



IT & BUSINESS TRAINING COLLEGE
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SCHEDULE

Feb-17

Corporate Courses	Duration	Start date	Days	Time	Total Cost	
Microsoft Excel Level 1	3 half days	01 - 03 Feb	Wed - Fri	08h30 -12h30	N\$ 1 800	
Microsoft Access Level 1	3 half days	01 - 03 Feb	Wed - Fri	13h00 - 17h00	N\$ 1 800	
Internet	2 half days	06 & 07 Feb	Mon & Tue	08h30 - 12h30	N\$ 1 800	
Microsoft Word Level 2	2 half days	06 & 07 Feb	Mon & Tue	13h00 - 17h00	N\$ 1 800	
Microsoft Excel Level 1	3 half days	08 - 10 Feb	Wed - Fri	08h00-12h00	N\$ 1 800	
Microsoft Excel Level 2	3 half days	08 - 10 Feb	Wed - Fri	13h00-17h00	N\$ 1 800	
Microsoft Outlook	2 half days	13 & 14 Feb	Mon & Tue	08h00-12h00	N\$ 1 800	
Microsoft PowerPoint	2 half days	13 & 14 Feb	Mon & Tue	13h00-17h00	N\$ 1 800	
Microsoft Excel Level 2	3 half days	15 - 17 Feb	Wed - Fri	08h30 - 12h30	N\$ 1 800	
Microsoft Excel Level 2	3 half days	15 - 17 Feb	Wed - Fri	13h00 - 17h00	N\$ 1 800	
Internet	2 half days	20 & 21 Feb	Mon & Tue	08h30 - 12h30	N\$ 1 800	
Word Level 1	2 half days	21 & 21 Feb	Mon & Tue	13h00 - 17h00	N\$ 1 800	
Microsoft Excel Level 1	3 half days	22 - 24 Feb	Wed - Fri	08h30 - 12h30	N\$ 1 800	
Access Level 1 or 2	3 half days	22 - 24 Feb	Wed - Fri	13h00 - 17h00	N\$ 1 800	
Microsoft PowerPoint	2 half days	27 - 28 Feb	Mon & Tue	08h30 - 12h30	N\$ 1 800	
Microsoft Word Level 2	2 half days	27 - 28 Feb	Mon & Tue	13h00 - 17h00	N\$ 1 800	
Time Management	3 half days	18 - 20 Jan	Wed - Fri	14h00-17h00	N\$ 4 500	
Telephone Etiquette	3 half days	08 - 10 Feb	Wed - Fri	14h00-17h00	N\$ 4 500	
Service Management	3 half days	15 - 17 Feb	Wed - Fri	14h00-17h00	N\$ 4 500	
Innovation Management	2 half days	27 & 28 Feb	Mon & Tue	14h00-17h00	N\$ 4 500	
Operations Management	2 half days	20 & 21 Feb	Mon & Tue	14h00-17h00	N\$ 4 500	
Professional Business Writing Skills for Managers	3 half days	22 - 24 Feb	Wed - Fri	14h00-17h00	N\$ 4 500	
Performance Management	2 half days	13 & 14 Feb	Mon & Tue	14h00-17h00	N\$ 4 500	
Customer Service Training	3 half days	01 - 03 Feb	Wed - Fri	14h00-17h00	N\$ 4 500	
Introduction to Photoshop	5 half days	06 - 10 Feb	Mon - Fri	14h00-17h00	N\$ 4 500	
Introduction to InDesign	5 half days	13 - 17 Feb	Mon - Fri	14h00-17h00	N\$ 4 500	
PART TIME COURSES 2017	Duration	Start date	Days	Time	Cash	Terms
Web Development	4 Months	16-Feb-2017	Tue & Thu	17h30 - 20h30	N\$ 14 500	N\$ 14 500
Certificate in Hardware & Software Technology	3 Months	13-Feb-2017	Mon & Wed	17h30 - 20h30	N\$ 9 072	N\$ 9 979
Certificate in Hardware & Network Sup. Tech	6 Months	13-Feb-2017	Mon & Wed	17h30 - 20h30	N\$ 16 352	N\$ 17 987
Certificate in Network Support Technology	3 Months	13-Feb-2017	Mon & Wed	17h30 - 20h30	N\$ 9 072	N\$ 9 979
Diploma in P.C. Engineering (PT)	16 Months	13-Feb-2017	Mon & Wed	17h30 - 20h30	N\$ 53 040	N\$ 58 344
Dipl. in Visual Media & Desktop Publishing (PT)	24 Months	13-Feb-2017	Mon & Wed	17h30 - 20h30	N\$ 53 040	N\$ 58 344
Certificate in Advanced ICT	9 Months	14-Feb-2017	Tue & Thu	17h30 - 20h30	N\$ 23 632	N\$ 25 995
Certificate in ICT	6 Months	14-Feb-2017	Tue & Thu	17h30 - 20h30	N\$ 16 352	N\$ 17 987
Certificate in Professional Office Computing	3 Months	14-Feb-2017	Tue & Thu	17h30 - 20h30	N\$ 9 072	N\$ 9 979
Diploma in IT Server Administration	9 Months	14-Feb-2017	Tue & Thu	17h30 - 20h30	N\$ 35 765	N\$ 39 342
Dipl. in Marketing & Business Management (PT)	18 Months	13-Feb-2017	Mon & Wed	17h30 - 20h00	N\$ 53 040	N\$ 58 344
Retail Management	2 Months	14-Feb-2017	Mon & Wed	17h30 - 20h00	N\$ 6 240	N\$ 6 240
Dipl. in Marketing & Business Management (PT)	18 Months	14-Feb-2017	Tue & Thu	17h30 - 20h00	N\$ 53 040	N\$ 58 344
Sales Management	2 Months	14-Feb-2017	Tue & Thu	17h30 - 20h00	N\$ 6 240	N\$ 6 240
FULL TIME COURSES 2017	Duration	Start date	Days	Time	Cash	Terms
Certificate in Hardware & Network Sup. Tech	6 Months	20-Feb-2017	Mon - Fri	08h00 - 12h30	N\$ 16 352	N\$ 17 987
Diploma in P.C. Engineering	2 Years	20-Feb-2017	Mon - Fri	08h00 - 12h30	N\$ 65 160	N\$ 71 676
Diploma in P.C. Engineering	1 Year	20-Feb-2017	Mon - Fri	13h00 - 17h00	N\$ 45 210	N\$ 49 731

Dipl. in Visual Media & Desktop Publishing	1 Year	20-Feb-2017	Mon - Fri	08h00 - 12h00	N\$ 45 210	N\$ 49 731
Dipl. in Marketing & Business Management	1 Year	20-Feb-2017	Mon - Fri	08h00 - 12h00	N\$ 45 210	N\$ 49 731

Correspondence Courses (Distance)

Certificate in Professional Office Computing	8 Months	All year Application				N\$ 4 750
Certificate in Hardware & Software Technology	8 Months	All year Application				N\$ 4 750
Certificate in Hardware & Network Sup. Tech.	18 Months	All year Application				N\$ 9 500
Certificate in Network Support Technology	8 Months	All year Application				N\$ 4 750
Certificate in Information Com. Technology	18 Months	All year Application				N\$ 9 500
Certificate in Advanced ICT	24 Months	All year Application				N\$ 14 250
Diploma in IT Server Administration	24 Months	All year Application				N\$ 27 360
Dipl. in Visual Media & Desktop Publishing	36 Months	All year Application				N\$ 22 800
Diploma in P.C. Engineering	36 Months	All year Application				N\$ 36 480
Dipl. in Marketing & Business Management	36 Months	All year Application				N\$ 41 040
Business Communication Management	4 Months	All year Application				N\$ 4 750
Business Organisation Management	4 Months	All year Application				N\$ 4 750
Business Economics	4 Months	All year Application				N\$ 4 750
Business Finance Management	4 Months	All year Application				N\$ 4 750
Human Resource Management	4 Months	All year Application				N\$ 4 750
Marketing Management	4 Months	All year Application				N\$ 4 750
Sales Management	4 Months	All year Application				N\$ 4 750
Retail Management	4 Months	All year Application				N\$ 4 750
Public Relations Management	4 Months	All year Application				N\$ 4 750

Additional Information

* Registrations should be done 1 week before the scheduled starting date.

* Registration/deposit fees are non-refundable

*** Total cost INCLUDES registration fees, monthly instalments, study material/books, tests, assignments & exams for the complete duration of the course**

* Students only have an additional 2 months from date of final exam to submit assignments and incomplete examination modules

* Costs, course content & starting dates can be changed without further notice

* No international exam fees are included in the pricing above

* Corporate courses must have 100% attendance in order to receive a certificate of attendance

* No marks, reports, letters, certificate or diploma will be issued if the student account is not up-to-date

Building a Better World, One Student at a Time!