



August 2017 to February 2018 - Schedule

CORPORATE & SOFT SKILL	Duration	Start date	Days	Time	Cash	
Microsoft Access Level 2	3 half days	9 to 11 August	Wed - Fri	13:00 - 17:00	\$ 1,800.00	
Microsoft Excel Level 1	3 half days	6 to 8 September	Wed - Fri	13:00 - 17:00	\$ 1,800.00	
Microsoft Excel Level 2	3 half days	13 to 15 September	Wed - Fri	13:00 - 17:00	\$ 1,800.00	
Microsoft Excel Level 3	3 half days	20 to 22 September	Wed - Fri	13:00 - 17:00	\$ 1,800.00	
Microsoft Publisher	3 half days	27 to 29 September	Mon-Wed	13:00 - 17:00	\$ 4,500.00	
Microsoft Word Level 3	2 half days	14 to 15 August	Mon & Tue	13:00 - 17:00	\$ 1,800.00	
Soft Skill - Business Presentation Skills	3 half days	16 to 18 August	Wed - Fri	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Customer & Service Management	3 half days	11 to 13 September	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Entrepreneurship	3 half days	25 to 27 September	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Group Dynamics & Team Work	3 half days	2 to 4 October	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Interpersonal Skills	3 half days	16 to 18 October	Mon - Wed	13:00 - 17:00	\$ 4,500.00	
Soft Skill - Negotiation Skills	3 half days	9 to 11 October	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Professional Writing Skills for Managers	3 half days	7 to 9 August	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Project Management for Administrators	4 half days	4 to 7 September	Mon - Thurs	13:00 - 17:00	\$ 4,500.00	
Soft Skill - Selling Skills	3 half days	18 to 20 September	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Telephone Etiquette & Skills	2 half days	14 to 15 August	Mon & Tue	14:00 - 17:00	\$ 4,500.00	
Soft Skill - Time Management	3 half days	21 to 23 August	Mon-Wed	14:00 - 17:00	\$ 4,500.00	
I.C.T. EVENING CLASSES	Duration	Start date	Days	Time	Cash	Terms
Certificate in Network Support Technology	3 Months	4-Sep-2017	Mon & Wed	17:30 - 20:30	\$ 9,072.00	\$ 9,979.00
Certificate in Advanced ICT	9 Months	5-Sep-2017	Tues & Thur	17:30 - 20:30	\$ 23,632.00	\$ 25,995.00
Certificate in Hardware & Network Support Tech	6 Months	5-Sep-2017	Tues & Thur	17:30 - 20:30	\$ 16,352.00	\$ 17,987.00
Certificate in Hardware & Software Technology	3 Months	5-Sep-2017	Tues & Thur	17:30 - 20:30	\$ 9,092.00	\$ 9,979.00
Certificate in ICT	6 Months	5-Sep-2017	Tues & Thur	17:30 - 20:30	\$ 16,352.00	\$ 17,987.00
Diploma in P.C. Engineering	16 Months	5-Sep-2017	Tues & Thur	17:30 - 20:30	\$ 53,040.00	\$ 58,344.00
Diploma in IT Server Administration	9 Months	9-Oct-2017	Mon & Wed	17:30 - 20:30	\$ 35,765.00	\$ 39,342.00
Certificate in Professional Office Computing	3 Months	29-Jan-2018	Mon & Wed	17:30 - 20:30	\$ 9,072.00	\$ 9,979.00
BUSINESS & DESIGN EVENING CLASSES	Duration	Start date	Days	Time	Cash	Terms
Diploma in Marketing & Business Management	18 Months	4-Sep-2017	Mon & Wed	17:30 - 20:00	\$ 53,040.00	\$ 58,344.00
Business Communication	2 months	4-Sep-2017	Mon & Wed	17:30 - 20:00	\$ 6,250.00	
Diploma in Marketing & Business Management	18 Months	5-Sep-2017	Tues & Thu	17:30 - 20:00	\$ 53,040.00	\$ 58,344.00
Public Relations	2 months	5-Sep-2017	Tues & Thu	17:30 - 20:00	\$ 6,250.00	
Diploma in Marketing & Business Management	18 Months	2-Oct-2017	Mon & Wed	17:30 - 20:30	\$ 53,040.00	\$ 58,344.00
Economics	3 months	2-Oct-2017	Mon & Wed	17:30 - 20:30	\$ 9,350.00	
FULL TIME COURSES 2018	Duration	Start date	Days	Time	Cash	Terms
Diploma in PC Engineering Full Time - Morning	1 Year	19-Feb-2018	Mon - Fri	8:00 - 12:00	\$ 45,210.00	\$ 49,731.00
Diploma in PC Engineering Full Time - Afternoon	1 Year	19-Feb-2018	Mon - Fri	1:00 - 5:00	\$ 45,210.00	\$ 49,731.00
Diploma in Marketing & Business Management	1 Year	19-Feb-2018	Mon - Fri	8:00 - 13:00	\$ 45,210.00	\$ 49,731.00
Diploma in Visual Media & Desktop Publishing	1 Year	19-Feb-2018	Mon - Fri	8:00 - 13:00	\$ 45,210.00	\$ 49,731.00
CORRESPONDENCE COURSE (DISTANCE)	Duration	Start date			Cash	
Certificate in Hardware & Network Sup. Tech.	9 Months	All year Application			\$ 9,500.00	
Diploma in Marketing & Business Management	36 Months	All year Application			\$ 35,000.00	
Diploma in IT Server Administration	24 Months	All year Application			\$ 27,360.00	
Diploma in P.C. Engineering	36 Months	All year Application			\$ 36,480.00	

ADDITIONAL INFORMATION

- classes are subject to number of candidates. If there are not a sufficient number of attendees, then class can be cancelled or postponed
- Registrations should be done 1 week before the scheduled starting date.
- Registration/deposit fees are non-refundable
- Total cost INCLUDES registration fees, monthly instalments, tests, assignments & exams
- Only correspondence courses includes study material
- Costs, course content & starting dates can be changed without further notice