COMPUTER SCHOOL
Introductory Courses

Introductory Computer Courses

INTEC COLLEGE
Leader in Distance Learning

Build your future the INTEC way
Programme Types offered at INTEC College

**National Qualifications** are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a national qualification.

**Agent Programmes** are programmes for which INTEC offers tuition, but where INTEC does not issue the final certificate. The Agent body issues the final certificate and manages the final examinations.

**INTEC Programmes** are INTEC’s own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the INTEC Academic Board. INTEC Programmes fall into FIVE categories:

- **Career Programmes**: are INTEC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.
- **Career Booster courses**: are continuous professional development (CPD) short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.
- **Career Starter courses**: are short courses that introduce you to a particular field or career; and that offer you the opportunity to explore an interest or a skills set without having to enrol on a full programme.
- **Job Creator courses**: are designed to refine your skills in a particular field of interest; to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business.
- **Self-Enrichment courses**: are offered for self-enrichment purposes. They will add value to your experience of life in a particular chosen field of interest.

Why do a Computer course with INTEC?

In today’s world, a computer skill, even the most fundamental Word Processing and Data Processing abilities, like using MS Word and MS Excel, is essential in the computer industry.

Kick start your career with INTEC College. The computer Industry constantly changes, and for you as a student it makes it difficult to stay ahead with technology. Our introductory courses give you the opportunity to decide where you would like to start. The basics in any context will always be there to guide you in the right direction.

Please note that All Microsoft software consists of OEM (Original Equipment Manufacturer) versions.
Contents

INTEC Introduction to PCs (Windows 7) Certificate
INTEC Introduction to PCs (Windows 8) Certificate
National Certificate: Information Technology: End User Computing
IC3 Internet & Computing Core Certification (Using Windows 7 and Microsoft Office 2010)
INTEC Computer Skills Short Course Certificate
INTEC Introduction to Cloud Computing Certificate
INTEC Introduction to Wireless Communication Certificate
INTEC Google™ Analytics for Businesses Short Course Certificate
Microsoft Office 2010 Specialist
INTEC Full Programme: Application Software Specialist
Pastel Accounting 11 Certificate
INTEC Introduction to Databases Certificate
PC Requirements
Equip yourself with the basic skills required to get started with personal computers and work with the various features, tools, and options available in Windows 7. In this course, you will familiarise yourself with the basics of personal computers, customise Windows 7, and manage files and folders. You will also work with simple tools and browse the Internet.

Target Student
This course is designed for any worker, business professional or private individual who requires knowledge in operating systems and file management skills.

Programme Type
The INTEC Introduction to PCs (Windows 7) Certificate is part of the INTEC Career Starter Series. The INTEC Introduction to PCs (Windows 7) Certificate is an INTEC certificate. This programme is approved by the INTEC College Academic Board.*

Hardware Requirements
- Intel® Pentium® IV 800 MHz or higher
- Minimum 512 MB of RAM or higher
- 128 MB graphics processor that supports DirectX® 9.0
- Generic Monitor (1024x768)
- 16 GB hard-disk space for 32 bit or 20 GB hard-disk space for 64 bit
- DVD R/RW drive
- High–speed Internet connection
- A mouse or compatible pointing device

Software Requirements
- Microsoft® Windows® 7 Ultimate Edition
- DirectX® 9.0
- Microsoft Internet Explorer
- Data files to complete practical activities, practical optional activities and lesson lab activities in your material

* This programme does not lead to a qualification on the NQF.
Course Content
• Exploring Windows 7
• Customising the Windows 7 Desktop
• Managing Folders and Files
• Using Common Tools and Programs in Windows 7
• Browsing the Internet
• Customising the Windows 7 Environment
• Configuring User Accounts
• Working with Applications in Windows 7
• Working with Devices
• Managing Networks
• Securing System Data
• Enhancing System Performance
• Working with Internet Explorer 8

Course Duration
You should be able to complete this course within 12 months.

Assessment
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

Award
On successful completion of your course, you will receive your INTEC Introduction to PCs (Windows 7) Certificate.
No matter what you want to do, you can get it done quickly in Windows 8. Whether you’re completing a project, playing a game, or reading a book, with Windows 8, you can use touch, mouse, and keyboard together seamlessly to do what you want, the way you want. No need to choose one or the other.

Programme Type
The INTEC Introduction to PCs (Windows 8) Certificate is part of the INTEC Career Starter Series. The INTEC Introduction to PCs (Windows 8) Certificate is an INTEC certificate. This programme is approved by the INTEC College Academic Board.*

System requirements for Windows 8
• Processor: 1 gigahertz (GHz) or faster
• RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)
• Hard-disk space: 16 GB (32-bit) or 20 GB (64-bit)
• Graphics card: Microsoft DirectX 9 graphics device with WDDM driver

Additional requirements to use certain features
• To use touch, you need a tablet or a monitor that supports multitouch
• To access the Windows Store and to download and run apps, you need an active Internet connection and a screen resolution of at least 1024 x 768
• To snap apps, you need a screen resolution of at least 1366 x 768
• Internet access (ISP fees might apply)

Course Content
• Identify Components of a Personal Computer
• Log in to Windows 8
• Navigate the Start Screen
• Navigate the Desktop
• Use common Windows 8 Apps Features

* This programme does not lead to a qualification on the NQF.
- Manage Files and Folders with Windows Explorer
- Create and modify files with Desktop Applications
- Navigate Internet Explorer 10
- Customise the Start Screen
- Customise the Desktop
- Set Privacy Levels and Passwords
- Windows Defender

**Course Duration**
You should be able to complete this course within 12 months.

**Assessment**
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

**Award**
On successful completion of your course, you will receive your INTEC Introduction to PCs (Windows 8) Certificate.
Entrance Requirements
Grade 10 (Std. 8) or NQF 1 End User Computing, or NQF 2 Further Education and Training qualification, or equivalent, or a verifiable relevant working experience (1 year).

Programme Type
National Certificate: Information Technology: End User Computing (SAQA ID 61591) is a National Qualification, accredited by Media, Information, and Communication Technologies Sectors Education & Training Authority (MICT SETA).

Course Duration
You should be able to complete this course within 18 months.

Course Content
• Using ICT in the Organisation
• Word Processing
• Communication
• Mathematical Literacy
• Using a Web Browser
• Power Point
• Excel
• Outlook
• Access
Assessment
Formative and summative assessments will assess all specific outcomes and adhere to all assessment criteria of the unit standards. Once you have successfully been declared competent in all unit standards, you will be required to write and pass a Final Integrated Formative assessment, of relevant units, to achieve this full programme in End User Computing.

Award
INTEC College will upload your details and results onto the National Learner Record Database [NLRD], when you have been declared competent. MICT SETA will award you with a statement of results indicating the unit standards that you have been found competent, in this particular qualification. You will also receive a statement of results from INTEC College.
The IC3 Internet and Computing Core Certification (Using Windows 7 and Microsoft Office 2010) provides both students and job seekers with the foundation of knowledge required to succeed in environments that require the use of computers and the Internet.

What is IC3?
Internet and Computing Core Certification is a global training and certification program, providing proof to the world that you are:

• Equipped with the needed computer skills to excel in a digital world
• Capable of using a broad range of computer technology from basic hardware and software, to operating systems, applications and the Internet
• Ready for what employers, colleges and universities want to throw your way
• Positioned to advance your career through additional certifications such as Comptia A+ and other desktop application exams.

Target Students
This course is designed for students and job seekers who require foundation knowledge of computers and the internet.

Programme Type
The IC3 Internet and Computing Core Certification (Using Windows 7 and Microsoft Office 2010) is an Agent Programme.

Hardware Requirements
• 1 GHz 32-bit (x86) processor or 1 GHz 64-bit (x64) processor
• 1GB of system memory
• Windows Aero-capable graphics card
• 128 MB of graphics memory (min)
• Internet access capability
Hardware Requirements continued
• 40 GB hard disk that has 15 GB of free hard-disk space (the 15 GB of free space provides room for temporary file storage during the installation or upgrade)
• Mouse or other compatible pointing device
• 101 enhanced keyboard

Software Requirements
• Microsoft Windows 7 Professional
• Microsoft Office 2010 Professional
• Windows Internet Explorer 9.0

Course Content
• Computing Fundamentals
• Key Applications
• Living Online

Course Duration
You should be able to complete this course within 12 months.

Assessment and Exam Information
These modules are externally examined at Certiport Testing Centres. To find your nearest testing centre, please visit www.certiport.com/locator

Please note that your examination fee is not included in your tuition fee.

Award
On passing all three IC3 exams, you will receive the globally accepted and validated credential, IC3 Internet and Computing Core Certification from Certiport.
We have developed a Computer Skills course to give you an understanding of all the basic skills you need to use a PC and its relevant software. INTEC’s training discs allow you to learn these skills on your computer at home without having to go out and buy the software, saving you time and money.

Programme Type
The INTEC Computer Skills Short Course Certificate is part of the INTEC Career Booster Series. The INTEC Computer Skills Short Course Certificate is an INTEC short course. This programme is approved by the INTEC College Academic Board.*

Course Outcome
Learn the general skills required to work in an office environment. When you go for an interview, you will probably be assessed on your general Computer Skills. With this course you will learn about an operating system (Windows), how to surf the worldwide web and how to work with Microsoft Office.

Entrance Requirement
Grade 9 (Std. 7) or equivalent, or relevant work experience.

Course Duration
You should be able to complete this course within 12 months.

Course Content
• Word 2010
• Excel 2010
• Outlook 2010
• PowerPoint 2010
• Introduction to PCs (Windows 7)

* This programme does not lead to a qualification on the NQF.
Assessment
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

Award
On successful completion of this course, you will receive your INTEC Computer Skills Short Course Certificate.
Cloud Computing is a business computing model that delivers easy-to-use, on-demand network access to a pool of computing resources including software, infrastructure and hardware facilities over network. This “pay-per-use” model helps you and your organisation to use resources as and when needed, and pay only for the facilities and the time for which resources have been used. These services can be quickly provisioned and managed with minimal effort. The flexibility of Cloud Computing solutions to scale up and down as per your needs is a primary benefit. One of the important characteristics of Cloud Computing is “pooled resources”, i.e. servers and licensed software are combined to form a cloud and are then made available to any user by the cloud provider.

Learn to define cloud computing technology, and describe its impact on the IT scenario.

- Identify the pros and cons of the cloud computing technology, and determine its impact on businesses
- Differentiate the currently-available cloud services
- Differentiate cloud categories and adoption measures
- Identify risks involved, and risk mitigation measures in cloud computing

Target Student
This course is intended for business and IT managers, network administrators and technical support staff who may need to consider or work within a cloud computing environment.

Prerequisites
To ensure success in this course, basic knowledge of working with computers and familiarisation with the core functioning of an organisation is highly recommended.

Programme Type
The INTEC Introduction to Cloud Computing Certificate is part of the INTEC Career Starter Series. The INTEC Introduction to Cloud Computing Certificate is an INTEC certificate. This programme is approved by the INTEC College Academic Board.*

* This programme does not lead to a qualification on the NQF.
Hardware Requirements
• Intel® Pentium® IV with 300 MHz (or better)
• At least 512 MB of RAM
• CD-ROM drive
• A monitor capable of 1024 x 768 screen resolution and 32-bit colour display
• Internet Connection

Software Requirements
• Microsoft® Windows 7, or
  Windows® XP (Professional or Home Edition)
• Microsoft® Office® 2007 or later

Course Content
• Introducing Cloud Computing
• Differentiating Cloud Services
• Integrating Cloud Services
• Identifying Risks and Risk Mitigation Measures

Course Duration
You should be able to complete this course within 12 months.

Assessment
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

Award
Upon successful completion of this course, you will receive your INTEC Introduction to Cloud Computing Certificate.
Wireless communication is an important branch of telecommunications. In this course, you will learn the fundamentals of wireless communication.

Target Student
This course is intended for network administrators, technical support staff, IT managers, or other professionals who would like to understand technologies and services offered in today's wireless communication networks. Specifically, it is intended for those preparing for entry-level careers in the telecommunications field, but who do not have prior academic backgrounds in telecommunications studies or technical work experience in the telecommunications field, or those who have some basic knowledge of telecommunications. The basic information presented in this course will enable students to pursue further specialised training in specific technology areas.

Programme Type
The INTEC Introduction to Wireless Communication Certificate is part of the INTEC Career Starter Series. The INTEC Introduction to Wireless Communication Certificate is an INTEC certificate. This programme is approved by the INTEC College Academic Board.*

Minimum Hardware Requirements
- Pentium® (P1V) class processors
- Minimum of 256 MB of RAM
- Minimum of 4 GB of hard-disk space
- CD-ROM or DVD drive
- VGA or higher video
- Keyboard and mouse

* This programme does not lead to a qualification on the NQF.
Minimum Platform Requirements
Microsoft® Windows® XP

Course Content
• Wireless Communication
• Radio Communication
• Microwave Communication
• Wireless Personal Area Networks
• Wireless Local Area Networks
• Cellular Communication
• Global System for Mobile Communication
• Code Division Multiple Access Systems
• Wireless Data Access Technologies
• Wireless Radio Systems
• Satellite Networks
• Emerging Trends in Wireless Communication

Course Duration
You should be able to complete this course within 12 months.

Assessment
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

Award
Upon successful completion of this course, you will receive your INTEC Introduction to Wireless Communication Certificate.
Learn to use the basics of Google™ Analytics and its applications.

Target Student
This course is for individuals intending to use Google™ Analytics to strengthen their marketing initiatives, and increase the number of conversions or sales from their website.

Prerequisites
Basic computing skills, such as opening, closing, and saving documents. Experience with web browsing, email and handling attachments in mail is recommended.

Programme Type
The INTEC Google™ Analytics for Businesses Short Course Certificate is part of the INTEC Career Booster Series. The INTEC Google Analytics for Businesses Short Course Certificate is an INTEC short course. This programme is approved by the INTEC College Academic Board.*

Course Objectives
• Describe the basics of Google™ Analytics.
• Create and activate a Google™ Analytics account.
• Manage a Google™ Analytics account.
• Configure goals and funnels in Google™ Analytics.
• Create filters in Google™ Analytics.
• Identify and interpret various Google™ Analytics reports.

Hardware Requirements
• Intel® Pentium® IV, 1 GHz CPU or higher
• Minimum 512 MB of RAM or higher
• 1024 x 768 resolution monitor
• 40 GB of hard-disk space or larger
• High-speed Internet connection
• Compatible pointing device

* This programme does not lead to a qualification on the NQF.
Software Requirements
• Web browser, Google™ Chrome
• Adobe™ Flash Player 10
• Windows XP Professional with Service Pack 2 or a later version of Windows

Course Content
• Overview of Google™ Analytics
• Getting Started with Google™ Analytics
• Managing a Google™ Analytics Account
• Configuring Goals and Funnels in Google™ Analytics
• Creating Filters in Google™ Analytics
• Working with Google™ Analytics Reports

Course Duration
You should be able to complete this course within 12 months.

Assessment
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

Award
Upon successful completion of this course, you will receive your INTEC Google™ Analytics for Businesses Short Course Certificate.
MOS 2010 continues the legacy of the Microsoft Office Specialist certification programs, providing the world with a standards-based credential for validating Microsoft Office skills. It is the premier credential chosen by individuals seeking to validate their skills. The credential enables individuals to tap the full features and functionality of the Microsoft Office 2010 system, resulting in heightened performance, confidence and differentiation.

You can earn a Microsoft Office Specialist (MOS) certification on Microsoft Office programs and Windows operating systems. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their resumes and other business materials.

Earning a Microsoft Office Specialist certification can help you to differentiate yourself in today’s competitive job market, broaden your employment opportunities by displaying your advanced skills and can result in higher earning potential. Microsoft Office Specialist certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

**Entrance Requirements**
You should be able to operate a PC.

**Programme Type**
Microsoft Office 2010 Specialist is an Agent Programme.

**Course Duration**
You should be able to complete this course within 12 months.
Course Content
• Word 2010
• Powerpoint 2010
• Outlook 2010
• Excel 2010
• Access 2010

Assessment and Exam Information
These modules are externally examined at Certiport Testing Centres. To find your nearest testing centre, please visit www.certiport.com/locator

Please note that your examination fee is not included in your tuition fee.

Award
On successful completion of your external examinations, you will receive the Internationally recognised Microsoft Office Specialist Certification from Microsoft.

Kit Items
• Textbooks with this course.

FREE with this course is Office 2010 software (Academic Version)

*INTEC College reserves the right to change the kit items without prior notice.
This bouquet of programmes will provide the following:

- Skills you need to get started with personal computers and work with various features, tools, and options available with Windows 7.
- Skills to help you to familiarise yourself with the basics of personal computers, customise Windows 7 and manage files and folders.
- A standards-based credential for validating Microsoft Office skills.
- Equip students with a foundation of knowledge required to succeed in environments that require the use of computers and the Internet.

Target Audience
This programme is designed for any worker, business professional or individual who needs to acquire knowledge in operating systems and file management skills.

Course Content
- INTEC Introduction to PCs using Windows 7 Certificate
- IC3 Internet and Computing Core Certification: Living online
- Microsoft Office 2010 Specialist

Course Duration
You should be able to complete this course within 24 months.
Assessment and Award

INTEC Introduction to PCs
You are required to submit all the assignments to the College for marking and pass them successfully. On successful completion of your course, you will receive your INTEC Introduction to PCs (Windows 7) Certificate.

IC3 Internet and Computing Core Certification: Living Online
This module is externally examined at Certiport Testing Centres. To find your nearest testing centre, please visit www.certiport.com/locator

Please note that your exam fee is not included in your tuition fee.

On passing the IC3 Living Online exam, you will have achieved the first of 3 exams towards the globally accepted and validated credential, IC3 Internet and Computing Core Certification from Certiport.

Microsoft Office Specialist
These modules are externally examined at Certiport Testing Centres. To find your nearest testing centre, please visit www.certiport.com/locator

Please note that your exam fee is not included in your tuition fee.

On successful completion of your external examinations, you will receive the Internationally recognised Microsoft Office Specialist Certification from Microsoft.
Learn to use a computerised accounting package in your own time, and adapt your skills in creating accounts for companies. You will also learn how to create and maintain general ledgers, debtors and creditors, create accounts for VAT, and operate sales and stock controls.

Programme Type
The Pastel Accounting 11 Certificate is an Agent Programme.

Course Overview
The Pastel Accounting 11 Certificate course is for people who wish to upgrade their bookkeeping skills by learning a computerised accounting package. The computer age has revolutionised tasks that were once frustrating and time consuming. Bookkeepers spend hours calculating and adding up columns of eligible numbers, but with today’s high-speed, multi-functional bookkeeping packages, you can quickly learn the art of bookkeeping, and balance the books for your own business.

Entrance Requirements
Grade 12 (Std. 10) with Accounting or equivalent, or relevant work experience (2 years).

Course Duration
You should be able to complete this course within 12 months.

Course Outcome
You should be able to do the following:

- Create accounts for a company
- Create accounts for VAT
- Create and maintain general, debtors and creditors ledgers
- Operate sales and stock control accounts
- Finalise balancing and closing of books
Assessment and Exam Information
This course is externally examined by Pastel. You will need to contact Pastel to make arrangements for your exam. Please go to www.pastel.co.za to find your nearest Pastel Authorised testing centre.

Please note that your examination fee is not included in your tuition fee.

Award
On successful completion of your external examination, you will receive a Certificate of Completion from Pastel.

Kit Items
INTEC College reserves the right to change the kit items without prior notice.
INTEC Introduction to Databases Certificate

A good database does not just happen. The structure of its contents must be carefully designed. Even a good Database Management system will perform poorly if it is designed badly. This course offers an introduction to database concepts, including coverage of QBE and SQL, and focuses on good design and data administration.

Course Outcome
Students will develop the skills needed to design, create and administer databases and to use SQL to insert, retrieve and change data in their databases, using Microsoft Access. For students developing careers in database administration or database management, this introductory-level course will prepare them for the more advanced Data Administration course, which includes Microsoft’s industrial strength database system SQL Server 2010, and the Microsoft Examination in SQL Server 2010 Administration.

Programme Type
The INTEC Introduction to Databases Certificate is part of the INTEC Career Starter Series. The INTEC Introduction to Databases Certificate is an INTEC certificate. This programme is approved by the INTEC College Academic Board.*

Entrance Requirements
Grade 10 (Std. 8) or equivalent, or relevant work experience, plus PC Literacy.

Course Duration
You should be able to complete this course within 12 months.

Course Content
• Introduction to Database Management
• Introduction to QBE and Relational Algebra
• The Relational Model 2: SQL
• The Relational Model 3: Advanced Topics

* This programme does not lead to a qualification on the NQF.
• Database Design 1: Normalisation
• Database Design 1: Methodology
• DBMS Functions
• Database Administration
• Database Management Approaches

Assessment
You are required to complete and submit all the assignments to the college for marking. All assignments must be successfully passed in order to obtain the award.

Award
On successful completion of your assignments, you will receive your INTEC Introduction to Databases Certificate.

Kit Items
• Textbook supplied with this course.

INTEC College reserves the right to change the kit items without prior notice.
INTEC College recommends the following requirements for a standard PC setup. If additional hardware or software is required, you will find this information listed with the specific course information.

Standard PC Requirements:

- Personal computer with minimum 1GHz (x86) or 1.4GHz (x64) processor (2GHz or faster recommended).

- 1 GB of RAM or more (4 GB recommended; 8 GB enables you to host all the virtual machines specified for all the practice exercises).

- 15 GB free hard-disk space (60 GB recommended; 80 GB enables you to host all the virtual machines specified for all the practice exercises).

- DVD-ROM drive or DVD-writer drive.

- Super VGA (1024 x 768) or higher resolution video adapter and monitor.

- Keyboard and Microsoft mouse or compatible pointing device.
Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling in one of INTEC's Introductory Computer courses today!

Why study with us?
- Quality study material specifically designed for home study.
- The freedom to study at YOUR own pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with INTEC's career counselling and development specialists.
- Free study choice advice from INTEC's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and attention from qualified tutors.

Umalusi Accreditation
INTEC College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa - see www.umalusi.org.za
Umalusi Provisional Accreditation No.: FET 00037 PA.

DHET Registration
INTEC College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014. Provisional registration No. 2008/FE07/025 - see www.dhet.gov.za. For further information please refer to our website: www.intec.edu.za
INTEC College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.
Wishing you every success in your studies and your future!

Call a Student Consultant:

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<tr>
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INTEC College (PTY) LTD FET 00037 PA is a member of both the National Association of Distance Education Organisations in South Africa (NADEOSA) and the Association of Private Providers of Education, Training and Development (APPETD).
INTEC is a Registered Credit Provider: NCRCP 2325

From the Principal’s desk

Phillip Slatter
INTEC College Principal