THE GENIX INSTITUTE

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WE DRIVE DIGITAL INCLUSION

2024/25

PROSPECTUS

Now accepting applicants.

Empowerment | Innovation | Sustainability | Growth

Empowered by technology and Innovation

WELCOME

Founded in 2015, The Genix Institute is a **100%** black owned and **51%** black women owned.

Registered & accredited multi-disciplinary management firm with **MICT SETA**.

We are committed to enhancing the business acumen of our students, with a primary focus on equipping them to achieve the outcomes desired by stakeholders and customers in their future endeavors.

We use diverse methods in developing innovative solutions through using best practice methodologies; software solutions, hardware solutions, experienced facilitators, assessors and moderators; thus providing the learners with the appropriate tools to continue self-development.

POPI ACT

Protection of Personal Information (POPI) POPI refers to South Africa's Protection of Personal Information Act, which seeks to regulate the Processing of Personal Information in a responsible manner.

The Act considers personal information to be 'precious goods' and therefore aims to bestow upon a person, as the owner of their personal information, certain rights of protection and the ability to exercise control over it. What does 'Processing' Mean? It broadly means that the collection, usage, capturing, storage, dissemination, modification or destruction of a person's personal information in a responsible manner by any public organization/institution/company/third party, for the purpose it was required.

What is Personal Information?
Personal information includes, but is not limited to:

- Contact details: email, telephone number, physical address.
- Demographic information: age, sex, race, birth date, ID number, ethnicity.
- History: employment, financial, academic, educational, criminal, medical history.
- Biometric information: Blood type, ID photos, etc.
- Opinions of and about the person; and Private correspondence.

What are the college's Obligations in Terms of POPI?

Some of our obligations under POPI are to:

- Only collect information tat we need for a specific purpose .
- Apply reasonable security measures to protect students' information Ensure that it is relevant and up-to-date.
- Only hold as much information as we need, and only for as long as we need it; and
- Allow the subject of the information to see it upon request.

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SCAN HERE TO DOWNLOAD OUR CONTACT DETAILS
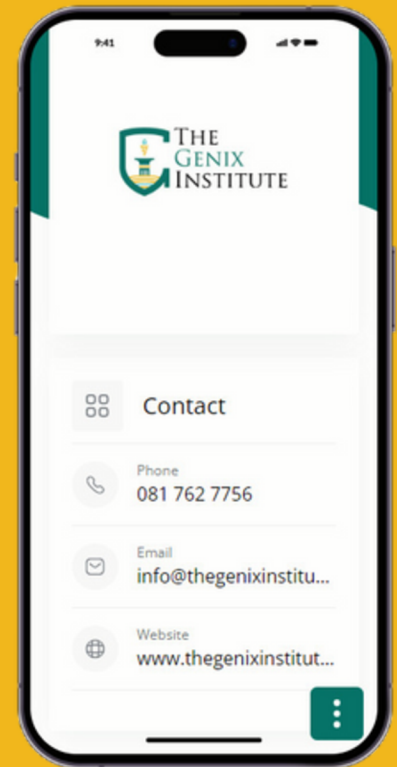
ABOUT US

THE GENIX INSTITUTE

Our educational approach equips students to achieve their academic goals, enhances their personal and professional development, and ensures they deliver predictable, reliable, and consistent service in every professional interaction.

mictseta

Accreditation no: ACC/2017/05/0015

Media, Information and Communication Technologies Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

edu me

WHY CHOOSE US?

Academic Excellence in Management and Innovation:
We aspire to be the leading institution for management and innovation education, serving students both locally and internationally.

Student Success:
We commit to enriching students' academic journey through exceptional teaching and innovative learning solutions.

Collaborative Learning Environments:
We foster mutually beneficial collaborations and partnerships to achieve educational objectives and enhance the learning experience.

KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

YOU HAVE A RIGHT TO EDUCATION. EXERCISE IT.

OUR VALUES

reliability

intelligence

integrity

professionalism

Learn
Learn
Learn

OUR CONTRIBUTION

Digitization
Digital Education
Digital Health
Digital Transformation
Software Solution
Training / RPL
Change Management
Implementations & Support

Our dedicated team specializes in change management, cultural transformation, and organizational development.

We ensure seamless transitions and sustainable growth. With a proven track record of delivering exceptional results, we are committed to driving your success.

OUR VALUE OFFERINGS

The Genix School

Blended Digital Tech Skills Programmes (Digital Literacy, Digital Fluency & Digital Mastery)

Onboarding Digital Technology Skills Development across sectors and age groups.

The Genix IT/Systems

IT Solutions

Software Solutions, Digital Transformations, E-health Systems & Solutions

The Genix College

National Qualifications Framework (NQF) Aligned

Nationally Recognized Skills - various NQF L3 L4 and L5 courses accredited though MICT SETA.

The Genix Professional Services

Industry Consulting Services

Organizational Change Management, Workplace skills Plan (WSP) and Systems Implementation

Grow Learn Connect

IFC International Finance Corporation WORLD BANK GROUP
Creating Markets, Creating Opportunities

WITS HEALTH CONSORTIUM

HOW TO APPLY

Apply Now!

Enrolling in courses at our campus is a straightforward process. Additionally, we offer an online learning platform, allowing you to choose the method that best suits your needs.

Online applications can be submitted through our website at www.thegenixinstitute.co.za, or you can contact us directly using the provided contact details.

Alternatively, you can visit our institution to submit your application in person and take advantage of the opportunity to receive career guidance from our friendly advisors.

We encourage the use of our online application and registration system. Please note that we do not issue any decision of acceptance without the payment of an admission deposit towards your qualification. We operate on a first-come, first-served basis and only offer spaces to those who have paid the registration fee.

EMPOWERED BY INNOVATION & TECHNOLOGY

We provide our learners with the appropriate tools to continue self-development.

info@thegenixinstitute.co.za

LEARNERSHIPS WE OFFER

FULL QUALIFICATIONS
PART QUALIFICATIONS
SKILLS PROGRAMMES
UNIT STANDARDS

IN-HOUSE TRAINING
FACE TO FACE LEARNING
PART-TIME TUITION

INDUSTRY SPECIALIZED PROGRAMMES

TECHNOLOGY 4 BUSINESS

SKILLS PROGRAMMES

SECOND CHANCE PROGRAMME

MICT SETA FULL QUALIFICATIONS

DIGITAL TOOLS PROGRAMMES

FOURTH INDUSTRIAL REVOLUTION (4IR) SKILLS PROGRAMME

DIGITAL TECHNOLOGY PROGRAMMES

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COURSE DIRECTORY

INDUSTRY SPECIALIZED PROGRAMMES

Recognition of prior learning (RPL) Learnerships
IT projects and Implementation
Change Management
Negotiation and Conflict Management
Time Management
Train-the-trainer
Internal skills audit & Reporting
Organizational culture change
Managing emotions
Communication
Cooperation and teamwork
Interpersonal skills
Self Leadership

TECHNOLOGY 4 BUSINESS

Business Finance & Budgeting
Business Communication
Business Reporting
Project Management
Office Management & Technology
Hardware and Infrastructure Support for PC
Hardware and Infrastructure Support for Office Products
Data Communications & Network Support

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COURSE DIRECTORY

SKILLS PROGRAMMES

Microsoft Office Basic
Office & Business Administration

SECOND CHANCE PROGRAMME

English Home Language / English First Additional Language
IsiZulu Home Language / IsiZulu First Additional Language
Mathematics / Mathematical Literacy
Physical Science / Life Sciences / Geography / History
Accounting / Economics / Business Studies

MICT SETA FULL QUALIFICATIONS

FETC: IT: Technical support
NC: IT: End User Computing
NC: System Development

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COURSE DIRECTORY

DIGITAL TOOLS PROGRAMMES

Concepts of ICT
Improve your typing skills
Basic Microsoft office All-in-one
Microsoft office word - Intermediate
Microsoft office word - Advanced
Microsoft office Excel - Basic
Microsoft Excel - Intermediate
Microsoft Excel office - Advanced
Microsoft office PowerPoint - Intermediate
Microsoft office PowerPoint - Advanced
Microsoft office Outlook - Basic
Microsoft office Access - Basic
Microsoft office Access - Intermediate

FOURTH INDUSTRIAL REVOLUTION (4IR) SKILLS PROGRAMME

3D printing
Algorithms design and use
Artificial intelligence applications
Big data analytics
Cybersecurity
Digital content design
Drone applications
Gamification
Mechatronics and robotics
Software engineering
Interpersonal skills

COURSE DIRECTORY

DIGITAL TECHNOLOGY PROGRAMMES

Digital Fundamentals (The ABC of Digital)
Digital Literacy
Digital Tech for Young
Coding and Robotics for Kids

Program options

PROGRAMME NAME	CREDITS
RECOGNITION OF PRIOR LEARNING (RPL)	NCB
LEARNERSHIPS	NCB
IT PROJECTS IMPLEMENTATION	NCB
CHANGE MANAGMENT	NCB
NEGOTIATION AND CONFLICT MANAGEMENT	NCB
TIME MANAGEMENT	NCB
TRAIN - THE - TRAINER	NCB
INTERNAL SKILLS AUDIT & REPORTING	NCB
ORGANIZATIONAL CULTURE CHANGE	NCB
MANAGING EMOTIONS	NCB
COMMUNICATION	NCB
COOPERATION & TEAMWORK	NCB
INTERPERSONAL SKILLS	NCB
SELF LEADERSHIP	NCB

Courses on offer

Business Finance & Budgeting

This course will help delegates understand the context and trends of finance—as well as the mechanics of developing budgets.

Qualification: Business finance and budgeting
Code: BFB/01 NQF level/
Credits: 28
Minimum Requirements: Grade 9 / NQF level2

Duration:
5 Days

Business Communication

Business Communication will provide students with communication principles, concepts, and techniques which are essential components for effective organizational behavior in oral and written communication situations.

Qualification: Business Communication
Code: BC/02
NQF level/
Credits: 24
Minimum Requirements : Grade 9 / NQF level 2

Duration:
5 Days

Business Reporting

Report Writing aims to develop the skills required to summarise and synthesise relevant information from several sources and compile clear, concise and structured business reports with a focus on using formal, impersonal and precise language structures.

Qualification: Business Reporting
Code: BR/03 NQF level/
Credits: 28 Minimum Requirements : Grade 9 / NQF level 2

Duration:
5 Days

Courses on offer

Project Management

Project Management includes developing a project plan, which includes defining project goals and objectives, specifying tasks or how goals will be achieved, what resources are needed, and associating budgets and timelines for completion. ... During the course week delegates complete practical project assignments.

Qualification: Project Management
Code: PM/04
NQF level/ Credits: 25
Minimum Requirements : Grade 9 / NQF level 2

Duration:
3 Days

Office Management and Technology

This course outlines the management of information in administrative, financial, public relations, human resources, legal, e-commerce, event management, or education and training environments.

Qualification: Office Management and technology
Code: OMT/05
NQF level/ Credits: 49
Minimum Requirements : Grade 9 / NQF level 2

Duration:
10 Days

Hardware and Infrastructure Support for Office Products

A course that sees to equip students with the ability to maintain all relevant office products as per micosoft standards.

Qualification: Hardware and Infrastructure Support for Office Products
Code: HISOP/07
NQF level/ Credits: 10
Minimum Requirements : Grade 9 / NQF level 2

Duration:
3 Days

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Courses on offer

Hardware and Infrastructure Support for PC

This course has been designed to equip students with the capacity to be able to maintain and also to be able to use their personal computers.

Qualification: Hardware and Infrastructure Support for Personal computer
Code: HISPC/06 NQF level/
Credits: 17
Minimum Requirements : Grade 9 / NQF level

Duration:
2 Days

Data Communications & Network Support

This course offers the knowledge and skills for designing, developing and operating secure IP-based networks. You will gain specialist knowledge of digital communications, multimedia communications, wireless networks and security issues.

Qualification: Data Communications & Network Support
Code: DCNS/08 NQF level/
Credits: 29
Minimum Requirements : Grade 9 / NQF level

Duration:
4 Days

Course choices

Microsoft Office ~ Basic

This course covers competencies in Microsoft Word, Excel and PowerPoint. During this course you will learn to create and share documents, analyze and visualize data and create, collaborate, and effectively present ideas. Also included is an overview of MS OneNote which covers the organization of your ideas into a digital notebook; as well as teaches skills in Microsoft Outlook to email, coordinate schedules, and stay up to date with your contacts.

Qualification: Microsoft Office Basic
Code: MICT/01 NQF level/
Credits: 16
Minimum Requirements : Grade 9 / NQF level

Duration:
3 months

Office & Business Administration

This course provides individuals with the opportunity to embark on a career in office administration. Office administrators may include executive personal assistants, front office coordinators, and branch administrators, among others.

Qualification: Office & Business Administration
Code: MICT/02 NQF level/
Credits: 16
Minimum Requirements : Grade 9 / NQF level

Duration:
6 months

SECOND CHANCE PROGRAMME

Course choices

PROGRAMME NAME	CREDITS
3D PRINTING	GRADE 12
ENGLISH FIRST ADDITIONAL LANGUAGE	GRADE 12
ISIZULU FIRST ADDITIONAL LANGUAGE	GRADE 12
ISIZULU HOME LANGUAGE	GRADE 12
MATHEMATICAL LITERACY	GRADE 12
MATHEMATICS	GRADE 12
PHYSICAL SCIENCE	GRADE 12
LIFE SCIENCES	GRADE 12
GEOGRAPHY	GRADE 12
HISTORY	GRADE 12
ACCOUNTING	GRADE 12
ECONOMICS	GRADE 12
BUSINESS STUDIES	GRADE 12

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FETC: IT: Technical support

SETA QUALIFICATIONS

SAQA QUAL ID	QUALIFICATION TITLE			
78964	Further Education and Training Certificate: Information Technology: Technical Support			
ORIGINATOR				
SGB Information Systems and Technology				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY			**NQF SUB-FRAMEWORK**	
MICTS - Media, Information and Communication Technologies Sector Education and Training Authority			OQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	**FIELD**		**SUBFIELD**	
Further Ed and Training Cert	Field 10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	**MINIMUM CREDITS**	**PRE-2009 NQF LEVEL**	**NQF LEVEL**	**QUAL CLASS**
Undefined	163	Level 4	NQF Level 04	Regular-Unit Stds Based
REGISTRATION STATUS	**SAQA DECISION NUMBER**		**REGISTRATION START DATE**	**REGISTRATION END DATE**
Passed the End Date - Status was "Reregistered"	SAQA 9999/99		2018-07-01	2023-06-30
LAST DATE FOR ENROLMENT	**LAST DATE FOR ACHIEVEMENT**			
2026-06-30	2029-06-30			

Minimum Entry Requirements:

Grade 10 / NQF level 3

A Qualifying learner :

At this level will be a well-rounded entry-level Systems Support professional with a good fundamental knowledge of the Information Technology field, coupled with interpersonal and business skills, allowing for specialization in one of the following Systems Support fields:

- Hardware and Infrastructure Support for Personal Computers
- Hardware and Infrastructure Support for Office Products
- Data Communications and Networking (and any new field not specified yet, allowing for new specializations in this area)

The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification learners are required to obtain a minimum of 163 credits as detailed below.

Fundamental Component.

The Fundamental Component consists of Unit Standards in:

- Mathematical Literacy at Level 4 to the value of 16 credits
- Communication at Level 4 in a First South African Language to the value of 20 credits
- Communication in a Second South African Language at Level 3 to the value of 20 credits
- It is compulsory therefore for learners to do Communication in two different South African languages, one at Level 4
- and the other at Level 3
- All Unit Standards in the Fundamental Component are compulsory.
- The Fundamental Component consists of Unit Standards to the value of 56 credits all of which are compulsory.

SETA QUALIFICATIONS

IT : End user computing

SAQA QUAL ID	QUALIFICATION TITLE			
61591	National Certificate: Information Technology: End User Computing			
ORIGINATOR				
SGB Computer Sciences and Information Systems				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY			**NQF SUB-FRAMEWORK**	
The individual Primary or Delegated Quality Assurance Functionary for each Learning Programme recorded against this qualification is shown in the table at the end of this report.			SFAP - Sub-framework Assignment Pending	
QUALIFICATION TYPE	**FIELD**		**SUBFIELD**	
National Certificate	Field 10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	**MINIMUM CREDITS**	**PRE-2009 NQF LEVEL**	**NQF LEVEL**	**QUAL CLASS**
Undefined	130	Level 3	NQF Level 03	Regular-Unit Stds Based
REGISTRATION STATUS	**SAQA DECISION NUMBER**		**REGISTRATION START DATE**	**REGISTRATION END DATE**
Passed the End Date - Status was "Reregistered"	SAQA 9999/99		2021-07-01	2023-06-30
LAST DATE FOR ENROLMENT		**LAST DATE FOR ACHIEVEMENT**		
2026-06-30		2029-06-30		

Minimum Entry Requirements:

Grade 9 / NQF level 2

A qualifying learner will be able to:

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Understand the impact and use Information Communication & Technology (ICT) in an organisation and society.
- Improve Communication by combining communication skills with End User Computing skills. Improve the application of mathematical literacy in the workplace, by better utilising applicable End User Computing Applications

The National Certificate in IT: End User Computing at NQF Level 3, is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills. The unit standards of this qualification may be added to other industry qualifications to provide an End User Computing focus with comparison, choice, interpretation and the application of knowledge.

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. … It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry.

QUALIFICATION RULES

Rules regarding NQF levels of credits: The qualification consists of a minimum of 130 credits and has been designed in accordance with the SAQA regulations and rules of combination

Rules regarding Fundamental, Core and Electives
1. All fundamental unit standards are compulsory for this qualification. (47 credits)
2. All core unit standards are compulsory. (56 credits)
Rules regarding Electives: Elective unit standards totaling a minimum of 27 credits needs to be completed.

SETA QUALIFICATIONS

National Certificate: Information Technology (Systems Development)

SAQA QUAL ID	QUALIFICATION TITLE			
48872	National Certificate: Information Technology (Systems Development)			
ORIGINATOR				
SGB Computer Sciences and Information Systems				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY			**NQF SUB-FRAMEWORK**	
MICTS - Media, Information and Communication Technologies Sector Education and Training Authority			OQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	**FIELD**		**SUBFIELD**	
National Certificate	Field 10 - Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
ABET BAND	**MINIMUM CREDITS**	**PRE-2009 NQF LEVEL**	**NQF LEVEL**	**QUAL CLASS**
Undefined	131	Level 5	Level TBA: Pre-2009 was L5	Regular-Unit Stds Based
REGISTRATION STATUS	**SAQA DECISION NUMBER**		**REGISTRATION START DATE**	**REGISTRATION END DATE**
Passed the End Date - Status was "Reregistered"	SAQA 06120/18		2018-07-01	2023-06-30
LAST DATE FOR ENROLMENT		**LAST DATE FOR ACHIEVEMENT**		
2024-06-30		2027-06-30		

Minimum Entry Requirements:

Grade 10 / NQF level 3

A Qualifying learner :

A qualifying learner at this level will be a well-rounded IT professional, building on foundational technical skills acquired at NQF level 4, via the National Certificate in IT Technical Development or equivalent. This qualification is expanding the systems development foundation started at NQF level 4 into specialisation fields within systems development, in one or more of the following disciplines:

- Procedural Programming.
- Object Oriented Programming.
- Fourth Generation Language Programming.
- Web site development.
- Multimedia.
- Electronic Commerce.

At this level the learner must be able to communicate effectively with fellow IT staff & users of information technology, understanding the role of technology in a business context and to be able to address business problems with appropriate information technology solutions. Learners will be able to apply the principles of creating computer software by carrying out, under limited supervision, a task of reasonable size to demonstrate an understanding of the knowledge, techniques & skills needed in one or more area of majoring/specialisation that the qualification offers.

The qualification is designed to:

Provide qualified learners with an undergraduate entry into the fields of Information Communication Technology (ICT) and Computer Sciences, specialising in the Systems Development area
Prepare qualified learners for initial employment into the ICT and related industries.

Qualified learners will have a solid understanding of computer industry concepts and to able to work in areas of Systems Development with intermediate technical complexity.

We need to provide an education which *teaches* critical thinking and *encourages* the development of mature moral values.

- Pope Francis

Minimum Requirements : Grade 9 / NQF level 2

Course choices

Concepts of ITC

ICT is technology that supports activities involving information. Such activities include gathering, processing, storing and presenting data. Increasingly these activities also involve collaboration and communication. Hence IT has become ICT: information and communication technology.

Qualification: Concepts of ITC
Code: DTCICT
NQF level/ Credits: 3

Duration:
1 Day

Improve Your Typing Skills

This course is a one day course designed to increase your typing speed. You will be introduced to touch typing techniques and be tested to assess your words per minute speed at the end of the course. Learn how to type correctly in just a few hours using all your fingers. You will soon be typing faster than you ever imagined. This course is also accompanied by fun, interactive hands-on exercise.

Qualification: Typing skills
Code: DTIYTS
NQF level/ Credits:

Duration:
1 Day

Microsoft Office All-in-One ~ Basic

This course equips you with proficiency in Microsoft Word, Excel, and PowerPoint, enabling you to create and share documents, analyze and visualize data, and present ideas effectively. It also includes an overview of MS OneNote for organizing your thoughts digitally and teaches essential Microsoft Outlook skills for emailing, scheduling, and managing contacts.

Qualification: Basic Microsoft Office All-in-One
Code: DTBMOA
NQF level/ Credits: 20

Duration:
5 Days

Course choices

Microsoft Office Outlook ~ Basic

In this course, you will use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; customize message response options, and organize your mail.

Qualification: Microsoft Office Outlook Basic
Code: DTMOOB
NQF level/ Credits: 2

Duration:
1 Day

Microsoft Office Word ~ Intermediate

In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents. You will: Organize content using tables and charts. Customize formats using styles and themes.

Qualification: Microsoft Office Word - Intermediate
Code: DTMOWI
NQF level/ Credits: 5

Duration:
1 Day

Microsoft Office Word ~ Advanced

This advanced-level course is designed to help power users leverage Microsoft Word to collaborate on documents and secure information. Learners will also learn how to create reference pages, manage long documents and create forms using Microsoft Word.

Qualification: Microsoft Office Word - Advanced
Code: DTMOWA
NQF level/ Credits: 5

Duration:
1 Day

Minimum Requirements : Grade 9 / NQF level 2

Course choices

Microsoft Office Excel ~ Basic

This introductory course is designed for beginners looking to harness the power of Excel for data analysis. Participants will learn the basics of entering data, performing simple calculations, and creating basic charts and graphs. By the end of the day, you'll be able to confidently use Excel to organize and present your data effectively.

Qualification: Microsoft Office Excel Basic
Code: DTMOEB
NQF level/ Credits: 4

Duration:
1 Day

Microsoft Office Excel ~ Intermediate

Build on your basic Excel skills with this intermediate course. Dive deeper into data analysis by learning advanced functions, pivot tables, and more sophisticated charting options. Discover how to transform raw data into meaningful insights and present them with impact. This course is perfect for those who are comfortable with Excel basics and ready to take their data analysis to the next level.

Qualification: Microsoft Office Excel intermediate
Code: DTMOEI
NQF level/ Credits: 6

Duration:
1 Day

Microsoft Office Excel ~ Advanced

ake your Excel expertise to the pinnacle with this advanced course. Explore complex data analysis techniques, including advanced formulas, macros, and data visualization strategies. Learn how to automate repetitive tasks and extract actionable insights from large datasets. This course is ideal for professionals seeking to maximize Excel's potential and drive data-driven decisions in their organizations.

Qualification: Microsoft Office Excel Advanced
Code: DTMOEA
NQF level/ Credits: 3

Duration:
1 Day

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Minimum Requirements : Grade 9 / NQF level 2

Course choices

Microsoft office PowerPoint ~ Intermediate

Elevate your presentation skills with this intermediate PowerPoint course. Learn to customize PowerPoint 2016 and create engaging, collaborative multimedia presentations. You will master the art of adding SmartArt, math equations, and working with media and animations. By the end of the day, you'll be able to design presentations that captivate your audience and effectively communicate your message.

Qualification: Microsoft Office PowerPoint Intermediate
Code: DTMOPPI
NQF level/ Credits: 6

Duration:
1 Day

Microsoft office PowerPoint ~ Advanced

Take your PowerPoint expertise to the next level with this advanced course. Dive deep into customizing PowerPoint 2016 and creating sophisticated, collaborative multimedia presentations. You will explore advanced techniques for incorporating SmartArt, math equations, media, and animations. This course is perfect for professionals seeking to create impactful presentations that stand out and deliver powerful messages.

Qualification: Microsoft Office PowerPoint Advanced
Code: DTMOPPA
NQF level/ Credits: 5

Duration:
1 Day

Hardware and Infrastructure Support for Office Products

A course that sees to equip students with the ability to maintain all relevant office products as per micosoft standards.

Qualification: Hardware and Infrastructure Support for Office Products
Code: HISOP/07
NQF level/ Credits: 10
Minimum Requirements : Grade 9 / NQF level 2

Duration:
3 Days

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Minimum Requirements : Grade 9 / NQF level 2

Course choices

Microsoft Office Access ~ Basic

This course is tailored for students aiming to build a solid foundation in Microsoft Office Access. You will learn essential skills such as creating new databases, constructing data tables, designing forms and reports, and crafting queries. By the end of the day, you'll have the intermediate knowledge required to manage and organize data effectively.

Qualification: Microsoft Office Access Basic
Code: DTMOAA
NQF level/ Credits: 3

Duration:
1 Day

Microsoft Office Access ~ Intermediate

Take your Microsoft Access skills to the next level with this advanced course. Expand your understanding by learning how to construct relational databases, optimize data structures, and create complex queries. This course is designed for professionals seeking to harness the full power of Access for sophisticated data management and analysis.

Qualification: Microsoft Office Access Intermediate
Code: DTMOAI
NQF level/ Credits: 4

Duration:
1 Day

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FOURTH INDUSTRIAL REVOLUTION (4IR) SKILLS PROGRAMME

Program options

PROGRAMME NAME	CREDITS
3D PRINTING	NCB
ALGORITHMS DESIGN AND USE	NCB
ARTIFICIAL INTELLIGENCE APPLICATIONS	NCB
BIG DATA ANALYTICS	NCB
CYBERSECURITY	NCB
DIGITAL CONTENT DESIGN	NCB
DRONE APPLICATIONS	NCB
GAMIFICATION	NCB
MECHATRONICS AND ROBOTICS	NCB
SOFTWARE ENGINEERING	NCB
INTERPERSONAL SKILLS	NCB

DIGITAL TECHNOLOGY PROGRAMMES

Program options

PROGRAMME NAME	CREDITS
DIGITAL FUNDAMENTALS (THE ABC OF DIGITAL)	NCB
DIGITAL LITERACY	NCB
DIGITAL TECH FOR YOUNG	NCB
CODING & ROBOTICS	NCB

This comprehensive course is designed for educators and support staff who work with students requiring additional support due to learning barriers. You will explore a variety of assistive technologies and resources that can be utilized in an educational setting to enhance learning experiences. The course will cover strategies and processes for effectively implementing specialized software and built-in tools found in common devices such as Windows computers, iPads (iOS), and Chromebooks.

Course Aims
- Develop a deep understanding of assistive technology and its application in supporting learners with additional needs.
- Expand your knowledge of best practices when integrating technology into the learning process for students requiring extra support.
- Engage with assistive technology assessment frameworks to ensure the appropriate technologies are used to meet diverse learning needs.
- Understand the connection between inclusive education theories and assistive technology.
- Consider legal and policy implications related to inclusive education strategies, assistive technology, and accessible materials.
- Build confidence in using technology to overcome learning barriers and create inclusive educational environments.

- **Learning Outcomes**
- Identify a wide range of assistive technologies, including tools built into mainstream devices, and understand their potential to support learners with additional needs.
- Apply practical assistive technology skills in your workplace to create new opportunities for your learners.
- Evaluate assistive technology frameworks to provide the correct support tailored to different learning needs.
- Integrate key inclusive education theories into your practice, emphasizing the role of assistive technology.
- Navigate legal and policy requirements to ensure compliance with inclusive education standards.
- Enhance your confidence in leveraging technology to address and overcome learning barriers.

MEET
THE TEAM

Key attributes

Sphamandla Ndosi
Chief Executive Offier

Educational Technology Management and Digital Skills Development

Digital Inclusion Strategies and CRM

Project and Change Management and Customer experiences

Precious Cele
Chief Operations Officer

Managing and optimizing Business Operations and Business Acumen

Strategic Negotiations and Skills Development

Productivity and Innovative Operational Techniques

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GET IN TOUCH

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