Career success starts at CTU Career Campus

CTU Training Solutions (Pty) Ltd

Version 5
Programme/Course Categories

**Programme/Course Categories**

**Blended Learning**
Study method consisting of contact sessions, self study and online training.

**Virtual Instructor-led Training**
These courses are delivered online in real-time, enabling you to interact with an established industry expert. Our live online training combines premium skills development technologies and expert instructors, content, and exercises to ensure superior training, regardless of your location.

**Skills Development Programme**
A short learning programme that is credit-bearing to a full qualification.

**Diploma**
Full time programme with a duration of 2-3 years after which the student will receive a national diploma.

**Learnership**
A work-based route to a qualification. It is a workplace education and training programme comprising of structured practical workplace experience and structured theoretical training.

**Full Time Programme**
A one year programme, with classes from Monday to Friday, after which the student will obtain a national qualification and international certification/s (if applicable). Face-to-face/instructor-led training.

**Part Time Course**
Day, evening, or Saturday classes after which a student will receive an international certification after passing the international exam. Instructor-led training. Day Classes: Monday to Friday (08h30 – 16h00) Evening Classes: Monday to Thursday or twice a week (18h00 – 21h00) Saturday Classes: (08h30 – 12h30)

**Index**

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

**IT Faculty**

**FULL TIME PROGRAMMES**
- Certification Path
- Networking & Tech Support
- IT Solutions Expert
- Software Developer
- Web Development
- Diploma: IT Network Design & Administration

**PART TIME COURSES**
- Certified Networking Solutions
- Certified Developer Solutions

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
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<td>32</td>
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<td>33</td>
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<td>35</td>
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**Design Faculty**

**FULL TIME PROGRAMMES**
- Graphic Design
- Computer Aided Draughting & Design
- Project Management & CAD Combo
- Diploma: Visual Communication

**PART TIME COURSES**
- Certified Design Solutions

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
</tr>
<tr>
<td>31</td>
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<tr>
<td>32</td>
</tr>
<tr>
<td>33</td>
</tr>
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<td>35</td>
</tr>
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**Business Faculty**

**FULL TIME PROGRAMMES**
- Project Management
- Generic Management
- Financial Accounting
- Office Administration
- HR Management & Practices

**PART TIME COURSES**
- Certified Business Solutions

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
</tr>
<tr>
<td>40</td>
</tr>
<tr>
<td>41</td>
</tr>
<tr>
<td>42</td>
</tr>
<tr>
<td>43</td>
</tr>
<tr>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
</tr>
<tr>
<td>40</td>
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<tr>
<td>41</td>
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<td>42</td>
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<tr>
<td>43</td>
</tr>
<tr>
<td>45</td>
</tr>
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Learner code of conduct
The Code of Conduct is aimed at providing the parameter within which CTU Training Solutions, learners and sponsors must operate. This will facilitate a transparent approach when CTU Training Solutions has to deal with disciplinary issues. It will define the procedures to be followed when grievances need to be addressed.

- No learner may enter or leave CTU’s premises without signing in and out and using the access system correctly.
- During the course of the year, learners will be expected to attend a selected number of field trips as part of their Academic Curriculum.
- During the course of the year, learners will be expected to attend a selected number of student life events and one inter-campus sports fixture.
- Advance warning will be given where attendance is required and the above mentioned events are compulsory.

CTU’s commitment of support
- CTU will provide information in a variety of locations about our services and how to access them.
- That we will monitor our provision to ensure that services are responsive to student need and delivered in a timely manner.
- That we will evaluate our services using subjective and objective measures as appropriate.
- That reception staff will deal with you courteously and make every effort to direct you to the appropriate service.
- That trained professional staff will deal with your enquiries in an unbiased and confidential manner.
- That we will respect your privacy and confidentiality at every stage of your contact with us.
- That we will provide an effective complaints procedure in all services.
- Provide student support that is sustainable and cost-effective.
- Use technology to enhance administrative and educational experiences.
- Provide accurate, timely and up-to-date information to students.
- Aim to provide services to students with disabilities.
- Instil a culture of delivery of quality student support services to be established through adequate and appropriately qualified staff.
- Ensure that learning design actively engages students in the construction of knowledge relevant to their contexts and career and educational goals.

What CTU expects from students
- That the student takes responsibility for seeking any support needed.
- That you will contact us if you need assistance and make it clear if your need feels urgent. We hope that you will feel able to contact us before your situation becomes unmanageable.
- Recognising that such assistance is optional, that you will help us to monitor our services by giving feedback if we ask for it.
- That students behave responsibly and respect other students, staff and the local community both on and off campus.

Counselling support
CTU understands that certain students deal with various physical or emotional problems and we therefore advise students to professional counselling to guide and support them. Please obtain a counselling support list with contact numbers from your selected campus.

CTU Directors

From left to right: Antoinette Reitz (COO), Etienne Joubert (CFO), Erna Ferreira (Academic Director), Rhynier de Klerk (Corporate Marketing Director), Bonita Brown (Corporate Operations Director), Juanie Newby (Career Marketing Director), Ronald Meeske (CEO).

Academic Management & Staff

Erna Ferreira (Academic Director)

Eliz-Mari Arloo (Registrar)

Campus Managers

Administrators

Academic Principals

Head of Programmes/Departments

HOD Programming (Degree): Adedoja Adeyeoluwa (Masters of Technology)
HOD Design: Steyn Pretorius (MA Information Design)
Facilitator: Damian Forder (BA Graphic Design)
HOD Networking: Nathan Chinyenye (Btech IT)
Facilitator: James Gwanyangwanya (BSC Hon Computer science)
HOD Management: Vacant

HOP Programming: Jaco Badenhorst
HOP Graphic Design: John-Lee Kirsten
HOP Web Development: Adedoja Adeyeoluwa
HOP CAD: Gareth Scheepers
HOP Tech Support & MCSA: Wynand Warren
HOP MCSE: Johan Human
HOP CISCO: Francois Posthumus
HOP Human Resources: Billy de Beer
HOP Project Management: Chuenie Tolo
HOP Finance: Alma Datson
Certifications & Accreditations

The QCTO is one of the three Quality Councils provided for in the National Qualifications Framework Act (NQF Act No 67 of 2008). The QCTO was established under the Skills Development Act as amended in 2008 and became operational on the 1st April 2010 following the publication of Government Gazette No 33059, 1st April 2010.

All of the CTU branches have full accreditation with the MICT SETA. The MICT SETA is a training accreditation body committed to skills development in the ICT (Information and Communications Technology) sector. ACC/2006/07/186.

The Construction Education and Training Authority (CETA)’s primary objective is to influence the course of training and skills development in construction by ensuring that all training reflects the needs and requirements of the sector. Accreditation number: SPS994.

The Services Sector Education and Training Authority (SSETA) is responsible for skills development in the services sector. Approval number: 3805.

merSETA’s (Manufacturing, Engineering and Related Services SETA) mission is to increase access to high-quality and relevant skills development and training opportunities in order to reduce inequalities and unemployment and to promote employability and participation in the economy. (17-QA/ACC/0740/12)

Fasset is the Finance and Accounting Services Sector Education and Training Authority. ICB is accredited by FASSET and CTU is accredited by ICB (Provider accreditation number: 300818).

The Assessment College is an ETDP SETA accredited education and training provider, accreditation number ETDP9963.

CTU Training Solutions (PTY) Ltd (Pretoria campus) is provisionally registered as a private higher education institution in terms of section 53(1)(b) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 16(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2002 to offer its approved programmes at selected registered sites of delivery. CTU Training Solutions (PTY) Ltd is provisionally registered to offer the following programmes:

- Diploma in Information Technology in Network Design and Administration (HEQSF Aligned 360 credits: Contact Mode)
- Diploma in Visual Communication (HEQSF Aligned 360 credits: Contact Mode)

which are approved by the Registrar in terms of section 53(1)(b) of the Act and Regulation 22(c) until 31 December 2017. (Nº 2014/HEQSF/004).

VUE has the approval of the Sylvan corporation to deliver International Computer Based Certification Testing on behalf of Sylvan clients. CTU Training Solutions is an authorised VUE Testing Centre.

CTU is a Platinum Provider. Prometric is the recognised global leader in technology enabled testing and assessment services.

Certport is the recognised global leader in technology enabled testing and assessment services.

Kryterion is a full service provider of customizable assessment and certification products and services. They work with organizations to build and deliver everything from skills tests and simple online assessments to a comprehensive high-stakes worldwide certification program.

Microsoft Certifications and the learning resources that you’ll use to prepare for exams are dynamic, and built around the common (and not so common) challenges that you encounter daily. The exams are tested with working IT professionals to ensure that they are relevant, accurate, and reflect the skills and capabilities you need to be more productive on the job.

Cisco Systems is the world’s leading networking hardware manufacturer and they are responsible for many of the networking technologies we see today and currently their hardware is run in 70% of the world’s networks.

As a CIW Academic Partner, CTU Training Solutions is able to provide outstanding Internet technology and job-readiness training and certification for all our students.

CompTIA is the voice of the world’s Information Technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, they focus their programs on four main areas: education, certification, advocacy and philanthropy.

The South African Institute of Draughting (SAID) is an independent, professional body established in 1953. The institute’s objective is to improve the academic and technical qualifications of draughtspersons in all disciplines of technical drawing and design.

Autodesk certifications are a reliable validation of your skills and knowledge and can lead to accelerated professional development, improved productivity and enhanced credibility in your field.

Pastel is a leading global developer of accounting, payroll and related software, offering a comprehensive range of solutions for all types of small and medium sized businesses.

The purpose of the CSCU training program is to provide students with the necessary knowledge and skills to protect their information assets.

In today’s business environment, employers need IT expertise that includes business acumen and the right IT skill set to architect end-to-end solutions.

Red Hat® is the world’s leading provider of open source solutions, using a community-powered approach to provide reliable and high-performing cloud, virtualization, storage, Linux® & middleware technologies.

Certified Business Professional: CBP™ will elevate the basic business standard among business professionals ensuring that every person in a company is operating at the same level, regardless of their job role.

Adobe certification is an industry standard of excellence and it is the absolute best way to communicate your proficiency in leading products from Adobe.

SA Board for People Practices is the HR professional and statutary quality assurance body for HR learning provision.

ICB’s role is to improve and maintain the quality, credibility and reputation of bookkeeping, accounting, office administration and financial management training and qualifications in SA. Provider reference number: 300818.

CTU Training Solutions (Pty) Ltd has partnered with various accredited providers and world leaders in transforming IT services. ITIL® is a registered trademark of AXELOS Limited. PRINCE2® is a registered trademark of AXELOS Limited. The Swirl logo® is a trademark of AXELOS Limited.
CTU Career Campus, a division of CTU Training Solutions (Pty) Ltd (Co. Reg No: 2005/038944/07), opened its doors in 1987 and has been developing skilled professionals ever since.

Here you have the choice to study accredited IT, design and business programmes full time (1 to 3 year qualifications) or part time (short courses and skills development programmes). Our national qualifications and international vendor-related certifications pave the road to success for our graduates.

With a national footprint of 14 campuses, you are spoilt for choice on where to study and getting involved in the CTU experience through our student life.

Career opportunities for certified candidates from entry level right through to professional level are increasing rapidly. We have a passion to develop professionals and work together with the industry in creating up-to-date and relevant programmes, in order to equip our graduates with the right skills to successfully enter the South African job market.

In line with industry requirements, CTU Training Solutions (PTY) Ltd is fully accredited by the MICT SETA (ACC/2006/07/186) through the Quality Council for Trades and Occupations (QCTO). The MICT SETA is a training accreditation body committed to skills development in the ICT sector. We are also registered with Services SETA (2008/128002/23), merSETA (17-QA/ACC/0740/12) and CETA (SP5994). Our other accreditations and certifications include CISCO, CiW, CompTIA, Adobe, SAID, Autodesk, Pearson Vue, Sage Pastel, Prometric, SABPP and ICB.

CTU Training Solutions (PTY) Ltd (Pretoria campus) is also provisionally registered as a private higher education institution in terms of section 53(3) of the Higher Education Act, 1997 (Act Nº 101 of 1997), and Regulation 16(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2002. (Nº 2014/HE07/004). (refer to page 5)

CTU’s own recruitment division, CTU Recruits, assists our students with workplace experience during the academic year as well as job placements after their studies. CTU Recruits forms an integral part of the CTU HRD solution offering and work towards a vision of lifelong learning with an absolute passion for the development of skilled professionals. Through CTU Recruits and our corporate division it is our mission to bring graduates and companies together.

Our Mission:
To provide excellent skills training and development solutions through facilitator-led training in order to qualify learners on a national and international level for the South African job market.
The significance of certification

According to Scott Skinger, CEO & Founder of TrainSignal, a lot of hiring managers said IT certifications, hands-on experience and education are the main three factors that catch their eyes.

The question then arises as to why certify when you can get a ‘higher rated’ diploma or degree? The answer is quite straightforward.

Certifications are a clear indication of how up-to-date a person’s skills are. Most certifications are reviewed and updated regularly to keep up with the technology and business trends in the workplace environment.

According to Subhash Tantry, president of certification, testing & assessment platform provider Mettl, “certification programs today are evolving to become more performance-oriented. This gives them much more credibility in the eyes of an employer and performance-based testing is much more valuable as an assessment tool.”

If you study towards a diploma or degree which take two to three years, the knowledge you have obtained in your first year will likely be outdated.

Sure the basic & foundational information taught will still be applicable, but the knowledge of the latest and more advanced technologies & programmes won’t be there. Nothing stops you to certify during your studies or after you have obtained a diploma or degree.

“In an industry that is constantly advancing, the most valuable employee is one who shows a willingness to continue growing and adapting to a quickly-evolving workplace,” Skinger said.

To be considered for an IT position at any company, you will need to have the right combination of education, experience and certification/s.

Businesses want certifications because it definitively shows that the talent they hire can perform at a certain level. It is a means to stand out in your field with a set of qualifications that demonstrate your commitment to staying current with the very latest technological advances.

Also, a company will likely choose a certified professional rather than a professional without the right certifications.

Certifications are not only important in the IT industry, but in most other industries as well. Designers need to keep up to date with the latest programme versions, everyone (or mostly everyone) in the office needs to know how the office programmes work and the list goes on and on.

To certify, or not to certify? It is up to you to decide what you want out of your work life.

Just remember, if you want to differentiate yourself from the rest of the crowd as being skilled on the newest technologies and want to increase your employability – certification is the way to go.

Sources: Number of college grads with IT degrees down (techrepublic.com), IT Certifications vs. Experience vs. Degree (community.spiceworks.com) & IT Certifications: Discover Where the Value Lies (cio.com).
Bring Your Own Device

Walk around any city or town and what do you see? You see young people text messaging; commuters jamming to their iPods; friends snapping photos on their camera phones. Look a bit further and you see doctors’ decisions aided by patient information called up on hand-held devices; teachers using wireless technology as tools; parents printing photos on cordless printers before leaving their children’s football games. Look further still and you see executives going digital and cutting billions of dollars out of supply chains. And if you go to Africa or India, you may even see wireless devices providing opportunity in communities that don’t even have electricity.

We are entering an era where everything is going digital. It’s going to be the main event of our lives for decades to come.

Please take note that a device (laptop or tablet) and 3G is compulsory for all studies at CTU to access books on our online platform. This device will aid you in your learning, as you will now have the digital training manuals (e-books) on your own device and can comfortably study or work on projects at home. Laptops that adhere to the minimum PC requirements will be loaded with the selected software provided to CTU students and can be used during the academic year at CTU.

The benefit of making use of your own device is that your projects can go home with you and you can fit in extra study time and practical time.

A Windows device is needed for all Microsoft programmes

All other programmes can make use of Android devices

Data is required. 1GB data recommended (minimum 500mb).

BYOD

Accreditation
A process of validation.

Assessment
The process of documenting knowledge & skills.

Facilitator-led/face-to-face learning
Studies done in a classroom environment.

Formative Assessment
Refers to assessment that takes place during the process of learning and teaching.

HET
Higher Education & Training.

Internship
Practical training while still studying towards an academic qualification.

Learnership
A work-based route to a qualification. It is a workplace education and training programme comprising of structured practical workplace experience and structured theoretical training.

Learning areas
Subjects/modules.

NQF
The National Qualifications Framework. The objectives of the NQF are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large. (http://www.nqf.org.za/)

PoE
Portfolio of Evidence. A PoE is the combined & total proof of applied competence a candidate presents to demonstrate competence.

QAP
Quality Assurance Partner.

Qualification
What you get after the completion of your studies.

Private TVET College
Private TVET (Technical Vocational Education and Training) colleges are operated under the prescriptions of Chapter 6 of the Continuing Education and Training Act 16 of 2006. The main purpose of these colleges is to train young school leavers, providing them with the skills, knowledge and attitudes necessary for employment in the labour market.

Reassessment
Rewrite exam.

RPL
Recognition of Prior Learning. Credit for studies which have already been acquired. Read more in “Recognition of Prior Learning” section of prospectus.

SAQA
South African Qualifications Authority.

SDP
Skills Development Programme.

SETA
Sector Education and Training Authority.

Summative assessment
The final exam for a certain subject.
Important Dates

OPEN DAY: 18 April 2015
REGISTRATION DAY: 30 May 2015

Full Time
• Open Day: 18 April
• Registration Day: 30 May
• Registration & Consultation Week: 29 June - 4 July
• Grade 11 Open Day: 17 October
• Registrations close: 30 November
• Late registrations open: 1 December
• Classes commence February 2016

Part Time
Part time focus events:
• 12 March
• 20 May
• 22 July
• 21 October

Like our Facebook page to receive all the latest event updates

CTU Career Chatz

Enquire about these and any other events at your nearest campus.
Networking Certification Path

Foundation Programme

With English

National Senior Certificate (Grade 12)

IT Technical Support

Network Professional: CISCO

IT Solutions Expert: MCSA

With Maths

Diploma: IT Network Design & Administration

With English

Web Development I

Software Developer: MCSD

Business Intelligence Developer: MCSE

Development Certification Path

Foundation Programme

With English

National Senior Certificate (Grade 12)

Web Development II

Software Developer: MCSD

Business Intelligence Developer: MCSE

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**IT SOLUTIONS EXPERT**

**IT Solutions Expert: MCSA**

This programme provides a learner with all the skills needed to design, build, and troubleshoot a client and server network. During this specific programme, learners will acquire skills in the management and maintenance of computer and network systems. They will work with high-end services such as Microsoft SQL Server for powerful database solutions. Microsoft Exchange Server for a global enterprise messaging system as well as Microsoft SharePoint 2013 which serves as an online document repository and collaboration tool.

**SUBJECTS**

- Business Communication Fundamentals
- Computer Literacy Fundamentals
- Computer Architecture Fundamentals
- CompTIA A+ 
- Networking Fundamentals
- CompTIA Network+
- Database Management Systems
- Electronic Messaging Systems
- Document Management and Collaboration Systems

**NATIONAL QUALIFICATIONS**

QCTO National Certificate: IT Systems Support (SAQA ID 48577, NQF Level 6, 120 Credits)

**INTERNATIONAL CERTIFICATIONS**

MTA 98-366 Security Fundamentals

- 70 - 413 Designing & Implementing a Server 2012 Infrastructure
- 70 – 414 Implementing an Advanced Server Infrastructure

**SQL Server 2012 Exams**

70 – 462 Administering Microsoft SQL Server 2012
70 – 411 Administering Windows Server 2012
70 – 412 Configuring Advanced Windows Server 2012 Services

**ENTRANCE REQUIREMENTS**

- National Senior Certificate (Grade 12), including an achievement rating of at least 5 (60-69%) in Mathematics and 4 (50-59%) English first additional language
- Application form & assessment at the campus

**JOB OPPORTUNITIES**

Enterprise Administrator, Systems Administrator, Network Administrator, Help Desk Specialist (Suggested only)

**Full Time Duration: 1 year**

**SOFTWARE DEVELOPER**

**Software Developer: MCSD**

**SUBJECTS**

- Business Communication Fundamentals
- Computer Literacy
- Windows 8
- Introduction to gaming development
- Windows 8.1
- Understanding the Windows 8.1 ecosystem
- Project Management with Visual Studio 2013
- Experience with Visual Studio 2013 C# Programming
- Developing apps using C#
- HTML5, JavaScript and CSS3
- ASP.NET with MVC
- Windows Azure
- Intro to SQL Server 2014

**NATIONAL QUALIFICATIONS**

QCTO National Certificate: IT Systems Development (SAQA ID 48577, NQF 5, 131 Credits)

**INTERNATIONAL CERTIFICATIONS**

MTA 98-366 Security Fundamentals

- 70-483 Developing Windows Azure and Web Services
- 70-486 Developing ASP.NET 4.5 MVC web applications
- 70-480 Programming in HTML5 with JavaScript and CSS3
- 70-485 Advanced Metro Style App Development using C#
- 70-484 Essentials of developing windows metro style apps using C#
- 70-483 Programming in C#
- 70-487 Developing Windows Azure and Web Services

**ENTRANCE REQUIREMENTS**

- National Senior Certificate (Grade 12), including an achievement rating of at least 5 (60-69%) in Mathematics and 4 (50-59%) English first additional language
- Application form & assessment at the campus

**JOB OPPORTUNITIES**

Analyst Programmer, Software Tester, IT Consultant, Net Web Developer, Software Analyst, IT Manager (Suggested only)

**Full Time Duration: 1 year (2nd year specialisation)**

**BUSINESS INTELLIGENCE DEVELOPER**

**Business Intelligence Developer: MCSE**

**SUBJECTS**

- Business Communication Fundamentals
- Computer Literacy
- Windows 8
- Introduction to gaming development
- Windows 8.1
- Understanding the Windows 8.1 ecosystem
- Project Management with Visual Studio 2013
- Experience with Visual Studio 2013 C# Programming
- Developing apps using C#
- HTML5, JavaScript and CSS3
- ASP.NET with MVC
- Windows Azure
- Intro to SQL Server 2014

**NATIONAL QUALIFICATIONS**

QCTO National Certificate: Advanced Certificate IT Database Development (SAQA ID 71850, NQF 6, 120 Credits)

**INTERNATIONAL CERTIFICATIONS**

MTA 98-366 Security Fundamentals

- 70-461 Developing Microsoft SQL Server 2012
- 70 – 415 Installing and Configuring Windows Server 2012
- 70 – 411 Administering Windows Server 2012
- 70 – 412 Configuring Advanced Windows Server 2012 Services

**ENTRANCE REQUIREMENTS**

- National Senior Certificate (Grade 12), including an achievement rating of at least 5 (60-69%) in Mathematics and 4 (50-59%) English first additional language
- Application form & assessment at the campus

**JOB OPPORTUNITIES**

Software Developer, Business Intelligence Developer, Database Developer, Software Analyst, IT Manager (Suggested only)

**Full Time Duration: 1 year (2nd year specialisation)**

**TERMS & CONDITIONS**: The content of this prospectus is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. The CTU Career Campus, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fees. Minimum student (capacity) group sizes will fill into the Virtual Instructor-Led programme commencing in the month of February each year.
**Web Development I**

Web development is a broad term for the work involved in developing a website. Among web professionals, "web development" usually refers to the main non-code aspects of building websites: writing mark-up & coding. Web development can range from the simplest static single page of plain text to the most complex web-based internet applications, electronic businesses, or social network services.

**SUBJECTS**
- Business Communication Fundamentals
- Fundamentals of Project Management
- Mathematical Literacy
- Computer Literacy
- Windows 7
- Layout & Design Theory
- Photoshop, Flash, Dreamweaver
- HTML5
- CSS3
- Java Script
- Virtual Instructor-Led programme

**INTERNATIONAL CERTIFICATIONS**
- QCTO FET Certificate: Systems Development (SAQA ID: 79695, NOF Level 4, 136 Credits)

**ENTRANCE REQUIREMENTS**
- National Senior Certificate (Grade 12)
- Application form & assessment at the campus

**JOB OPPORTUNITIES**
- Systems Engineer, Support Engineer. (Suggestions only)

**TRAINING METHODOLOGIES**
- Full Time Duration: 1 year

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**Web Development II**

A web designer/developer is responsible for the design, layout and coding of a website. They are involved with the technical and graphical aspects of a website - how the site works and how it looks. They can also be involved with the maintenance and update of an existing site. Web Designers/developers are employed across all industry sectors, from finance and retail to public organisations. They may be employed directly by IT consultancies, software houses, web design agencies or work in an organisation’s IT department.

**SUBJECTS**
- CIW E-Commerce
- CIW Site Design
- ASP.NET
- JavaScript Advanced
- HTML5
- CSS3
- jQuery
- Flash, Dreamweaver II
- HTML 5/DHTML II
- JavaScript Advanced
- Visual Marketing/Emailmarketing

**INTERNATIONAL CERTIFICATIONS**
- QCTO FET Certificate: Systems Development (SAQA ID: 79695, NOF Level 5, 131 Credits)

**ENTRANCE REQUIREMENTS**
- National Senior Certificate (Grade 12)
- Application form & assessment at the campus

**JOB OPPORTUNITIES**
- Full Time Duration: 1 year (2nd year specialisation)

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**Diploma: IT Network Design & Administration**

The diploma will provide a qualifying learner with the relevant skills and knowledge required in order to not only implement networking solutions, but to analyse configurations, recommend solutions as well as identify shortcomings in his/her own configurations. This will allow learners to work in enterprise level networks, or consult companies as to the requirements for their networks.

**SUBJECTS**
- Computer Systems I
- Networks I
- Databases I
- Principles of Project Management I
- Communication in the ICT environment I

**INTERNATIONAL CERTIFICATIONS**
- Diploma of ICT Systems Engineering (SAQA ID: 91927, NOF 6, 370 Credits)

**ENTRANCE REQUIREMENTS**
- National Senior Certificate (NSC) or equivalent, including an achievement rating of at least 4 (50-59%) in Mathematics & English home language or L1 or L2
- Application form & assessment at the campus

**JOB OPPORTUNITIES**
- Systems Engineer, Support Engineer. (Suggestions only)

This programme will only be presented at the Pretoria campus in 2016

**TRAINING METHODOLOGIES**
- Full Time Duration: 1 year (2nd year specialisation)

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Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.

**Microsoft Networking**

**MCAS Windows 8.1**

**CORE SUBJECTS**
- CompTIA A+
- CompTIA Network+

**COMPULSORY SUBJECTS**
- Installing and Configuring Windows 8.1
- Supporting Windows 8.1

**MCAS Windows Server 2012**

**CORE SUBJECTS**
- CompTIA A+
- CompTIA Network+
- MCAS Windows 8

**COMPULSORY SUBJECTS**
- Installing and Configuring Windows Server 2012
- Administering Windows Server
- Configuring Advanced Windows Server 2012 Services

**MCSE Server Infrastructure**

**REQUIREMENTS**
- MCAS Windows Server 2012

**COMPULSORY SUBJECTS**
- Designing and Implementing a Server Infrastructure
- Implementing an Advanced Server Infrastructure

**Office 365 Server Application Tracks**

**REQUIREMENTS**
- MCAS Windows Server 2012 OR
- MCAS Office 365

**SHAREPOINT**

**EXAM CODE**
- Core Solutions of Microsoft SharePoint Server 2013: 70-331
- Advanced Solutions of Microsoft SharePoint Server 2013: 70-332

**LYNC (COMMUNICATION)**

**EXAM CODE**
- Core Solutions of Microsoft Lync Server 2013: 70-336
- Enterprise Voice and Online Services with Microsoft Lync Server: 70-337

**EXCHANGE (MESSAGING)**

**EXAM CODE**
- Core Solutions of Microsoft Exchange Server 2013: 70-431
- Advanced Solutions Microsoft Exchange Server 2013: 70-432

**Cisco Networking**

**Cisco Certified Entry Networking Technician (CCENT)**

**CORE SUBJECTS**
- CompTIA A+
- CompTIA Network+

**COMPULSORY SUBJECTS**
- ICND1 V2.0: Interconnecting Cisco Networking Device
- ICND2 V2.0: Interconnecting Cisco Networking Devices
- CCNA Bootcamp

**Cisco Certified Network Associate (CCNA) Routing and Switching**

**CORE SUBJECTS**
- CompTIA A+
- CompTIA Network+

**COMPULSORY SUBJECTS**
- ICND1 V2.0: Interconnecting Cisco Networking Device
- ICND2 V2.0: Interconnecting Cisco Networking Devices
- OR CCNA Bootcamp

**Cisco Certified Network Professional (CCNP) Routing and Switching**

**CORE SUBJECTS**
- CompTIA A+
- CompTIA Network+

**COMPULSORY SUBJECTS**
- ROUTE V2.0: Implementing Cisco IP Routing
- CCNP Switching
- SWITCH V2.0: Implementing Cisco IP Switched Networks

**Red Hat Networking**

**Red Hat Certified Systems Administrator (RHCSA)**

**CORE SUBJECTS**
- CompTIA A+
- CompTIA Network+

**COMPULSORY SUBJECTS**
- RH254: Red Hat System Administration III with RHCE Exam OR
- RH100: RHCE Rapid Track Course with RHCSA and RHCE Exam

**Red Hat Certified Engineer (RHCE)**

**REQUIREMENTS**
- RHCSA: Red Hat Certified Systems Administrator

**COMPULSORY SUBJECTS**
- RH255: Red Hat System Administration III with RHCE Exam OR

**Red Hat Enterprise OpenStack Administration**

**REQUIREMENTS**
- RHCSA: Red Hat Certified Systems Administrator OR equivalent knowledge/experience

**COMPULSORY SUBJECTS**
- RH135: Red Hat System Administration II
- RH255: Red Hat System Administration III
- OR CCNA Bootcamp

**Certified Networking Solutions**

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Red Hat Networking

Red Hat Certificate of Expertise

REQUIREMENTS
- RHCSA: Red Hat Certified Systems Administration

COMPULSORY SUBJECTS
- RH139: Red Hat Virtualization Administration with Exam

Red Hat Training and Certification | TOP 5 REASONS

1. Open source is the future: Your IT will increasingly depend on open source solutions. Red Hat training ensures that IT staff will always be up to speed.

2. Proven excellence: Red Hat has over ten years’ experience in developing industry-leading training. Over 500,000 Red Hat trained professionals prove its value every day.

3. Varied, flexible and practical courses: There are over 30 Red Hat and IIBOOS courses available in classroom and on-site settings, all taught by experts and focused on hands-on learning with performance-based assessment.

4. Industry-leading certifications: Performance-based exams are passed by performing rigorous real-world tasks in production environments.

5. Identify cost savings: Migrating to Red Hat saves many organisations a lot of money. Red Hat training enables you or your IT staff to maximise potential savings by being better able to optimise systems and enhance performance.

TRAINING METHODOLOGIES
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

Microsoft Developer

MCSD Windows Store Apps Using HTML5

CORE SUBJECTS
- MTA Software Development Fundamentals

COMPULSORY SUBJECTS
- Exam Code: 70-480, 70-481

MCSD Windows Store Apps Using C#

CORE SUBJECTS
- MTA Software Development Fundamentals

COMPULSORY SUBJECTS
- Exam Code: 70-483

MCSD Web Applications

CORE SUBJECTS
- MTA Software Development Fundamentals

COMPULSORY SUBJECTS
- Exam Code: 70-484

Microsoft Azure Certifications

REQUIREMENTS
- MTA Software Development Fundamentals

COMPULSORY SUBJECTS
- Exam Code: 70-532

Microsoft SQL Server Certifications

REQUIREMENTS
- MTA Database Fundamentals

MCSD SQL SERVER 2012

CORE SUBJECTS
- Exam Code: 70-461, 70-462

MCSE DATA PLATFORM

- Developing Microsoft SQL Server Databases
- Designing Solutions for SQL Server

MCSE BUSINESS INTELLIGENCE

- Implementing Data Models and Reports with Microsoft SQL Server
- Designing Business Intelligence Solutions with Microsoft SQL Server

Microsoft Developer

MCSD Application Lifecycle Management

CORE SUBJECTS
- MTA Software Development Fundamentals

COMPULSORY SUBJECTS
- Exam Code: 70-496

MCSD SharePoint Applications

CORE SUBJECTS
- MTA Software Development Fundamentals

COMPULSORY SUBJECTS
- Exam Code: 70-497, 70-498

Microsoft SQL Server Databases

REQUIREMENTS
- MTA Database Fundamentals

MCSE SQL SERVER 2012

CORE SUBJECTS
- Exam Code: 70-461, 70-462

MCSE DATA PLATFORM

- Developing Microsoft SQL Server Databases
- Designing Solutions for SQL Server

MCSE BUSINESS INTELLIGENCE

- Implementing Data Models and Reports with Microsoft SQL Server
- Designing Business Intelligence Solutions with Microsoft SQL Server

Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.
**Graphic Design**

**Presented at all campuses.**

Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.

**Subjects**

- Business Communication Fundamentals
- Mathematical Literacy
- Computer Literacy
- Windows 8
- Layout & Design Theory
- Drawing Techniques & Practices
- Printing I
- Digital Photography
- Adobe CC (Photoshop, Flash, Illustrator, InDesign)
- CorelDraw
- Introduction to HTML5 & CSS3
- Introduction to Adobe CC MUSE
- Introduction to Autodesk 3DS Max
- Portfolio

**National Qualifications**

QCTO FET Certificate: Design Foundation
(SAQA ID: 49127, NQF Level 4, 141 Credits)

**International Certifications**

ACA (Adobe Certified Associate) Photoshop CC
ACA (Adobe Certified Associate) InDesign CC

*On completion of international exams:
Design Specialist obtainable on completion of all 3 ACA exams

**Entrance Requirements**

- National Senior Certificate (Grade 12)
- Application form & assessment at the campus

**Job Opportunities**

Graphic Designer, Brand Designer, Production Artist. (Suggestions only)

**Full Time Duration:** 1 year

**Training Methodologies**

- Field Based
- Computer Based
- Practical

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**TRAINING METHODOLOGIES**

**CAD I**

As the world moves forward into a globally competitive market, trends, designs and developments are changing daily. Architects, engineers, designers, manufacturers & shop fitters are now using AutoCAD, Revit and Inventor. Making Computer Aided Drawing (CAD) operators a much needed commodity. A CAD operator visualises a given sketch of an idea into a Computer Aided Drawing (CAD) 2-dimensional drawing through to 3-dimensional Computer Aided Drawing (CAD) model.

**SUBJECTS**

- Fundamental Online Learning
- Literary Communication
- Draughting Applied Maths
- Digital Literacy
- Freihand Drawing & Measuring
- Drawing Office Practice
- Basic CAD 2D & 3D
- Mechanical Engineering Draughting
- Inventions
- Occupational Safety & Surveying
- Architectural Draughting
- Revit Architecture

**INTERNATIONAL CERTIFICATIONS**

- Autodesk User AutoCAD
- Autodesk User Revit Architecture
- Autodesk User Inventor

On completion of international exams:

- Autodesk Certified User AutoCAD
- Autodesk Certified User Revit
- Autodesk Certified User Inventor

**ENTRANCE REQUIREMENTS**

- National Senior Certificate (Grade 12)
- Mathematics & Engineering Graphics & Design (Technical Drawing)
- Application form & assessment at the campus

**JOB OPPORTUNITIES**

- Apprentice Draughtman, 3D Designer (Suggestions only)

**TRAINING METHODOLOGIES**

- Full Time; Duration: 1 year

---

**CAD II (Specialisation)**

A structure doesn’t create itself… it takes a design. Draughters prepare technical drawings and plans used by production and construction workers to build everything from manufactured products such as industrial machinery, to structures such as office buildings or gas pipelines. Their drawings provide visual guidelines showing the technical details of the products and structures specifying dimensions, materials to be used, procedures and processes.

**SUBJECTS**

- Project Management
- Advanced AutoCAD
- Building Information Modelling
- Advanced Architecture
- Structural Steel & Reinforced Concrete
- Piping & HVAC
- Electrical
- Advanced Inventor
- 3D Printing
- Introduction to Civil Drafting

**NATIONAL QUALIFICATIONS**

QCTO FET Certificate: Computer Aided Drawing Office Practice (CAD) (SAQA ID 66077, NQF 4, 131 Credits)

**INTERNATIONAL CERTIFICATIONS**

- Autodesk AutoCAD Professional
- Autodesk Revit Architecture Professional
- Autodesk Inventor Professional

*On completion of international exams:

- Autodesk Professional AutoCAD
- Autodesk Professional Revit
- Autodesk Professional Inventor

**ENTRANCE REQUIREMENTS**

- QCTO FET Certificate: Computer Aided Drawing Office Practice (CAD) (SAQA ID 66077, NQF 4, 131 Credits) - Autodesk Certified User

**JOB OPPORTUNITIES**

- Technical Illustrator, CAD Operator (Suggestions only)

**TRAINING METHODOLOGIES**

- Full Time; Duration: 1 year (2nd year specialisation)

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**PROJECT MANAGEMENT I**

Project management consists of the planning, organisation, motivation as well as the control and evaluation of resources needed to achieve specific goals and objectives. The primary purpose of this qualification is to provide learners with a foundation of basic project management knowledge and skills which can be used to build further project management related competencies. This qualification will give learners the knowledge & skill to put strategies together and the ability to implement the techniques and processes to manage projects.

**SUBJECTS**

- Practical English & Mathematical Literacy
- Certified Secure Computer User (CSCU)
- What is Management?
- Project Management Fundamentals
- Microsoft Office 2013
- Project Initiation & Stakeholder Management
- Project Scope & Time Management
- Project Cost & Quality Management
- MS Project 2013
- Human Resources & Communication Management
- Project Risk & Procurement Management
- Project Execution & Close-out

**INTERNATIONAL CERTIFICATIONS**

- Certified Secure Computer User (CSCU)

**ENTRANCE REQUIREMENTS**

- QCTO FET Certificate: Project Management (SAQA ID 50080, NQF level 4, 136 Credits)

**NATIONAL QUALIFICATIONS**

74-343 MS Project 2013
77-432 MS PowerPoint 2013

**JOB OPPORTUNITIES**

- Technical Illustrator, CAD Operator (Suggestions only)

**TRAINING METHODOLOGIES**

- Duration: 1 year

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**CAD II**

A structure doesn’t create itself… it takes a design. Draughters prepare technical drawings and plans used by production and construction workers to build everything from manufactured products such as industrial machinery, to structures such as office buildings or gas pipelines. Their drawings provide visual guidelines showing the technical details of the products and structures specifying dimensions, materials to be used, procedures and processes.

**SUBJECTS**

- Mechanical Drawing
- Concrete Reinforcing & Structural Steel Drawing
- Piping Drawing

**ENTRANCE REQUIREMENTS**

- QCTO FET Certificate: Computer Aided Drawing Office Practice (CAD) (SAQA ID 66077, NQF 4, 131 Credits) - Autodesk Certified User

**JOB OPPORTUNITIES**

- Project Manager, Technical Illustrator, CAD Operator (Suggestions only)

**TRAINING METHODOLOGIES**

- Duration: 1 year

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**COMPUTER AIDED DRAUGHTING & DESIGN**

**2016 intake only**

SAID registration & annual membership fee: R500
www.said.co.za

Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.

**PROJECT MANAGEMENT & CAD COMBO**

**2016 intake only**

Presented at all campuses.

Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.
DIPLOMA: VISUAL COMMUNICATION

2016 intake only

Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.

The purpose of this diploma is to equip the students with the necessary skills, knowledge and technological training in order for them to be able to be proficient as designers in their field. You will learn how to communicate the ideas you want certain products to convey through creativity and art by implementing your knowledge of art history, marketing, graphic design, multimedia and so much more.

SUBJECTS

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Practice 1</td>
<td>Design Practice 2</td>
<td>Design Practice 3</td>
</tr>
<tr>
<td>Design Programs 1</td>
<td>Design Programs 2</td>
<td>Design Programs 3</td>
</tr>
<tr>
<td>Principles of Drawing</td>
<td>Art History 2</td>
<td>Art History 3</td>
</tr>
<tr>
<td>Art History 1</td>
<td>Principles of Marketing 2</td>
<td></td>
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<tr>
<td>English</td>
<td>Principles of Photography</td>
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<tr>
<td>Principles of Marketing</td>
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</tbody>
</table>

NATIONAL QUALIFICATIONS

Diploma in Visual Communication (SAQA ID: 94158, NQF 6, 360 Credits)

INTERNATIONAL CERTIFICATIONS

Year 1
- ACA Illustrator
- ACA Photoshop

Year 2
- ACA Dreamweaver
- ACA Flash

Year 3
- ACA InDesign
- ACA Premier Pro

*On successful completion of the international exams
Adobe Design Specialist
Adobe Web Specialist

ENTRANCE REQUIREMENTS

- National Senior Certificate (NSC) or equivalent, with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi, coupled with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects.
- Art portfolio recommended
- Completed interview form
- Application form & assessment at the campus

JOB OPPORTUNITIES

Art Director, Graphic Designer, Layout Designer, Illustrator, Web Designer.

(Suggestions only)

This programme will only be presented at the Pretoria campus in 2016

Duration: 3 years

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**Graphic Designer**

**Introduction to Graphic Design**

**CORE SUBJECTS**
- Minimum Grade 10 Certificate

**COMPELLARY SUBJECTS**
- Design Fundamentals
- Adobe After Effects
- Adobe Flash
- Adobe Illustrator
- Adobe Photoshop

**Adobe Design Master (ACE)**

**CORE SUBJECTS**
- Computer Literacy and Windows

**COMPELLARY SUBJECTS**
- Design Fundamentals
- Adobe Acrobat Professional
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop

**Adobe Web Master (ACE)**

**CORE SUBJECTS**
- Computer Literacy and Windows

**COMPELLARY SUBJECTS**
- Design Fundamentals
- Adobe Acrobat Professional
- Adobe Dreamweaver
- Adobe Flash
- Adobe Flash Player
- Adobe Photoshop

**Autodesk AutoCAD: Certified User and 2015 Certified Professional**

**CORE SUBJECTS**
- Computer Literacy and Windows

**COMPELLARY SUBJECTS**
- Applying Basic Drawing Skills
- Use Drafting Aids
- Dimensioning
- Create and Edit Test
- Design and Annotative Objects
- Printing and Plotting

**Autodesk AutoCAD Civil 3D: 2015 Certified Professional**

**CORE SUBJECTS**
- Computer Literacy and Windows

**COMPELLARY SUBJECTS**
- User Interface and Navigation
- 3D Modelling
- Assembly Modelling
- Rendering
- Rendering Interoperability / Pipeline Integration
- UI / Object Management

**Autodesk Inventor: Certified User and 2015 Certified Professional**

**CORE SUBJECTS**
- Computer Literacy and Windows

**COMPELLARY SUBJECTS**
- User Interface
- Advanced Modelling
- Assembly Modelling
- Rendering
- Rendering Interoperability / Pipeline Integration
- UI / Object Management

**Autodesk Revit Architecture: Certified User and 2015 Certified Professional**

**CORE SUBJECTS**
- Computer Literacy and Windows

**COMPELLARY SUBJECTS**
- User Interface
- Documentation
- Elements
- Views
- Modelling
- Views

**Autodesk Certification can enhance the competitive edge and reputation of organizations that adopt its use, while providing an industry-accepted credential that students and professionals can use to achieve academic success and advance their careers.**

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PROJECT MANAGEMENT

Presented at all campuses.

2016 intake only

Combine Project Management with any CTU programme as a career booster.

Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.

Project Management I

Project Management consists of the planning, organisation, motivation as well as the control and allocation of resources to achieve specific goals and objectives. The primary purpose of this qualification is to provide learners with a foundation of basic project management knowledge and skills which can be used to build further project management related competencies. This qualification will give learners the knowledge & skill to put strategies together and the ability to implement the techniques and processes to manage projects.

SUBJECTS
- Practical English & Mathematical Literacy
- Certified Secure Computer User (CSCU)
- What is Management?
- Project Management Fundamentals
- MicroSoft Office 2013
- Project Initiation & Stakeholder Management
- Project Scope and Time Management
- Project Cost and Quality Management
- MS Project 2013
- Project Human Resources and Communication Management
- Project Risk & Procurement Management
- Project Execution & Close-out

NATIONAL QUALIFICATIONS
QCTO FET Certificate: Project Management (SAQA ID: 50080, NQF level 4, 140 Credits)

INTERNATIONAL CERTIFICATIONS
77-422 MS PowerPoint
47-343 MS Projects

ENTRANCE REQUIREMENTS
- National Senior Certificate (SAQA ID: 58395, NQF Level 5, 121 Credits)

JOB OPPORTUNITIES
- Project Manager, Team Leader, Project Manager Assistant, Event Planner. (Suggestions only)

Self-paced learning available

TRAINING METHODS
- Full Time Duration: 1 year

TRAINING METHODS
- Part Time Duration: 1 year (2nd year specialisation)

PROJECT MANAGEMENT II

There is a need for skilled personnel to work as team members, team leaders, project managers and support specialists with projects in South Africa. This programme is designed specifically for project team members and is aimed at improving overall project success through project management knowledge. This certification will demonstrate the learner’s understanding of the fundamental knowledge, terminology and processes of effective project management.

SUBJECTS
- Fundamentals
- Certified Secure Computer User (CSCU)
- Business Management Fundamentals
- Project Initiation & Stakeholder Management
- Project Scope and Time Management
- Project Cost and Quality Management
- Project Risk & Procurement Management
- Project Human Resources and Communication Management
- Project Execution & Close-out
- CAPM

NATIONAL QUALIFICATIONS
QCTO National Certificate: Project Management (SAQA ID: 58395, NQF Level 5, 121 Credits)

INTERNATIONAL CERTIFICATIONS
Microsoft Office PowerPoint
MS Project 2013

ENTRANCE REQUIREMENTS
- QCTO FET Certificate: Project Management (SAQA ID: 50080, NQF Level 4, 140 Credits)

JOB OPPORTUNITIES
- Project Manager, Team Leader, Project Manager Assistant, Event Planner. (Suggestions only)

THE VALUE OF CAPM
Obtaining a CAPM from the Project Management Institute covers all the fundamental knowledge and processes you’ll need for effective project management.

- Full Time Duration: 1 year (2nd year specialisation)

TRAINING METHODS
- Full Time Duration: 1 year

TRAINING METHODS
- Part Time Duration: 1 year (2nd year specialisation)

GENERIC MANAGEMENT

Presented at all campuses.

2016 intake only

The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values. The scope of generic management covers five domains: leadership, managing the environment, managing relations, managing knowledge and the practice of management.

SUBJECTS
- Strategic Management
- Leadership
- Develop Teams
- Manage Risks
- Relationship Building
- General Management

NATIONAL QUALIFICATIONS
QCTO National Certificate: Generic Management (SAQA ID: 59201, NQF 5, 162 Credits) – pending approval

INTERNATIONAL CERTIFICATIONS
Microsoft Office Excel Level 2 & 3
Microsoft Office PowerPoint

ENTRANCE REQUIREMENTS
- QCTO FET Certificate: Generic Management (SAQA ID: 57712, NQF 4, 150 Credits)

JOBS OPPORTUNITIES
- General Manager, Team Leader, Supervisor, Mid-level Manager, Section Head. (Suggestions only)

Full Time Duration: 1 year

TRAINING METHODS
- Full Time Duration: 1 year

TRAINING METHODS
- Part Time Duration: 1 year (2nd year specialisation)

The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It will ensure that learners are capable of developing plans to achieve defined objectives, organising resources in accordance with a developed plan, leading a team to work co-operatively to achieve objectives, monitoring performance to ensure compliance to a plan and making decisions based on a code of ethics.

SUBJECTS
- Business Environment & Strategy
- What is Management?
- Business Fundamentals Communication
- Business Fundamentals Numeracy
- Working with Finances
- Building High Performance Teams
- CBP Leadership
- Business Ethics & Time Management
- Human Resources
- Customer Delight

NATIONAL QUALIFICATIONS
QCTO FET Certificate: Generic Management (SAQA ID: 57712, NQF 4, 150 Credits)

ENTRANCE REQUIREMENTS
- National Senior Certificate (Grade 12)
- Application form & assessment at the campus

JOB OPPORTUNITIES
- Office Manager, Junior Manager, Team Leader. (Suggestions only)

Training and/or programme version updates. The CTU Career Campus, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the month of February each year.

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### Financial Accounting

**SENIOR BOOKKEEPER**

Through this programme you will be competent to: compile annual financial statements, work closely with a Chartered Certified Accountant & Registered Auditor, have a thorough knowledge of accounting theory and practices, as well as operate with management in an accounting environment.

**SUBJECTS - JUNIOR BOOKKEEPER**
- Business Law
- Bookkeeping to Trial Balance
- Payroll & Monthly SARS Returns
- Computerised Bookkeeping

**NATIONAL QUALIFICATIONS**
Certified Junior Bookkeeper - QCTO National Certificate: Bookkeeping (SAQA ID: 58375, NQF 3)

**SUBJECTS - SENIOR BOOKKEEPER**
- Income Tax Returns
- Business Law and Accounting Control

**NATIONAL QUALIFICATIONS**

**SUBJECTS - CERTIFIED FINANCIAL ACCOUNTANT**
- Corporate Strategy
- Management Accounting Control Systems
- Financial Reporting and Regulatory Frameworks
- Accounting Theory and Practice
- Computer Skills: Microsoft Word & Excel

**NATIONAL QUALIFICATIONS**

**INTERNATIONAL CERTIFICATIONS**
Microsoft Office Word
Microsoft Office Excel

**ENTRANCE REQUIREMENTS**
- National Senior Certificate (Grade 12)
- Application form & assessment at the campus

**JOB OPPORTUNITIES**
- Accounting Technician
- Certified Tax Technician
- Bookkeeper
- Junior Accountant

**TRAINING METHODOLOGIES**

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<tr>
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### Office Administration

**JUNIOR OFFICE ADMINISTRATOR**

Through this programme you will learn to understand office administration techniques, as well as your understanding of office administration techniques and your thorough knowledge of human resources, labour relations and economics in the workplace environment.

**SUBJECTS**
- Business Communication
- Office Management
- Accountancy

**NATIONAL QUALIFICATIONS**
Certified Junior Office Administrator - QCTO Higher Certificate: Office Administration (SAQA ID: 23619, NQF 5)

**INTERNATIONAL CERTIFICATIONS**
Microsoft Office Word
Microsoft Office Excel

**ENTRANCE REQUIREMENTS**
- National Senior Certificate (Grade 12)
- Application form & assessment at the campus

**JOB OPPORTUNITIES**
- Receptionist
- Office Assistant
- Marketing Administrator

**TRAINING METHODOLOGIES**

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HR MANAGEMENT & PRACTICES

Human resource managers are in charge of the management process of an organisation’s workforce. Through this diploma you will gain the following skills & learn to integrate them into an organisation’s business processes: Strategic planning for human resources management and practices; acquisition, development & utilisation of people; establishment & improvement of labour & employee relations; and compensation and administration related to human resource management and practices.

Subjects
• Communication
• Administration
• Legal Framework
• Human Resource Management
• Labour Relations
• Team Dynamics
• Skills Development Facilitator
• Education & Training/Skills Development
• Management

National Qualifications

International Certifications
Microsoft Office Excel

Entrance Requirements
• National Senior Certificate (Grade 12)
• Application form & assessment at the campus

Job Opportunities
HR Consultant, HR Assistant, HR Administrator, HR Officer. (Suggestions only)

Duration: 2 years

Enquire at the campus about SABPP membership fees.

Terms & Conditions: The content of this prospectus is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. The CTU Career Campus, a division of CTU Training Solutions (Pty) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the month of February each year.
Please request a FREE quote and latest programme breakdown from your nearest campus or career consultant.

Microsoft Office

**CORE SUBJECTS**
- Computer Literacy and Windows

**2007/2010 AND 2013 TRACKS**
- Microsoft Office 365 End User
- Microsoft Excel
- Microsoft Word
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Outlook
- Microsoft Visio
- Microsoft Publisher
- Microsoft SharePoint

**REQUIREMENTS**
- Minimum Grade 10 Certificate

**COMPULSORY SUBJECTS**
- Internet
- E-mail
- Typing
- Windows 7/8
- Computer Fundamentals
- Microsoft Word Basic and Intermediate
- Microsoft Excel Basic
- Microsoft PowerPoint Basic
- Microsoft Outlook Basic, Intermediate and Advanced

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

**General Manager**

**REQUIREMENTS**
- Minimum Grade 10 Certificate

**COMPULSORY SUBJECTS**
- Internet
- E-mail
- Typing
- Business Fundamentals
- CBP Business Management
- Time Management
- Computer Literacy and Windows
- MS Office Basic and Intermediate
- Human Resource Management
- Labour Law
- Labour Relations
- Microsoft Excel Basic and Intermediate
- Certified Secure Computer User
- CBP Project Management
- CBP Leadership

**OPTIONAL SUBJECTS**
- Microsoft Excel PowerPivot
- Microsoft Excel Expert Level 4
- Microsoft Excel VBA
- Pastel Advanced

**Contact Centre Support**

**CORE SUBJECTS**
- Minimum Grade 10 Certificate

**COMPULSORY SUBJECTS**
- Internet
- E-mail
- Typing
- Communication Skills
- Mathematical Literacy
- Customer Management
- Customer Data Handling
- Leadership Skills
- Contact Centre Operations

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

**General Applications**

**EXECUTIVE SECRETARY PROFESSIONAL**

**REQUIREMENTS**
- Minimum Grade 10 Certificate

**COMPULSORY SUBJECTS**
- Bookkeeping Fundamentals
- Pastel Intermediate
- E-mail
- Microsoft Excel Basic, Intermediate and Advanced
- Business Fundamentals:
  - Business Writing
  - Business Computing
  - Business Communication
  - Customer Service
  - Telephone Etiquette
  - Pastel Payroll
- Certified Secure Computer User

**OPTIONAL SUBJECTS**
- Microsoft Excel PowerPivot
- Microsoft Excel Expert Level 4
- Microsoft Excel VBA
- Pastel Advanced

**Contact Centre Operations for Supervisors**

**CORE SUBJECTS**
- Minimum Grade 11 Certificate

**COMPULSORY SUBJECTS**
- Internet
- E-mail
- Typing
- Communication Skills
- Mathematical Literacy
- Principles of Contact Centre Operations
- Contact Centre Operations
- Contact Centre Data Management

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

**CERTIFIED BUSINESS SOLUTIONS**

**CORE SUBJECTS**
- Minimum Grade 10 Certificate

**COMPULSORY SUBJECTS**
- Internet
- E-mail
- Typing
- Communication Skills
- Mathematical Literacy
- Customer Management
- Customer Data Handling
- Leadership Skills
- Contact Centre Operations

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

**Human Resource Professional**

**CORE SUBJECTS**
- Minimum Grade 10 Certificate

**OPTIONAL SUBJECTS**
- Talking about Pay
- Effective Recruiting Strategies
- High Performance Hiring
- HR Optimisation
- New Employee Orientation
- Performance Management
- Recruiting for High Performance
- Winning at Human Relations

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

**Contact Centre Support**

**CORE SUBJECTS**
- Minimum Grade 10 Certificate

**COMPULSORY SUBJECTS**
- Internet
- E-mail
- Typing
- Communication Skills
- Mathematical Literacy
- Principles of Contact Centre Operations
- Contact Centre Operations
- Contact Centre Data Management

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

**Human Resource Professional**

**CORE SUBJECTS**
- Minimum Grade 10 Certificate

**OPTIONAL SUBJECTS**
- Coaching and Counselling
- Conducting Meetings
- Coping with Workplace Grief
- Corrective Disciplinary Procedures
- Employee Performance
- Employee Empowerment
- Facilitation Skills for Team Leaders
- Motivating the Millennial Knowledge Worker
- Writing Business Proposals and Reports

**TRAINING METHODOLOGIES**
Various short courses are available as credit bearing programmes (skills development programmes). Speak to your consultant and request information and a quotation today.

Almost every job has a core set of technology and business components that requires a professional to develop information technology and business skills. As many professionals pursue their careers in the workplace, there is a need to differentiate between “ordinary employment seekers” and “certified professionals”.

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CTU has partnered with some of the major commercial banks to assist our students with student loans at better rates that we could offer.

Our banking partners are professionally equipped to assess creditworthiness in accordance with the National Credit Act.

If they do not qualify you for credit, CTU, if we were a credit provider, would have had to decline credit on the same grounds.

Students must provide the following documentation:
- Proof of registration
- A quote from a CTU Career Campus for study fees.
- Green bar-coded identity document.
- Results of the previous academic year.
- Proof of current residential address, e.g. electricity or cellphone statement, etc.
- Please note - a study loan is taken out in the name of the sponsor and therefore the sponsor will be required to provide the information listed in the sponsor section.

Sponsors must provide the following documentation:
- Proof of earnings or latest payslip.
- Green bar-coded identity document (ID).
- Proof of current residential address, e.g. electricity or cellphone statement, etc.
- Banking details.
- If the sponsor is married in Community of Property their spouse’s details are required. If not, an Anti Nuptial Contract or a copy of Divorce Decree is required.
Success @ CTU

Microsoft: CTU was awarded the Microsoft Learning Partner of the Year 2014

We won the Golden Arrow award in Polokwane for quality & customer service

Sweden student exchange programme: CTU was selected to take part in an exciting exchange programme. Some of our Graphic Design students from Port Elizabeth and Pretoria went to Sweden. This exchange programme was organised in partnership with SG/Broby and was funded by the Swedish Department of Education.

Awards

Competency Category Awards
Learning Partner of the Year

is awarded to

CTU Training Solutions
WINNER

CTU’s highlights for 2014

• Microsoft: CTU was awarded the Microsoft Learning Partner of the Year 2014
• We won the Golden Arrow award in Polokwane for quality & customer service
• Sweden student exchange programme: CTU was selected to take part in an exciting exchange programme. Some of our Graphic Design students from Port Elizabeth and Pretoria went to Sweden. This exchange programme was organised in partnership with SG/Broby and was funded by the Swedish Department of Education.

Success Story

Hennie Francis (CTU Roodepoort campus) is one of our most valued graduates, holding the record for the most number of Visual Studio 2008 exams in South Africa and is number 1 in the world for the most number of Visual Studio 2008 exams gained.

Visit www.ctusucceed.co.za for more CTU success stories

Campus Banking Details

Full time: Please use student number or name & surname as reference
Part time: Please use name & surname as reference

Account Name: CTU Training Solutions
Auckland Park
Bank: ABSA
Branch Code: 632 005
Account Number: 918 509 5000
Type: Savings

Account Name: CTU Training Solutions
Bloemfontein
Bank: ABSA
Branch Code: 632 005
Account Number: 914 539 7349
Type: Savings

Account Name: CTU Training Solutions
Boksburg (East Rand)
Bank: ABSA
Branch Code: 632 005
Account Number: 917 350 5647
Type: Savings

Account Name: CTU Training Solutions
Cape Town
Bank: Nedbank
Branch Code: 198 765
Account Number: 101 405 7396
Type: Cheque

Account Name: CTU Training Solutions
Umhlanga
Bank: Nedbank
Branch Code: 198 765
Account Number: 100 606 2998
Type: Cheque

Account Name: CTU Training Solutions
Nelspruit
Bank: ABSA
Branch Code: 632 005
Account Number: 914 540 2386
Type: Savings

Account Name: CTU Training Solutions
Polokwane
Bank: ABSA
Branch Code: 632 005
Account Number: 918 509 3414
Type: Savings

Account Name: CTU Training Solutions
Port Elizabeth (Eastern Cape)
Bank: Nedbank
Code: 198 765
Account Number: 100 603 5184
Type: Cheque

Account Name: CTU Training Solutions
Pretoria
Bank: ABSA
Branch Code: 632 005
Account Number: 924 040 9055
Type: Savings

Account Name: CTU Training Solutions
Randburg
Bank: Nedbank
Branch Code: 198 765
Account Number: 149 711 3288
Type: Cheque

Account Name: CTU Training Solutions
Roodepoort
Bank: Nedbank
Branch Code: 198 765
Account Number: 149 711 3229
Type: Cheque

Account Name: CTU Training Solutions
Stellenbosch
Bank: ABSA
Branch Code: 632 005
Account Number: 924 106 2703
Type: Savings

Account Name: CTU Training Solutions
Vereeniging (Vaal Triangle)
Bank: Nedbank
Branch Code: 198 765
Account Number: 149 711 3210
Type: Cheque
Student Life

National Sports Day

MR & MISS CTU Workplace Experience Programme

Campus Competitions & Challenges

Various activities organised by the campus SRC & Staff

JOOL/RAG/MAD along with the universities (only certain campuses)

Social Responsibility Projects

How do we C2U? Recruits

CTU Recruits offers an essential and professional service to our students to help them prepare for the workplace.

This division forms an integral part of the CTU HRD solution offering. We work towards a vision of lifelong learning and have an absolute passion for the development of skilled professionals.

Not only are we geared towards looking after our applicants, we also proactively work in partnership with our valued clients in order for them to appoint prime talent.

We believe in offering a superior selection process and offer top calibre talent to organisations across all industry sectors.

*CTU, corporate clients or recruitment consultants cannot guarantee employment

Why your e-reputation on social media is important

- 92% of recruiters use or plan to begin using social networks/media for recruiting
- 37% of employers use Facebook to pre-screen applicants

Hiring through social media

- 89% of recruiters have made a hire through LinkedIn,
- 26% through Facebook, and
- 15% through Twitter

Source: theundercoverrecruiter.com

recruits@ctutraining.co.za
**Assessment**
It is a process in which evidence of performance is gathered and evaluated against agreed criteria in order to make a judgement as to whether the learning required for the achievement of specific outcomes is taking place. During assessment, an assessor collects evidence to identify the level of knowledge/skills acquired so that he or she can make decisions related to the student and/or the module/learning programme, depending on the purpose of the assessment. All learners will be assessed formatively and summatively.

**National Qualification Requirements**
Qualifications are awarded to a learner, in his/her specific course based on the following conditions:
- All fees owed to CTU Training Solutions must have been paid, as per enrolment contract.
- Learner must be found competent on all formative & summative assessments and projects.

Workplace Portfolios of Evidence should be completed with required evidence in conjunction with the course specific qualification requirements.

Portfolios of Evidence should be completed with required evidence in conjunction with the course specific qualification requirements.

Absenteeism should be less than ten 10 days, as per absenteeism threshold.

**Credit Accumulation**
Credit accumulation is the process where learners are able to register learning outcomes achieved in one programme at one date and have them counted towards the full programme at a later date. This can take place within sub-systems, for example subject, programme, department, faculty, institution, awarding body, educational sector, occupational sector, country.

**Credit Transfer**
Credit transfer is the process where learners are able to register learning outcomes achieved in one programme at one date and have them counted towards another programme at a later date. This transfer can operate between programmes, but more importantly between organisations or sectors.

**International Exams**
The pass mark for an international preliminary exam is 80%. If a learner fails this exam, he/she will not be allowed to write the international exam. The preliminary exam is there to prepare and evaluate the learners in preparation for their international exams. Students will be given 2 attempts at the preliminary exam. After the 2nd failed attempt the campus manager will contact parents to discuss the academic progress of the learner in question.

The pass mark for an international exam depends on the nature and number of the exam, as well as the specific exam provider (e.g. Microsoft, CompTIA, Cisco, Adobe, CIW, Autodesk etc.).

Should the learners fail any one of their international exams and wish to rewrite the International exam, he or she will have to do so in their own time and at their own cost.

International exams are scheduled in a specific order (per programme), therefore a learner will not be allowed to continue to the next International exam if he/she did not pass a previous exam as per program schedule.

A learner will not be allowed to rewrite an exam which he or she has passed in an attempt to gain a higher mark.

**What is RPL?**
Recognition of Prior Learning (RPL) is a process of identifying your knowledge and skills against a qualification or part thereof. The process involves the identification, mediation, assessment and acknowledgement of knowledge and skills obtained through informal, non-formal and/or formal learning.

Recognition of Prior Learning provides an opportunity for you to identify your learning, have it assessed and formally acknowledged. At CTU, RPL can only be done against qualifications offered by CTU.

**Gaining access**
If you have considerable work experience, but you don’t meet the entry requirements of your chosen course, you may want to apply for entry into a qualification. This is referred to as “access”. The RPL application is evaluated against the entry requirements of the qualification. If access is granted, the qualification on the lower level is not awarded.

**Advanced standing or credits**
As an individual you might have gained knowledge in specific areas. When compared to outcomes against a CTU qualification, your knowledge might cover some subjects. You may apply for recognition of these subjects and this called “advanced standing” or “credits”.

Once the assessment is done, recognition might be given for specific subjects, but not for the entire qualification. You will be required to complete the outstanding subjects, before the qualification is awarded.

**Closing date for applications**
The closing date for RPL is 30 June of every year.

Contact us: enquiry@ctutraining.co.za
Accelerate your career through campus connections on LinkedIn.

Click. Connect. Engage!

Staying plugged in to your alma mater keeps you up to date on your classmates' careers, news on campus, and job opportunities. Visit LinkedIn today to find and follow CTU Training Solutions on the education page.

Share your experiences and ideas, find opportunities and get in touch with CTU alumni today and leave a recommendation on our page.

Remember to also check into the CTU Alumni community on LinkedIn, Twitter and Facebook. Whether you have a question you need answered, want feedback on an idea, need to upskill or you simply want to help others on their journey, this is the place for you - and it's free!

Successful technologists never stop learning and great technology never stops evolving. Start your learning journey with CTU and prepare for your training with Microsoft Virtual Academy (MVA). Our mission is to help developers, knowledgeable IT professionals and advanced students learn the latest technology, improve their skills, and advance their careers.

Get Started.

Microsoft Virtual Academy

Networking Fundamentals - In this MVA course, you learn the building blocks of modern network design & functions and you prepare for Exam 98-366: Networking Fundamentals.

Database Fundamentals - This course introduces and defines the terminology, concepts, and skills you need to understand database objects, security requirements, graphical tools, T-SQL scripts and writing database queries, in addition to executing stored procedures.

Office 365 Fundamentals - Office 365 Fundamentals examines the building blocks of Office 365 and the evolving role of IT Professionals. Microsoft Office 365 is a combination of the cloud services and the latest productivity applications.
Need More Information?

Send an SMS containing the following to 41721:
CP Name Surname

CTU Call Centre
0861 100 395

Social Media Platforms

CTU Career Chatz
CTU_Chatz
cutrainingsolutions
CTU Training Solutions

National Footprint

Connect with us on LinkedIn

CTU On Social

Port Elizabeth
Pretoria
Stellenbosch
Cape Town
Durban
Polokwane
Roodepoort
Potchefstroom
Boksburg
Nelspruit
Auckland Park
Vereeniging
Bloemfontein
Cape Town
Port Elizabeth
Gauteng
Auckland Park
Atlas Studios Building, 33 Frost Ave, Cnr Owl Street, Braamfontein Werf
Tel: 011 482 7422
aucklandpark@ctutraining.co.za

Boksburg
36 Edgar Street, Everleigh
Tel: 011 918 1176 | Fax: 011 918 1570
boksburg@ctutraining.co.za

Pretoria
Glen Manor Office Park, Block 6, Frikkie de Beer Street, Menlyn
Tel: 012 361 6688 | Fax: 086 260 3781
pretoria@ctutraining.co.za

Roodepoort
Shop 59, The Village @ Horizon, Cnr. Sonop & Ontdekkers Road, Horizon
Tel: 011 760 4321 | Fax: 011 760 2905
roodepoort@ctutraining.co.za

Vereeniging
140 Genl Hertzog Avenue, Three Rivers
Tel: 016 423 7341 | Fax: 016 423 1998
vereeniging@ctutraining.co.za

Western Cape
Cape Town
First floor, 30 Waterkant Street
Tel: 021 418 4902 | Fax: 021 418 4907
capetown@ctutraining.co.za

Stellenbosch (Career)
1st floor, Memory Lane Building, Cnr. Andringa & Banghoek Street
Tel: 021 887 5372/3 | Fax: 021 887 5379
stellenbosch@ctutraining.co.za

Stellenbosch (Part Time & Corporate)
Jan Celliers Street, Mullerhof Building, Ground Floor
Tel: 021 883 9939 | Fax: 086 616 7139
stellenbosch@ctutraining.co.za

Eastern Cape
Port Elizabeth
26 Worraker Street, Newton Park
Tel: 041 363 2911 | Fax: 086 758 8177
portelizabeth@ctutraining.co.za

Mtumalanga
Nelspruit
Shop C3, Lower Level, Tarentaal Shopping Centre, Cnr. N4 & Ou Kaapschehoop Rd
Tel: 013 741 2352 | Fax: 086 665 4268
nelspruit@ctutraining.co.za

KwaZulu-Natal
Durban
245 Peter Mokaba Road, Cnr. Valley View Road, Morningside, Durban
Tel: 031 303 1280 | Fax: 086 292 5013
durban@ctutraining.co.za

Limpopo
Polokwane
25 Devenish Street, Polokwane
Tel: 015 297 3250 | Fax: 015 297 3252
polokwane@ctutraining.co.za

Free State
Bloemfontein
1st Floor, Pretty Suites Office Block, Pretty Gardens Lifestyle Centre, Du Plessis Road, Langenhoven Park
Tel: 051 451 2210/09 | Fax: 086 572 8205
bloemfontein@ctutraining.co.za

Need more info?
Send an sms containing the following to 41721: CP Name Surname

0861 100 395 | enquiry@ctutraining.co.za

CTU Career Campus is a division of CTU Training Solutions (PTY) Ltd.