• Nated N1-N6

  **Aims and Employment Opportunities**
  To equip students with skills in general business practices. A variety of opportunities are available; e.g. Personal Assistants, Legal Secretaries or Public Relations Officers.

  **Entry Requirements**
  ✔ National Senior Certificate (NSC)/ N3 or a Grade 12 Certificate or equivalent
  ✔ Recognition of Prior Learning (RPL)
  ✔ South West Gauteng College acknowledges the value of prior learning

  **Registration**
  ✔ Students register in January and July
  ✔ Duration: 18 months (N4-N6)
  ✔ Course Structure: Semester (6 Months per semester)

  **Open and Life Long Learning:**
  ✔ Programmes are also offered on distance learning: at your own pace.

• Business Management N4 - N6

  **Entry Requirement**
  ✔ Grade 12 N3/NSC in Business Studies with Accounting or National introductory Certificates
  ✔ Duration: minimum 18 months

  **Offered at**
  ✔ Dobsonville, Roodepoort and Technisa Campuses

  **Subjects**
  ✔ Financial Accounting N4, Business Management N4, Management Communication N4, Entrepreneurship and Computerised Financial System N4
  ✔ Sales Management N5, Economics N4, Computer Practice N5, Entrepreneurship and Business Management N5
  ✔ Sales Management N6, Economics N6, Computer Practice N6, Computerised Financial System N4, Entrepreneurship and Business Management N6

• Financial Management N4-N6

  **Entry Requirement**
  Grade 12 with N3/NSC in Business Studies with Accounting or National Introductory Certificates
  ✔ Duration: 18 months

  **Offered at**
  ✔ Roodepoort and Technisa Campuses

  **Subjects**
  ✔ Entrepreneurship and Business Management N4, Computerised Financial System N4, Financial Accounting N4 and Management Communication N4
  ✔ Mercantile Law N4, Computerised Financial System N5, Financial Accounting N5 and Cost and Management Accounting N5
  ✔ Income Tax N6, Computerised Financial System N6, Financial Accounting N6 and Cost and Management Accounting N6

• Management Assistant N4-N6

  **Entry Requirement**
  Grade 12 or N3/NSC Certificate with Computer Literacy or a National introductory Certificate: Business Studies with introductory Information Processing
Offered at
✔ Roodepoort and Technisa Campuses

Subjects
✔ Computer Practice N4, Communication N4, Office Practice N4 and Information Processing
✔ Computer Practice N5, Communication N5, Office Practice N5 and Information Processing N5
✔ Computer Practice N6, Communication N6, Office Practice N6 and Information Processing N6

• Human Resource Management N4-N6

Entry Requirement
✔ Duration: 18 months

Offered at
✔ Dobsonville, Roodepoort and technisa Campuses

Subjects
✔ Entrepreneurship and Business Management N4, Management Communication N4, Personal Management N5, Personnel Management N4 and Computer Practice N4
✔ Personnel Training N6, Labour Relations N6, Personnel Management N6 and Computer Practice N6

• Marketing Management N4-N6

Entry Requirement
Grade 12 with Computer Literacy or N3/NSC Certificate with Computer Literacy or National introductory Business Studies with introductory Information Processing
✔ Duration: minimum 18 months

Offered at
✔ Dobsonville and Technisa Campuses

Subjects
✔ Marketing Management N4, Management Communication N4, Computer Practice N4 and Entrepreneurship and Business Management N4
✔ Marketing Management N5, Public Relations N5(O*), Sales Management N5, Computer Practice N5, and Entrepreneurship and Business Management N4
✔ Marketing Management N6, Marketing Research N6, Sales Management N6 and Marketing Communication N6

• Engineering Studies N1-N6

Aims & Employment Opportunities
To equip students with skills relevant to the workplace. To provide a training service to our community and industry.

Career Opportunities
✔ Apprentice, Mechanics, Electrician, Artisan, Electronic and Electrical Engineer, Engineering Technician and Technologist

Entry Requirement
✔ To register for N1 you need a Grade 9 pass with Maths and Science and preferably be working in a relevant industry, for N3 registration you need a Grade 12 pass with Maths and Science

Recognition of Prior Learning (RPL)
✔ South West Gauteng College acknowledge the value of prior learning

Registration
Students register three times in the year (trimesters): January, May and September
Duration: 18 months (N1-N6)
Course Structure: Trimester (3 Months per trimester)

Open and Life Long Learning
Programmes are also offered on a distance learning: at your own pace

<table>
<thead>
<tr>
<th>MECHANICAL ENGINEERING N1 - N6</th>
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</thead>
<tbody>
<tr>
<td><strong>Entry Requirement</strong></td>
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<tr>
<td>To register for N1 you need a Grade 9 pass with Maths and Science and preferably be working in relevant industry, for N3 registration you need a Grade 12 pass with Maths and Science</td>
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<tr>
<td><strong>Duration:</strong> 12 months</td>
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<tr>
<td><strong>Offered at</strong></td>
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<tr>
<td>Molapo Campus</td>
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<tr>
<td><strong>Subjects</strong></td>
</tr>
<tr>
<td>Mathematics N4, Mechano Technics N4, Engineering Draughting and Engineering Science N4</td>
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<tr>
<td>Mathematics N5, Mechano Technics N5, Engineering Draughting N5, Power Machines N5 and Strength of Materials N5</td>
</tr>
<tr>
<td>Mathematics N6, Mechano Technics N6, Mechanical Draughting N6, Power Machines N6 and Strength of Materials N6</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Civil Engineering N1-N6</th>
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<tbody>
<tr>
<td><strong>Entry Requirement</strong></td>
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<tr>
<td>To register for N1 you need a Grade 9 pass with Maths and Science and preferably be working in relevant industry, for N3 registration you need a Grade 12 pass with Maths and Science</td>
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<tr>
<td><strong>Duration:</strong> 12 months</td>
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<tr>
<td><strong>Offered at</strong></td>
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<tr>
<td>Molapo Campus</td>
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<tr>
<td><strong>Subjects</strong></td>
</tr>
<tr>
<td>Building and Instructional Surveying N4, Quantity Surveying N4, Building and Structural Construction N4 and Building Administration N4</td>
</tr>
<tr>
<td>Building and Instructional Surveying N5, Quantity Surveying N5, Building and Structural Construction N5 and Building Administration N5</td>
</tr>
<tr>
<td>Building and Instructional Surveying N6, Quantity Surveying N6, Building and Structural Construction N6 and Building Administration N6</td>
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</tbody>
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<table>
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<tr>
<th>Electrical Engineering N1-N6</th>
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<tbody>
<tr>
<td><strong>Entry Requirements</strong></td>
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<tr>
<td>To register for N1 you need a Grade 9 pass with Maths and Science and preferably be working in relevant industry, for N3 registration you need a Grade 12 pass with Maths and Science</td>
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<tr>
<td><strong>Duration:</strong> Trimester</td>
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<tr>
<td><strong>Offered at</strong></td>
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<tr>
<td>Roodepoort West Campus</td>
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<tr>
<td><strong>Subjects</strong></td>
</tr>
<tr>
<td>Communication Electronics N4, Industrial Electronic N4, Digital Electronic N4, Computer Principles N4 and Logic Systems N4</td>
</tr>
<tr>
<td>Communication Electronics N6, Industrial Electronic N6, Digital Electronic N6, Computer Principles N6 and Logic Systems N6</td>
</tr>
</tbody>
</table>
• Utility Studies N4-N6 (Educare N4-N6)

Aims and Employment Opportunities
The course entails the training and personality development of the Educare to efficiently care for and educate the young children (birth to 6 years of age) in day care centres, after-care centres, day mothers (home-based), etc. Short courses in Au Pair and HIV Infant Care are also available as skills programmes.

Entrance Requirements
✓NSC/Grade 12 subject to placement according to an interview

Duration
✓18 months academic training on campus and 18 months of practical in service training

Offered at
✓Roodepoort Campus

Recognition of Prior Learning (RPL)
✓South West Gauteng College acknowledges the value of prior learning

Subjects
✓Educare N4, Educare N4, Didactics Theory and Practical N4, Child Health N4, Day Care Communication N4, Day Care Personnel Development N4, and Entrepreneurship and Business Management N4
✓Education Psychology N5, Educare Didactics Theory and Practical N5, Day Care Communication N5, Day Care Personnel Developments N5, Day Care Management N5, Entrepreneurship and Business Management N5 and Computers (Optional)
✓Education Psychology N6, Educare Didactics Theory and Practical N6, Day Care Communication N6, Day Care Personnel Developments N6, Day Care Management N5, Entrepreneurship and Business Management N6 and Computers (Optional)

• Hospitality & Catering Services N4-N6

Aims
The National Certificate courses in Hospitality & Catering Services (N4-N6) are designed to train post-matric students in all aspects of food preparation and presentation as well as management in the hospitality industry

Job Opportunities
✓Hospitality Services, Game Farms and Lodges, Guest Houses and Hotels, Orphanages and Student Residence, Industrial Restaurants, Coffee Shops, Institutions for the elderly, Hospitals: Food Service Supervisor, Catering, Entrepreneur Services, International work opportunities etc

Offered at
✓Roodepoort Campus

Entry Requirements
✓National Senior Certificate (NSC) or N3 subject to placement according to the scale. (Home Economics or Hotel Keeping Grade 12 is strongly recommended) An introductory course, giving entrance to N4, can be offered.

Subjects
✓Serving Techniques N4, Hygiene and Safety N4, Communication Catering: Theory and Practical N4, Applied Management N4, Sanitation and Housekeeping N4 and Menu Planning N4
✓Catering: Theory and Practical N5, Applied Management N5, Food and Beverage Services N5, Entrepreneurship and Business Management N5 and "Front Office"
✓Catering: Theory and Practical N6, Computer Practice N6, Communication and Human Relations N6 and GAAP

• Travel & Tourism N4-N6

Aims & Employment Opportunities
To guide and instruct students to function at an operational level in the tourism industry: Consultant for Travel agency, Tour Operators, Information Officer, SATOUR, Airports, Theme Parks e.g. Gold Reef City, Publicity Associations, Library, Ref. Section, Hotel Front Office, Safaris, Game Farms, Guest Houses, Reservations Clerk, Junior Accounts Clerk etc.

**Offered at**
- Roodepoort Campus

**Entry Requirements**

**Practical In-Service Training**

Students are required to do a practical work in the tourism industry. This practical experience can be acquired at Roodepoort Campus in the travel agency, unlimited Travel. Various industry providers offer students work during holidays. e.g. SAA

**Subjects**
- Tourism Destination Intro, Travel Office Procedure Intro, Travel Service Intro, Tourism Communication Intro and Computer Practice Intro
- Tourism Destination N4, Travel Office Procedure N4, Travel Service N4, Tourism Communication N4 and Computer Practice N4
- Tourism Destination N5, Travel Office Procedure N5, Travel Service N5, Tourism Communication N5, Within Africa Fares N5 and FIDELIO (Reservations and Computer Programme)
- Tourism Destination N6, Travel Office Procedure N6, Travel Service N6, Hotel Reception N6, Computer Practice N6, Galileo (Mundus Computer Programme) N6, and FIDELIO (Reservation Computer Programme)

**NATED N1-N6 : Part-Time, Distance Learning and E-Learning**

- **Business Studies N4-N6**
  - BUSINESS MANAGEMENT N4-N6
  - FINANCIAL MANAGEMENT N4-N6
  - MANAGEMENT ASSISTANCE
  - HUMAN RESOURCE

- **Engineering Studies**
  - MECHANICAL ENGINEERING
  - CIVIL ENGINEERING
  - ELECTRIC TRIACAL ENGINEERING

- **Utility Studies**
  - EDUCARE
  - HOSPITALITY & CATERING SERVICES
  - TRAVEL & TOURISM