

Business School

SAVE	PAYMENT PLAN				
	CASH FEE	TERMS FEE	DEPOSIT	MONTHS	INSTALLMENTS

SOUTH AFRICAN INSTITUTE OF MANAGEMENT (SAIM)									
SAIM: Certificate	769	6 919	8 040	1 110	18	385			
SAIM: Diploma	683	6 148	7 136	980	18	342			
INSTITUTE OF BUSINESS STUDIES (IBS)									
IBS Professional Qualification Business Administration Certificate	722	6 500	7 506	910	17	388			
IBS Professional Qualification Management and Administration Certificate	722	6 500	7 506	910	17	388			
INSTITUTE OF CERTIFIED BOOKKEEPERS (ICB)									
National Certificate: Bookkeeping NQF 3 Further Education and Training Certificate: Bookkeeping NQF 4	830	7 466	9 114	1 050	24	336			
	1 115	10 039	12 258	1 410	24	452			
National Diploma: Technical Financial Accounting (TFA):NQF 5	1 534	13 804	16 858	1 930	24	622			
National Diploma: Financial Accounting NQF 6 (Full Programme)	2 105	18 945	23 072	2 840	24	843			
National Diploma: Financial Accounting NQF 6	934	8 406	9 784	1 180	18	478			
Small Business Financial Management National Certificate	765	6 885	7 778	960	14	487			
ICB Office Administration Certificate	1 013	9 118	10 514	1 820	18	483			
ICB Office Administration Higher Certificate	520	4 683	5 164	940	12	352			
ICB Office Administration Diploma	520	4 683	5 164	940	12	352			
ICB Office Administration: Full Programme	1 703	15 327	18 478	3 070	24	642			
INSTITUTE OF CREDIT MANAGEMENT									
ICM Credit Management Part 1	357	3 217	3 570	450	12	260			
FINANCIAL SERVICES									
Finance and Money Management: Certificate	402	3 614	3 950	1 010	12	245			
Investment Made Easy Certificate	435	3 912	4 312	550	11	342			
South African Tax Certificate	357	3 217	3 570	450	12	260			
Investing and Share Trading on the JSE: Certificate	435	3 912	4 312	550	11	342			
Trading the Financial Markets: CFD's : Certificate	578	5 198	5 594	730	8	608			
BOOKKEEPING									
Bookkeeping I: Short Course Certificate	231	2 079	2 228	420	8	226			
Bookkeeping II :Short Course Certificate	373	3 354	3 673	670	11	273			
Bookkeeping with Pastel Diploma	612	5 507	6 168	1 100	14	362			
COMMERCE									
Marketing Management Certificate	721	6 488	7 552	910	18	369			
Marketing Management Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Marketing Management	1 678	15 104	18 454	2 110	24	681			
Management Certificate	721	6 488	7 552	910	18	369			
Management Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Management	1 678	15 104	18 454	2 110	24	681			
Public Relations Certificate	753	6 780	7 898	950	18	386			
Public Relations Diploma	974	8 762	10 686	1 230	24	394			
Full Programme in Public Relations	1 755	15 797	19 298	2 210	24	712			
Human Resource Management Certificate	721	6 488	7 552	910	18	369			
Human Resource Management Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Human Resource Management	1 678	15 104	18 454	2 110	24	681			
Human Resource Development Certificate	721	6 488	7 552	910	18	369			
Human Resource Development Diploma	931	8 381	10 242	1 170	24	378			

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Full Programme in Human Resource Development	1 678	15 104	18 454	2 110	24	681			
Labour Relations Certificate	721	6 488	7 552	910	18	369			
Labour Relations Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Labour Relations	1 678	15 104	18 454	2 110	24	681			
Financial Accounting Certificate	721	6 488	7 552	910	18	369			
Financial Accounting Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Financial Accounting	1 678	15 104	18 454	2 110	24	681			
Cost & Management Accounting Certificate	721	6 488	7 552	910	18	369			
Cost & Management Accounting Diploma	931	8 381	10 242	1 170	24	378			
Full Diploma in Cost and Management Accounting	1 678	15 104	18 454	2 110	24	681			
Local Government Finance Certificate	721	6 488	7 552	910	18	369			
Local Government Finance Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Local Government Finance	1 678	15 104	18 454	2 110	24	681			
Local Government Management Certificate	721	6 488	7 552	910	18	369			
Local Government Management Diploma	931	8 381	10 242	1 170	24	378			
Full Programme in Local Government Management	1 678	15 104	18 454	2 110	24	681			
Management Short Course Certificate	721	6 493	7 336	910	14	459			
CLERICAL ADMINISTRATION									
General Administration Certificate	433	3 897	4 290	550	11	340			
Accounting Administration Certificate	433	3 897	4 290	550	11	340			
Marketing Administration Certificate	433	3 897	4 290	550	11	340			
Human Resources Administration Certificate	433	3 897	4 290	550	11	340			
Public Administration Assistant Certificate	433	3 897	4 290	550	11	340			
Business Administration Services Certificate	609	5 484	6 188	770	14	387			
Business Administration Certificate	839	7 554	8 792	1 070	18	429			
PAYROLL ADMINISTRATION									
Principles of Payroll Administration Certificate	475	4 271	4 740	600	12	345			
MARKETING									
Sales and Marketing Certificate	730	6 570	7 416	920	14	464			
PARALEGAL STUDIES									
Business Law Short Course Certificate	262	2 362	2 455	780	5	335			
Wills and Estates Short Course Certificate	262	2 362	2 455	780	5	335			
Property Law and Conveyancing Short Course Certificate	262	2 362	2 455	780	5	335			
Criminal Law Short Course Certificate	262	2 362	2 455	780	5	335			
Debt Collecting Short Course Certificate	262	2 362	2 455	780	5	335			
Civil Litigation Short Course Certificate	262	2 362	2 455	780	5	335			
Paralegal Diploma	1 206	10 850	13 135	1 520	23	505			
Commercial Law Diploma	1 020	9 182	10 870	1 290	20	479			
Legal Secretary Diploma	1 589	14 298	17 456	2 000	24	644			
SECRETARIAL									
Professional Secretary Certificate	675	6 078	7 078	850	18	346			
Professional Secretary Certificate + 1 additional Computer Elective	761	6 845	7 980	960	18	390			
Professional Secretary Certificate + 2 additional Computer Electives	846	7 612	8 864	1 070	18	433			
Professional Secretary Certificate + 3 additional Computer Electives	931	8 379	9 756	1 170	18	477			
Professional Secretary Certificate + 4 additional Computer Electives	1 016	9 148	10 658	1 280	18	521			
Professional Secretary Diploma	1 050	9 454	11 180	1 320	20	493			
Professional Secretary Diploma + 1 additional Computer Elective	1 136	10 221	12 090	1 430	20	533			
Professional Secretary Diploma + 2 additional Computer Electives	1 221	10 989	13 000	1 540	20	573			
Professional Secretary Diploma + 3 additional Computer Electives	1 306	11 756	13 910	1 650	20	613			

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Personal Assistant Diploma	907	8 165	9 660	1 140	20	426			
Personal Assistant Diploma + 1 additional Computer Elective	993	8 933	10 570	1 250	20	466			
Personal Assistant Diploma + 2 additional Computer Electives	1 078	9 700	11 480	1 360	20	506			
Personal Assistant Diploma + 3 additional Computer Electives	1 163	10 467	12 390	1 470	20	546			
Personal Assistant Diploma + 4 additional Computer Electives	1 248	11 236	13 290	1 570	20	586			
Secretarial Studies - Finance & Accounting Secretary Short Course Certificate	680	6 118	6 908	860	14	432			
Secretarial Studies - Travel Secretary Short Course Certificate	680	6 118	6 908	860	14	432			
Secretarial Studies - Executive Secretary Short Course Certificate	680	6 118	6 908	860	14	432			
Secretarial Studies - Legal Secretary Short Course Certificate	680	6 118	6 908	860	14	432			
CALL CENTRE MANAGEMENT									
Call Centre Agent Short Course Certificate	682	6 136	6 767	860	11	537			
Call Centre Management Diploma	724	6 518	7 180	910	11	570			
Short Course Certificate in Customer Care	453	4 079	4 497	570	11	357			
Short Course Certificate in Customer Relationship Management (CRM consultant)	453	4 079	4 497	570	11	357			
SHORT COURSES									
AIDS Risk Management Short Course Certificate	415	3 738	4 117	520	11	327			
Basic Interpersonal Skills Short Course Certificate	591	5 317	5 855	740	11	465			
Conflict Management Short Course Certificate	591	5 317	5 855	740	11	465			
Leading and Visioning Short Course Certificate	591	5 317	5 855	740	11	465			
Managing and Developing Teams Short Course Certificate	591	5 317	5 855	740	11	465			
Introduction to Presentation Skills Short Course Certificate	450	4 052	4 464	570	11	354			
BUSINESS COMPUTING									
Business Computing Diploma	1 191	10 719	13 092	1 500	24	483			
PROJECT MANAGEMENT									
Computerised Project Management Diploma	710	6 386	7 442	890	18	364			
Computerised Project Management + SW Diploma	792	7 128	8 308	1 000	18	406			
PROJECT MANAGEMENT SOUTH AFRICA (PMSA)									
PMSA Introduction to Project Management Certificate	799	7 188	8 372	1 010	18	409			
PMSA Project Management Techniques Certificate	865	7 788	9 082	1 090	18	444			
SUPPLY CHAIN MANAGEMENT									
Introduction to Supply Chain Management Short Course Certificate	386	3 470	3 823	490	11	303			
Logistics and Supply Chain Management Diploma	1 031	9 283	11 332	1 300	24	418			
Introduction: Production and Operations Management - Storekeeping and Stock Control Certificate	670	6 027	7 140	840	20	315			
Introduction Production and Operations Management - Production Management Certificate	670	6 027	7 140	840	20	315			
IMPORT AND EXPORT									
Import and Export Management Certificate	868	7 816	9 029	1 090	17	467			
GLOBAL CARBON EXCHANGE									
GCX Certified Carbon Footprint Analyst Certificate	1 128	10 148	11 272	1 420	12	821			

Computer School