office Administration, which consists of the previous 9 subjects.

Duration :

2 years full time or part time

National Certificate in Generic Management

SETA : Services
SAQA ID : 59201
CREDITS : 162
NQF LEVEL: 5
DURATION : 1 Year Full Time

INTRODUCTION

This qualification forms part of a learning pathway of management qualifications across various sectors and industries. It is specifically designed to develop management competencies required by learners looking to join any industry. The qualification further develops the key concepts, principles and practices of management that will enable learners to lead, manage, organize and control first line managers and team leaders.

Includes a FREE Microsoft Office course

MODULES:

Module 1 : Communication Techniques
Module 2 : Monitor Team Effectiveness
Module 3 : Improve Team Effectiveness
Module 4 : Improve Workplace Relationships
Module 5 : Manage Finances
Module 6 : Project Planning

METHOD OF ASSESSMENT

Compilation of a Portfolio of evidence

ENTRY REQUIREMENTS

Minimum Grade 12 with Maths Literacy and English.

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

CAREER OPPORTUNITIES

Team Leader, Office Manager, Admin Manager, Supervisor

Includes a
**FREE
TABLET**



Business Management Programme



INTRODUCTION

In this 2 year programme students will have the opportunity of earning 3 qualifications centered around business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

BUSINESS ADMINISTRATOR

National Certificate:

Small Business Financial Management
NQF L4 (SAQA ID 48736)
Total credits: 120

SUBJECTS

- 1 Business Management
- 2 Bookkeeping to Trial Balance
- 3 Business Literacy

Entry requirements :

Grade 11, NQF Level 3 or equivalent.

Duration :

6 Months full time or part time

QA Body:

International Certifications for Business (ICB)

SENIOR BUSINESS ADMINISTRATOR

Higher Certificate:

Office Administration
NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

SUBJECTS

- 4 Office and Legal Practice
- 5 Business Management 2
- 6 Marketing Management and Public Relations
- 7 Financial Statements
- 8 Human Resources Management and Labour Relations

Entry requirements :

National Certificate: Small Business Financial Management, which consists of the previous 3 subjects.

Duration :

18 months full time or part time

QA Body:

International Certifications for Business (ICB)

BUSINESS MANAGER

National Diploma:

Financial Accounting
NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280

SUBJECTS

- 9 Business Management 3
- 10 Financial Management and Control
- 11 Financial Reporting and Regulatory Frameworks
- 12 Research Theory and Practice (By short dissertation, topic: Business Management)

Entry requirements :

Higher Certificate: Office Administration.

Duration :

2 Years full time or part time

QA Body:

International Certifications for Business (ICB)

CAREER OPPORTUNITIES Office Manager, Admin Manager, Bookkeeper, Assistant Financial Manager

CAREER OPPORTUNITIES : Office M

Further Education & Training Certificate in Management & Administration

SETA : Services SETA
SAQA ID : 49129
CREDITS : 140
NQF LEVEL: 4
DURATION : 1 Year Full Time



INTRODUCTION

This qualification provides the learner with the all round knowledge and skills of management and office administration.

Includes a FREE Microsoft Office course

MODULES

Office Administration

- Time Management
- Personal Development
- Administrative Procedures and Records
- Business Systems
- Confidentiality
- Policy Manuals

Business Methods & The Fundamentals of Governance

- HR Functions
- Marketing
- Business Plans
- Starting your own Business
- Legal Contracts
- Problem Solving
- Labour Relations
- Types of Businesses & Ownerships

Business Communication

- Interpersonal skills
- Written Communication
- Teamwork
- Meetings
- Negotiations and Discussions
- Effective Writing for the Workplace
- Job Interview Techniques
- Conflict Resolution
- Handling Complaints
- Confidence Building

Risk Management

- Personnel Risk Management
- General Legislation
- People Regulating Legislation
- Financial Legislation
- Accepted Code of Good Practice
- Risk Management Processes

Basic Business Calculations

- Statistics and Probability
- Surveys
- Tax
- Interest • Profit and Loss etc

The Fundamentals of Accounting

- Records & Process Workplace Transactions
- Produce Accounting Reports

METHOD OF ASSESSMENT

Compilation of a Portfolio of evidence

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

ENTRY REQUIREMENTS

Grade 11 or equivalent with English, Mathematics & First additional Language

CAREER OPPORTUNITIES: Office Administrator, Assistant Admin Manager, Executive P.A.

Manager, Admin Manager, Bookkeeper, Executive Management Assistant

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Further Education and Training Certificate: Project Management

SAQA ID: 50080

NQF Level: 4

QA Body: Services SETA

Min Credits: 136

Duration: 1 Year

Includes a
FREE
TABLET

INTRODUCTION

The programme will give you the theoretical knowledge and practical skills, tools and techniques to manage simple projects and to administer more complex projects. It concentrates on the fundamentals of project management such as planning, communicating, implementing and monitoring different types of projects.

MODULES

- Working in a Project Team
- Time management of a project
- Planning, scoping, scheduling and budgeting of a project
- Control of scope, time, cost, risk and quality of a project
- Gathering, processing and recording of project data
- Conducting project progress meetings
- Business Communication
- Managing a project team

ENTRY REQUIREMENTS

- Grade 11 or equivalent and/or Competence in communication
- Mathematical literacy and computer literacy at NQF Level 3

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

CAREER OPPORTUNITIES

Project Manager, Project Assistant, Project Coordinator/Planner, Project Administrator



Includes a
FREE
Microsoft Office
course

Further Education and Training Certificate: Marketing

SAQA ID : 67464

Min Credits: 139

Duration : 1 Year

Seta : Services Seta

Includes a
FREE
TABLET

INTRODUCTION

The FETC: Marketing at NQF Level 4 is designed for learners who want to enter and work in the exciting field of Marketing. The marketing function is a key business function which affects the success of any organization, both strategically and operationally.

MODULES

- The principles of marketing
- Team work and communication
- Marketing activities and compliance
- Utilisation of Marketing resources
- The legal and ethical requirements in marketing
- Marketing the features, advantages & benefits of products & services
- Promotions & product positioning
- Identifying target markets
- Understanding the needs of internal and external stakeholders
- Ensuring Customer satisfaction

ENTRY REQUIREMENTS

- Grade 11 and/or equivalent
- Math literacy and English at NQF Level 3

LEARNING MATERIALS

Includes all learning materials loaded on your Free Tablet

CAREER OPPORTUNITIES

Executive Marketing Assistant, Marketing & PR Officer, Marketing Communications Officer, Marketing Research Assistant



Includes a
FREE
Microsoft Office
course



Business Management (ICB)

**PART TIME
COURSE
ONLY!**

DURATION : 12 weeks part-time

DAYS : Two evenings a week

TIMES : 18h00 - 20h00

INTRODUCTION

This short course carries credits towards the National Certificate in Small Business Financial Management, SAQA ID 48736

MODULES

- Introduction to Business Management
- What is management?
- Management and the environment
- Financial planning & control
- Costing and pricing
- Managing working capital
- Working with SARS
- Introduction to computers
- Windows operating systems
- Working with internet and email

Entry requirements :

Grade 11, NQF Level 3 or equivalent.

QA Body:

International Certifications
for Business (ICB)

Business & Office Administration (ICB)

**PART TIME
COURSE
ONLY!**

DURATION : 12 weeks part-time

DAYS : Two evenings a week

TIMES : 18h00 - 20h00

INTRODUCTION

This module covers all-round-office knowledge. By learning about the elements that contribute to a smooth-running office, you will be able to help out in just about any department.

This course gives you credits towards the National Certificate in Office Administration, SAQA ID 23618

MODULES

- The role of the receptionist
- Handling mail
- Recording Management systems
- The role & function of the secretary
- Introduction to computing
- Windows operating systems
- Internet and email
- Keyboard skills
- Creating business documents

Entry requirements :

Grade 12 or equivalent.

QA Body:

International Certifications
for Business (ICB)

Financial Accounting Programme

QA Body:

International Certifications for Business (ICB)



INTRODUCTION

This groundbreaking 2 year Financial Accounting programme is designed for learners to earn 4 qualifications which are centered on knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research.

BOOKKEEPER

**8 MONTHS FULL TIME
1 YEAR PART TIME**

National Certificate:
Bookkeeping
NQF Level 3
SAQA ID: 58375
Total credits: 120

SUBJECTS

- 1 Bookkeeping to Trial Balance
- 2 Payroll and Monthly SARS Returns
- 3 Computerised Bookkeeping
- 4 Business Literacy

Entry requirements :

Grade 10 or equivalent.
You must be at least 16 years old.

SENIOR BOOKKEEPER

**1 YEAR FULL TIME
18 MONTHS PART TIME**

Further Education & Training Certificate
Bookkeeping
NQF Level 4
SAQA ID: 58376
Total Cumulative Credits: 130

SUBJECTS

- 5 Financial Statements
- 6 Cost and Management Accounting

Entry requirements :

Successful completion of the previous subjects (1-4).

ACCOUNTING TECHNICIAN

**18 MONTHS FULL TIME
3 YEARS PART TIME**

National Diploma
Technical Financial Accounting
NQF Level 5
SAQA ID: 36213
Total Cumulative Credits: 251

SUBJECTS

- 7 Income Returns Tax
- 8 Business Law and Accounting Control (BLAC)

Entry requirements :

Successful completion of the previous subjects (1-6).

FINANCIAL ACCOUNTANT

**2 YEARS FULL TIME
3 YEARS PART TIME**

National Diploma:
Financial Accounting
NQF Level 6
SAQA ID: 20366
Total cumulative credits: 280

SUBJECTS

- 9 Corporate Strategy
- 10 Management Accounting Control Systems
- 11 Financial Reporting and Regulatory Frameworks
- 12 Research

Entry requirements :

Successful completion of the previous subjects (1-8).



Bookkeeping to Trial Balance (ICB)

DAYS : 2 Evenings a Week
TIMES: 18h00 - 20h00

**PART TIME
COURSE
ONLY!**

INTRODUCTION

Bookkeepers are always in demand. Every business needs one. On completion of this course you will be able to write up books for small to medium sized businesses or even be employed as a bookkeeper in commerce and industry. Alternatively, you may want to write up books for your own business.

This course is accredited by the International Certifications for Business and carries credits towards the National Certificate : Bookkeeping NQF Level 3 - SAQA ID : 58375. You will receive your bookkeeping certificate from ICB.

COURSE OUTLINE

- Introduction to basic business, bookkeeping and accounting
- Value Added Tax and source documents
- Recording cash transactions
- Recording credit and sundry transactions
- Inventory systems
- Individual accounts for debtors and creditors
- Bank reconciliations
- Creditors reconciliations



IMPORTANT NOTES

As you are aware, almost every business has some form of computerization, so it is essential that you as an accountant or bookkeeper, have good knowledge of computerized accounting systems. It is therefore strongly recommended that once you complete this course, you move onto the SAGE Pastel Accounting course. If you register for both the Bookkeeping & Pastel courses simultaneously, you will receive a discount off BOTH courses and on successful completion of your assessments, you will receive your Bookkeeping certificate from ICB as well as a certificate of competence from Pastel Accounting.

Computerized Accounting (CIBM) Bookkeeping & SAGE Pastel

DAYS : Saturday mornings

TIME : 08h00 to 12h30

**PART TIME
COURSE
ONLY!**

INTRODUCTION

Every business needs an accountant or bookkeeper and that is why there is always a demand for them. The course will reach you the principles of bookkeeping and how to write up a set of books to trial balance. This course will also teach you how to keep a computerized set of financial records using one of the most popular package in the SME sector, SAGE PASTEL ACCOUNTING.

The bookkeeping course has been endorsed by the Chartered Institute of Business Management (CIBM), and the Pastel course is authorized by SAGE PASTEL Software. You will receive three certificates, one for Bookkeeping endorsed by the CIBM, the second form SAGE PASTEL SA and the third from Careers Business Institute.

MODULES

BOOKKEEPING:

- Introduction to Bookkeeping
- The Cash Book
- The Petty Cash Book
- General Journals
- Debtors
- Creditors
- General Ledger
- Reconciliations
- Trial Balance
- Salaries and Wages

SAGE PASTEL:

- Working in the Demo Company
- Edit Masterfile's
- Introduction to Processing
- Supplier Processing
- Customer Processing
- Cash Book Processing
- Cash Book Processing
- Monthly Processing

LEARNING MATERIALS

Includes all prescribed materials

MINIMUM REQUIREMENTS

Basic Computer Literacy
Math literacy and English

CAREER OPPORTUNITIES

Accounts Clerk, Bookkeeper,
Accounts Assistant,
Debtors Clerk, Creditors Clerk



Payroll and Monthly SARS Returns (ICB)

DAYS : 2 Evenings a Week

TIMES : 18h00 - 20h00

PART TIME
COURSE
ONLY!

INTRODUCTION

Every business has some form of payroll system and needs to submit returns to SARS on a monthly and annual basis. They require qualified bookkeepers/accountants to prepare these returns. Your skills will therefore always be in demand in the workplace. This is a very practical course where you will learn about VAT, PAYE, UIF, SDL, etc., and how to complete the requisite returns and submit them to SARS.

This course is accredited by the International Certifications for Business and carries credits towards the National Certificate in Bookkeeping, SAQA ID 58375. You will receive your Statements of Results from ICB.

MODULES

- Recording business financial transactions
- Vat calculations and returns
- Basic conditions of employment
- Statutory registrations
- PAYE documents
- Accounting for payroll
- Ethics and the registered tax practitioner

LEARNING MATERIALS

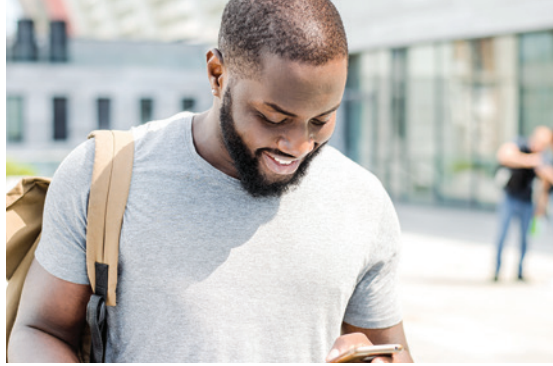
Textbooks from ICB are included in your course fee

CAREER OPPORTUNITIES

Bookkeeper, assistant accountant, payroll administrator, accounts clerk, etc.



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