CAPE TOWN
CITY COLLEGE

Reg. No: **2022/343892/07** | QCTO: **SDP27102031832**

PROGRAMME OFFERINGS

WITH OUTSTANDING ACADEMICS ESSENTIAL BUSINESS EXPERIENCE Our Teaching staff is well equipped with the state-of-the-art mind-set that is oriented to bring only the best out of the student. Our students leave school with the right number of skills to propel them into a workforce where results are all they will give back.

With that in mind, you have every reason to give trust to us to guide your children into a life worthwhile. We all aim higher, but knowing the right place is as worthy as getting the right content composed for you to get you ready for a rich future of opportunity where you never miss out.

GLOBALY RECOGNISED

REGISTRATION NUMBER	QCTO ACCREDITATION
2022/343892/07	SDP27102031832

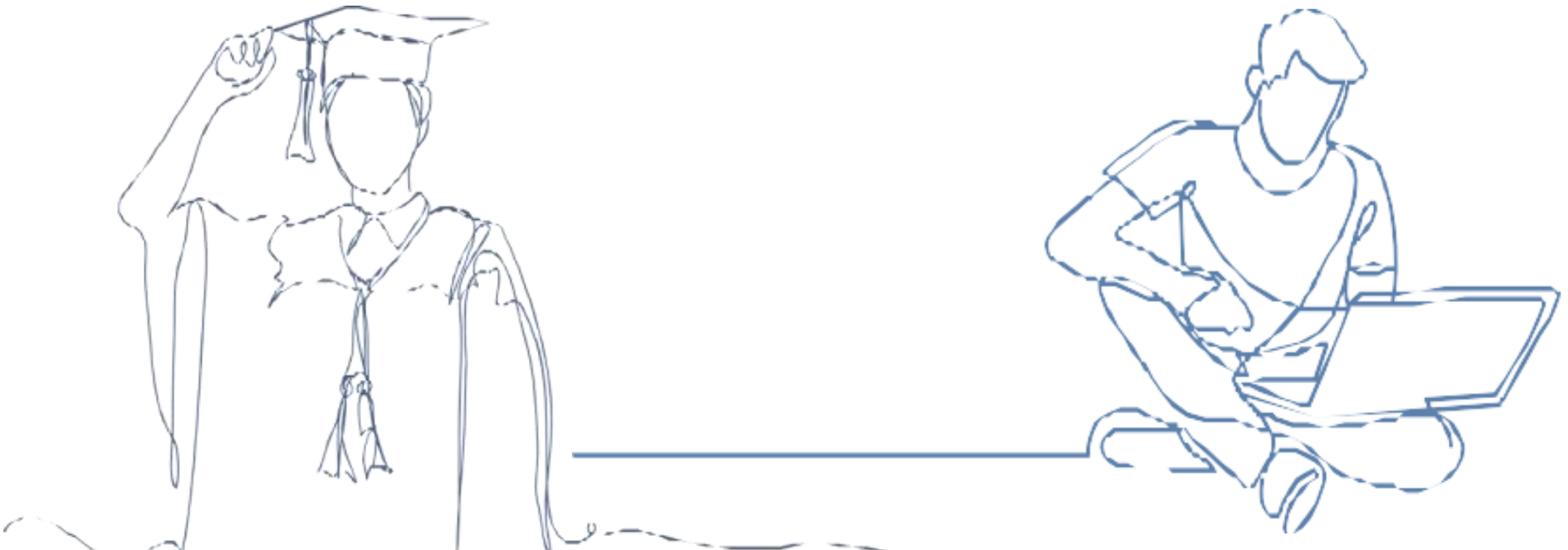
Visit: www.capetowncitycolleges.com

Information Technology and Computer Short Courses

Level 4
National Certificate: Information Technology: End User Computing Further Education & Training Certificate: Information Technology: Technical Support National Certificate: Information Technology: System Development

Short Courses
Microsoft Word Microsoft Excel Microsoft Power Point Microsoft Access Microsoft Outlook Data Capture

Career opportunities: The certificate holder will have access to the following career Sectors: Computer programming; information technology management; computer system engineering and data processing.data processing.



National (N) Diploma:	**Business Studies**
Duration:	**Theory:** 6 (Six) months per N level for all Programmes = **18 months PLUS Practical (Work Integrated Learning Learning) 18 months = 36 months or 3 years**
Admission Requirements:	**N4:** Passed Grade 12 or NQF Level 4 with a pass in Business Studies subjects and English *(Specific CollegeRequirements apply) **N5:** Passed N4 subjects and **N6:** Passed **N4** and **N5** Subjects of the same subfield or programme
To obtain a National (N) Certificate:	A total of 4 subjects at the same level For **N4**, **N5** and **N6**

*Business Management

N4	N5	N6
Management Communication N4 Entrepreneurship and Business Management N4 Computer Practice N4 Financial Accounting N4	Cost and Management Accounting N5 Entrepreneurship and Business Management N5 Computerized Financial Systems N5 Financial Accounting N5	Cost and Management Accounting N6 Computerized Financial Systems N6 Income Tax N6 Financial Accounting N6

Career opportunities: Asset controllers, debtor’s clerk, creditor’s clerk and entry level financial management careers.

*Public Management

N4	N5	N6
Entrepreneurship and Business Management N4 Management Communication N4 Computer Practice N4 Public Administration N4	Public Finance N5 Municipal Administration N5 Computer Practice N5 Public Administration N5	Public Finance N6 Municipal Administration N6 Computer Practice N6 Public Administration N6

Career opportunities: Entry levels in the administrative, Human Resources and other divisions of the public sector, National Governments and Local Governments

*Financial Management

N4	N5	N6
Management Communication N4 Entrepreneurship and Business Management N4 Computerized Financial Systems N4 Financial Accounting N4	Cost and Management Accounting N5 Entrepreneurship and Business Management N5 Computerized Financial Systems N5 Financial Accounting N5	Cost and Management Accounting N6 Computerized Financial Systems N6 Income Tax N6 Financial Accounting N6

Career opportunities: Asset controllers; debtor’s clerk; creditor’s clerk and entry level financial management careers.

*Management Assistant

N4	N5	N6
Communication N4 Computer Practice N4 Information Processing N4 Office Practice N4	Communication N5 Computer Practice N5 Information Processing N5 Office Practice N5	Communication N6 Computer Practice N6 Information Processing N6 Office Practice N6

Career opportunities: Office Management Assistant, Telephonist, Receptionist, Secretary, Personal Assistant, General Office Clerk, Typist and Audio Typist.

*Human Resource Management

N4	N5	N6
Computer Practice N4 Information Processing N4 Communication N4 Office Practice N4	Legal Practice N5 Information Processing N5 Communication N5 Office Practice N5	Legal Practice N6 Information Processing N6 Communication N6 Office Practice N6

Career opportunities: Legal secretaries may also find interesting career opportunities in courts, with police, or in the barrister's chambers. They can also move into other skilled secretarial work such as working as medical secretary, solicitors and legal executives.

*Public Management

N4	N5	N6
Communication N4 Computer Practice N4 Information Processing N4 Office Practice N4	Communication N5 Office Practice N5 Information Processing N5 Public Relations N5	Communication N6 Computer Practice N5 Information Processing N6 Public Relations N6

Career opportunities: Assistant to Public Relations Officer; Assistant to Marketing Communications Officer; Personal Assistant; telephonist; receptionist; secretary; personal assistant; general office clerk; typist and audio typist.

National (N) Certificate: **Engineering Studies (N4 – N6)**

Duration: **Theory:** Eleven (11) weeks/three (3 months per N Level (Trimester) for all programmes

Practical (Work Integrated Learning) 24 months = 36 months or 3 years

Admission Requirements: **N1:** Passed Grade 10 or higher with a pass in Mathematics and English (Specific College Requirements apply)

N2: Passed N1 subjects and **N3:** Passed N1 and N2 Subjects of the same subfield or programme

To obtain a National Certificate: A total of 4 subjects at the same level

Civil Engineering

N4	N5	N6
Mathematics Quantity Surveying Building Administration Supervisory Management Production & Quality Control Building & Structural Construction	Mathematics Quantity Surveying Building Administration Supervisory Management Production & Quality Control Building & Structural Construction	Mathematics Quantity Surveying Building Administration Supervisory Management Production & Quality Control Building & Structural Construction

Career opportunities: Architectural Technician, Quantity Surveyor, Drainage Inspector, Builder, Plumber. .

Electrical Engineering

N4	N5	N6
Mathematics Engineering Science Industrial Electronics Electro Technics	Mathematics Engineering Science Industrial Electronics Electro Technics	Mathematics Engineering Science Industrial Electronics Electro Technics

Career opportunities: Electrician installation; domestic appliance repairs; house wiring.

Mechanical Engineering

N4	N5	N6
Mathematics Engineering Science Mechanical Draughting Mechanotechnics	Mathematics Power Machines Fluid Mechanics Mechanotechnics	Mathematics Power Machines Fluid Mechanics Mechanotechnics

Career opportunities: Mill Wright, Fitter and Turner, Technically related career opportunities; Mechanical Technician, Power Station Worker, Mechanical Draughtsman, Welder, Toll Maker.