

# PROSPECTUS 20 PROSPECTUS 23



# BUSINESS MANAGEMENT N4-N6

#### ENTRY REQUIREMENTS

Grade 12 Certificate

#### DURATION

3 Years (18 Months theory and 18 months practical work experience)

#### WHAT IS THIS PROGRAMME ABOUT?

Once you complete this programme you will understand the principles on which the South African Economy is founded and have the skills to be an entrepreneur.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Entrepreneur
- Sales
- Bookkeeping
- Administration

#### WHAT SUBJECTS WILL I BE TAKING?

# 4

- •INTRODUCTORY ACCOUNTING
- •MANAGEMENT COMMUNICATION
- •COMPUTER PRACTICE
- •ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

# 

- •PUBLIC RELATIONS
- •SALES MANAGEMENT
- •COMPUTER PRACTICE
- •ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

# NG

- •PUBLIC RELATIONS
- •SALES MANAGEMENT
- •COMPUTER PRACTICE
- •ENTREPRENEURSHIP AND BUSINESS MANAGEMENT



CAMPUS
POLOKWANE

# EDUCARE N4-N6

#### ENTRY REQUIREMENTS

Grade 12 Certificate

#### DURATION

3 Years (18 Months theory and 18 months practical work experience)

#### WHAT IS THIS PROGRAMME ABOUT?

Educare equips you, the student, with theoretical knowledge and practical skills to work with children up to 4 years old and start your own crèche.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Assistant in Grade R class
- •Managing own business (crèche, playschool, etc.)
- Centre manager
- •Au Pair employed privately to take care of children
- •Taking care of babies and toddlers up to 4 years old – as a facilitator.
- •Governance of centre school governing body
- •Manage Inances of centre/crèche
- •Steer meetings Agenda writing and minute

#### WHAT SUBJECTS WILL I BE TAKING?

# 4

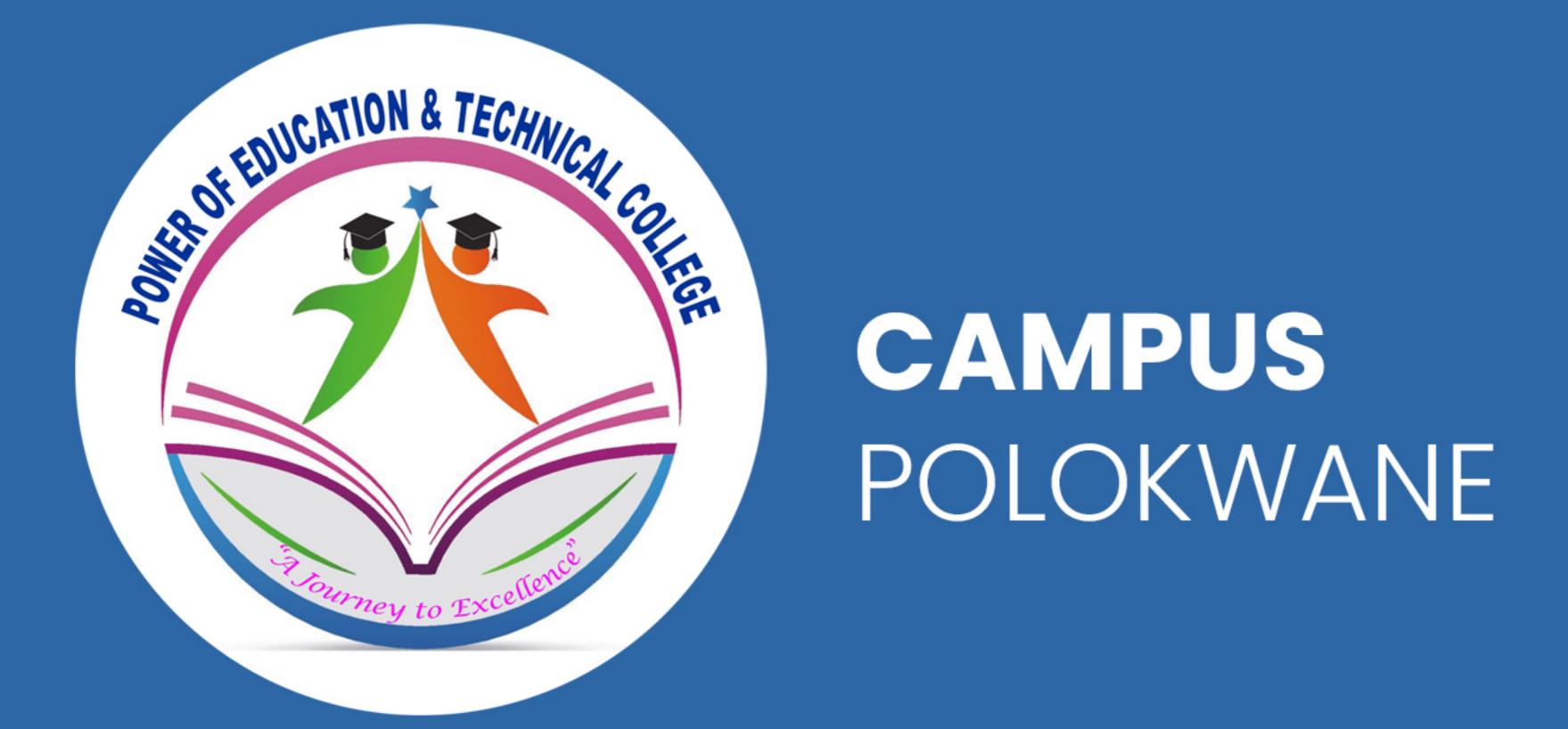
- •EDUCATION
- •CHILD HEALTH
- •EDUCARE DIDACTIS THEORY & PRACTICALS
- •DAYCARE PERSONNEL DEVELOPMENT

# N<sub>5</sub>

- •EDUCARE DIDACTIS THEORY & PRACTICALS
- •EDUCATIONAL PSYCHOLOGY
- •DAYCARE COMMUNICATION
- •ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

- •EDUCARE DIDACTIS THEORY & PRACTICALS
- •EDUCATIONAL PSYCHOLOGY
- •DAYCARE COMMUNICATION
- •DAYCARE MANAGEMENT





# HUMAN RESOURCE MANAGEMENT N4-N6

#### ENTRY REQUIREMENTS

Grade 12 Certificate

#### DURATION

3 Years (18 Months theory and 18 months practical work experience)

#### WHAT IS THIS PROGRAMME ABOUT?

Once you complete this programme you will be able to apply knowledge, skills and relevant communication skills for application in writing and verbal communication in practice of personnel management.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- •Human Resource Assistant
- Administrative Assistant
- Entrepreneur

#### WHAT SUBJECTS WILL I BE TAKING?

# 4

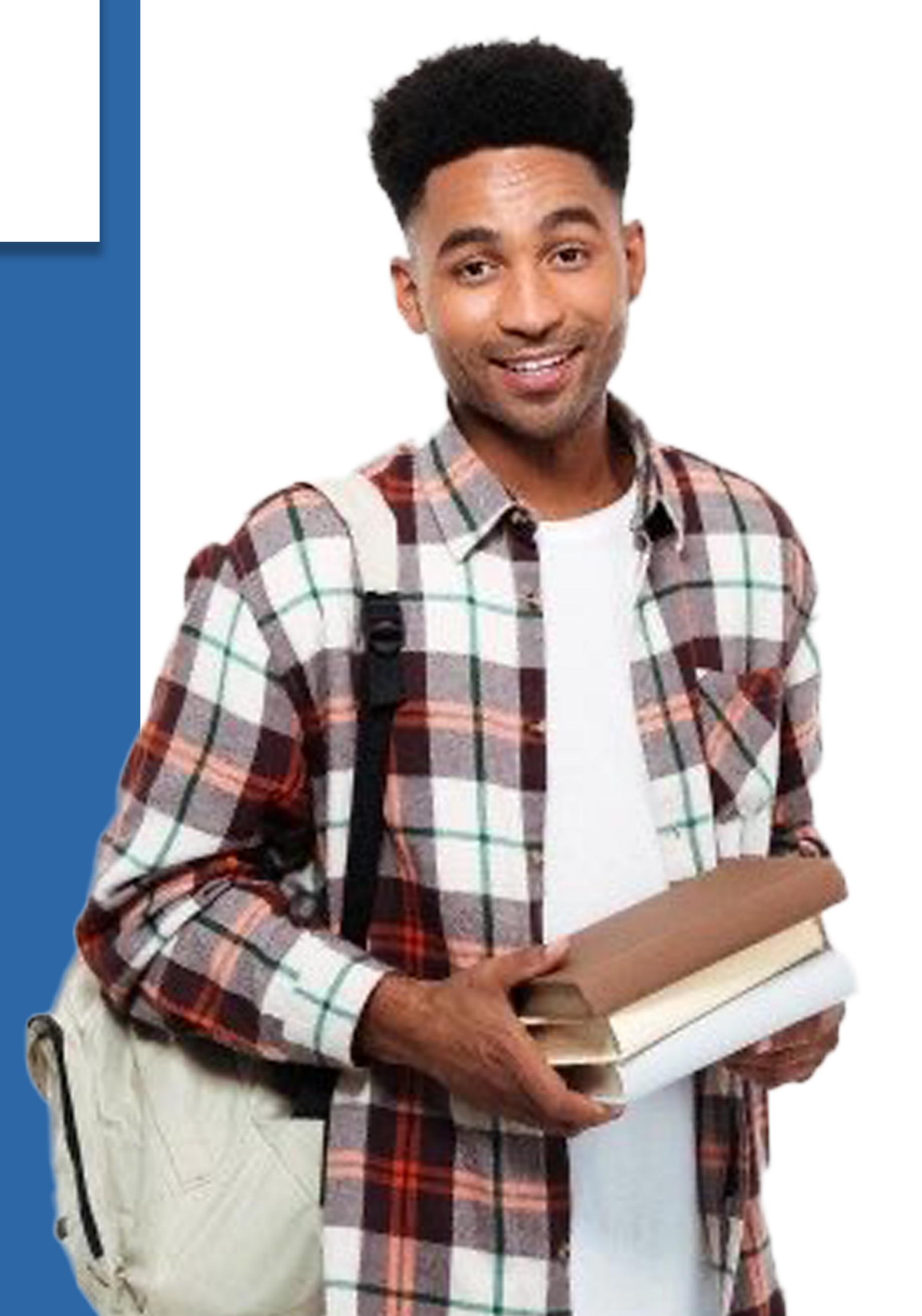
- •PERSONNEL MANAGEMENT
- •MANAGEMENT COMMUNICATION
- •COMPUTER PRACTICE
- •ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

# 

- •PERSONNEL MANAGEMENT
- •PERSONNEL TRAINING
- •COMPUTER PRACTICE
- •LABOUR RELATIONS

# 

- •PERSONNEL MANAGEMENT
- •PERSONNEL TRAINING
- •COMPUTER PRACTICE
- •LABOUR RELATIONS





# MANAGEMENT ASSISTANTN4-N6

#### ENTRY REQUIREMENTS

CAT is a requirement. Grade 12 Certificate or equivalent qualification

#### DURATION

3 Years (18 Months theory and 18 months practical work experience)

#### WHAT IS THIS PROGRAMME ABOUT?

The purpose of this programme is to equip you with knowledge and skills for successful entry into a secretarial field in any sector. The curriculum will provide an in-depth knowledge at business related and secretarial skills.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Executive Assistant
- Private Secretary
- Office Manager
- •Front Desk Reception
- Administrative Clerk

#### WHAT SUBJECTS WILLI BE TAKING?

# 1

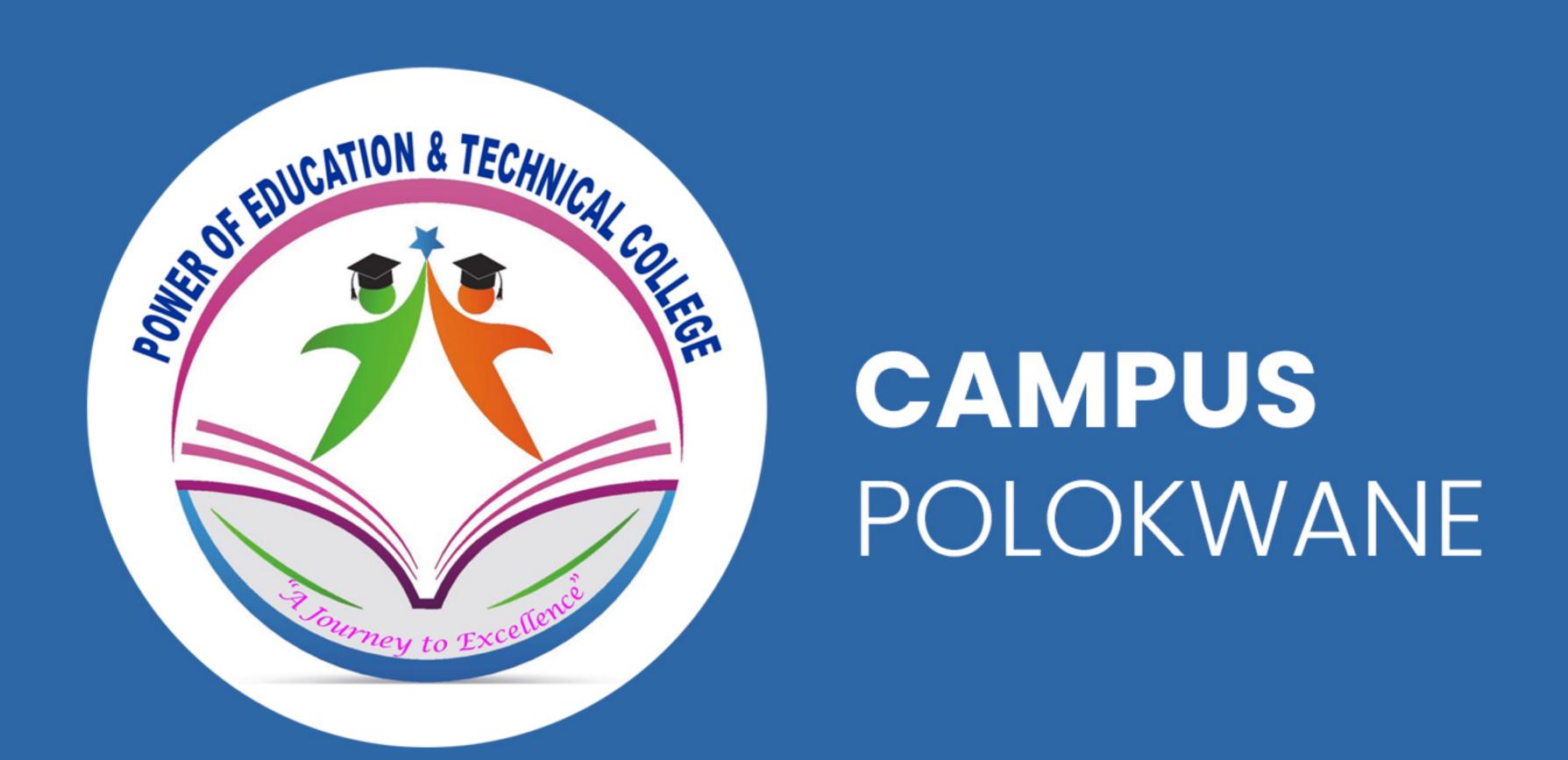
- •INFORMATION PROCESSING
- •COMMUNICATION
- •COMPUTER PRACTICE
- •OFFICE PRACTICE

# 

- •INFORMATION PROCESSING
- •COMMUNICATION
- •COMPUTER PRACTICE
- •OFFICE PRACTICE

- •INFORMATION PROCESSING
- •COMMUNICATION
- •COMPUTER PRACTICE
- •OFFICE PRACTICE





## MARKETING MANAGEMENT N4-N6

#### ENTRY REQUIREMENTS

Grade 12 Certificate

#### DURATION

3 Years (18 Months theory and 18 months practical work experience)

#### WHAT IS THIS PROGRAMME ABOUT?

Once you complete this programme you will be able to operate in marketing activities in the marketing field such as conducting research, identifying markets, creating promotional materials and presenting marketing proposals.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- •Marketing
- Sales
- Market Research
- Advertising
- Branding
- Distribution
- Entrepreneur

#### WHAT SUBJECTS WILL I BE TAKING?

# 4

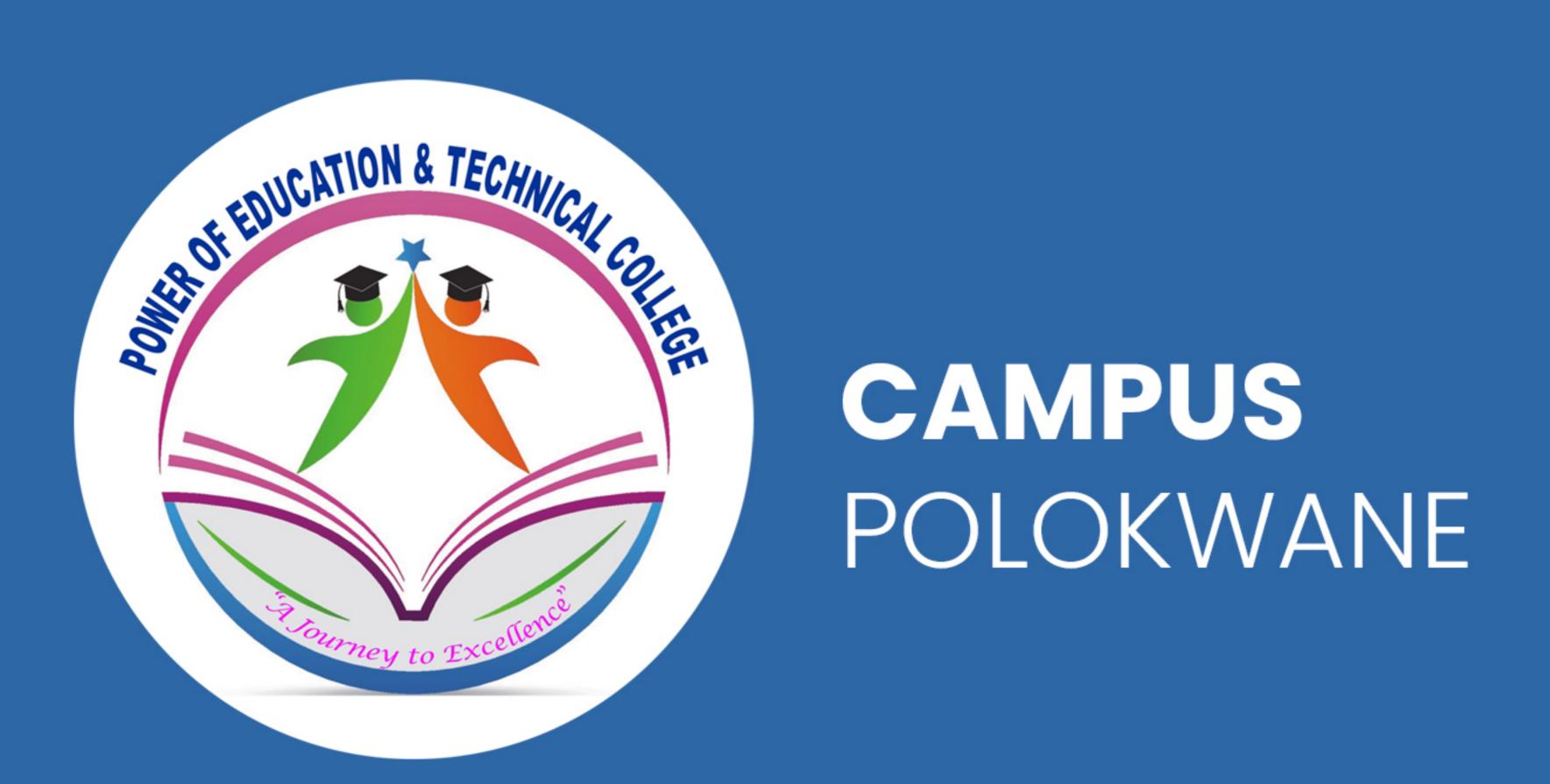
- •MARKETING MANAGEMENT
- •MANAGEMENT COMMUNICATION
- •COMPUTER PRACTICE
- •ENTREPRENEURSHIP & BUSINESS MANAGEMENT

# 

- •MARKETING MANAGEMENT
- •SALES MANAGEMENT
- •COMPUTER PRACTICE
- •ENTREPRENEURSHIP & BUSINESS MANAGEMENT

- •MARKETING MANAGEMENT
- •SALES MANAGEMENT
- •MARKETING RESEARCH
- •MARKETING COMMUNICATION





# PUBLIC MANAGEMENT N4-N6

#### ENTRY REQUIREMENTS

Grade 12 National Senior Certificate or NCV level 4 with minimum 40% for English and an overall average of 40% excluding life orientation.

#### DURATION

3 Years (18 Months theory and 18 months practical work experience)

#### WHAT IS THIS PROGRAMME ABOUT?

The course prepares students to work in the public sector (all spheres of government). Students receive a certi\(\text{\text{\text{Cate}}}\) after each semester, after successfully completing the course. Following this, the students need to obtain 18 months' practical experience to qualify for the Diploma.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Municipal Worker
- •Government Employee

#### WHAT SUBJECTS WILLIBE TAKING?

# 4

- PUBLIC ADMINISTRATION
- •MANAGEMENT COMMUNICATION
- •COMPUTER PRACTICE
- •INTRODUCTORY ACCOUNTING

# 

- PUBLIC ADMINISTRATION
- •MUNICIPAL ADMINISTRATION
- •COMPUTER PRACTICE
- •PUBLIC FINANCE

## N<sub>6</sub>

- PUBLIC ADMINISTRATION
- •MUNICIPAL ADMINISTRATION
- •COMPUTER PRACTICE
- •PUBLIC LAW



## BOILER MAKING N4-N6

#### ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification. NI: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science. N2: NI or Grade 12 with minimum 40% for mathematics and physical science N3: N2 and at least 3 of 4 subjects passed.

#### DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

#### WHAT IS THIS PROGRAMME ABOUT?

The students will learn the theoretical components, in order to qualify for a formal qualification that will equip and prepare them to effectively to pursue an apprenticeship as a motor mechanic.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- •Manufacturing & Industrial Engineering
- •Metallurgical & Materials Engineering
- Boilermaking
- Automotive Repair & Maintenance
- Aerospace Engineering
- Tool Making
- •Fitting & Machining
- Welding

#### WHAT SUBJECTS WILL I BE TAKING?

# 14

- •PLATING & STRUCTURAL STEEL DRAWING
- •MATHEMATICS
- •ENGINEERING SCIENCE
- •MECHANOTECHNICS

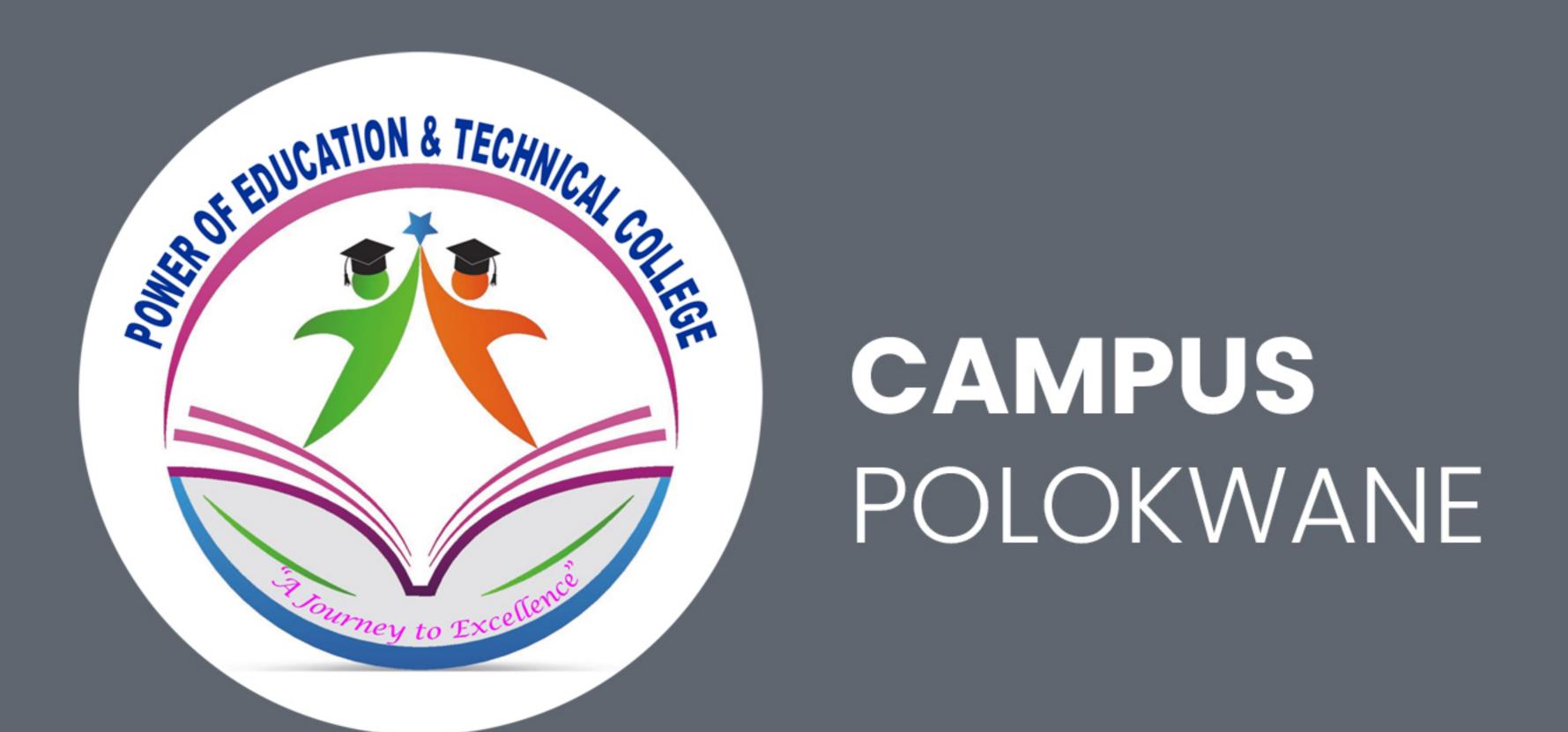
# N

- •MECHANICAL DRAWING & DESIGN
- •MATHEMATICS
- •POWER MACHINES
- •MECHANOTECHNICS

# N<sub>6</sub>

- •MECHANICAL DRAWING & DESIGN
- •MATHEMATICS
- •POWER MACHINES
- •MECHANOTECHNICS





# ELECTRICAL ENGINEERING N4-N6

#### ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification. N1: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science. N2: N1 or Grade 12 with minimum 40% for mathematics and physical science N3: N2 and at least 3 of 4 subjects passed.

#### DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

#### WHAT IS THIS PROGRAMME ABOUT?

Provision of a formal qualification that will equip and prepare the student to effectively to pursue an opportunity in the many different work areas of Electricity or Electronics.

#### WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Production Section Head
- Foreman
- •Electrical Artisan
- •Electrical Technician

#### WHAT SUBJECTS WILL I BE TAKING?

# 14

- ELECTROTECHNICS
- •MATHEMATICS
- ENGINERING SCIENCE
- •INDUSTRIAL ELECTRONICS

# N<sub>5</sub>

- ELECTROTECHNICS
- •MATHEMATICS
- •POWER MACHINES
- •INDUSTRIAL ELECTRONICS

# N<sub>6</sub>

- •ELECTROTECHNICS
- •MATHEMATICS
- •POWER MACHINES
- •INDUSTRIAL ELECTRONICS

# SPECIAL MODULES

- FAULT FINDING
- •INSTALLATION RULES PAPER 1 & 2



CAMPUS POLOKWANE

## FITTING & TURNING N4-N6

#### ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification. NI: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science. N2: NI or Grade 12 with minimum 40% for mathematics and physical science N3: N2 and at least 3 of 4 subjects passed.

#### DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

#### WHAT IS THIS PROGRAMME ABOUT?

Provision of a formal qualification that will equip and prepare the student to effectively pursue an career path that involves fixing machinery, fitting parts and ensuring that equipment runs efficiently. It is all about maintenance and repairs.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- •Manufacturing & Industrial E ngineering
- •Metallurgical & Materials Engineering
- Boilermaking
- •Automotive Repair & Maintenance
- Aerospace Engineering

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- Tool Making
- •Fitting & Machining
- Welding

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#### WHAT SUBJECTS WILLI BE TAKING?

# 14

- •MECHANICAL DRAUGHTING
- •MATHEMATICS
- ENGINERING SCIENCE
- •MECHANOTECHNICS
- •SUPERVISORY MANAGEMENT

# N

- •MECHANICAL DRAWING & DESIGN
- •MATHEMATICS
- •POWER MACHINES
- •MECHANOTECHNICS
- •SUPERVISORY MANAGEMENT

# N<sub>6</sub>

- •MECHANICAL DRAWING & DESIGN
- •MATHEMATICS
- •POWER MACHINES
- •MECHANOTECHNICS
- •SUPERVISORY MANAGEMENT



# CIVIL ENGINEERING N4-N6

#### ENTRY REQUIREMENTS

Grade 9 Certificate or equivalent qualification. NI: An end of year report where you passed grade 9 or higher with a minimum 40% in mathematics, or Grade 12 without mathematics and physical science. N2: NI or Grade 12 with minimum 40% for mathematics and physical science N3: N2 and at least 3 of 4 subjects passed.

#### DURATION

Each level requires four subjects and runs for 10 weeks per trimester duration. Enrolments take place every trimester for all engineering programmes.

#### WHAT IS THIS PROGRAMME ABOUT?

Provision of a formal qualification that will equip and prepare the student to effectively pursue an career path that involves construction and site surveying.

# WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- Junior Civil Engineer
- •Junior Structural Civil Engineer
- •Candidate Stormwater Engineer
- •Candidate Civil Engineer
- Site Engineer

#### WHAT SUBJECTS WILLI BE TAKING?

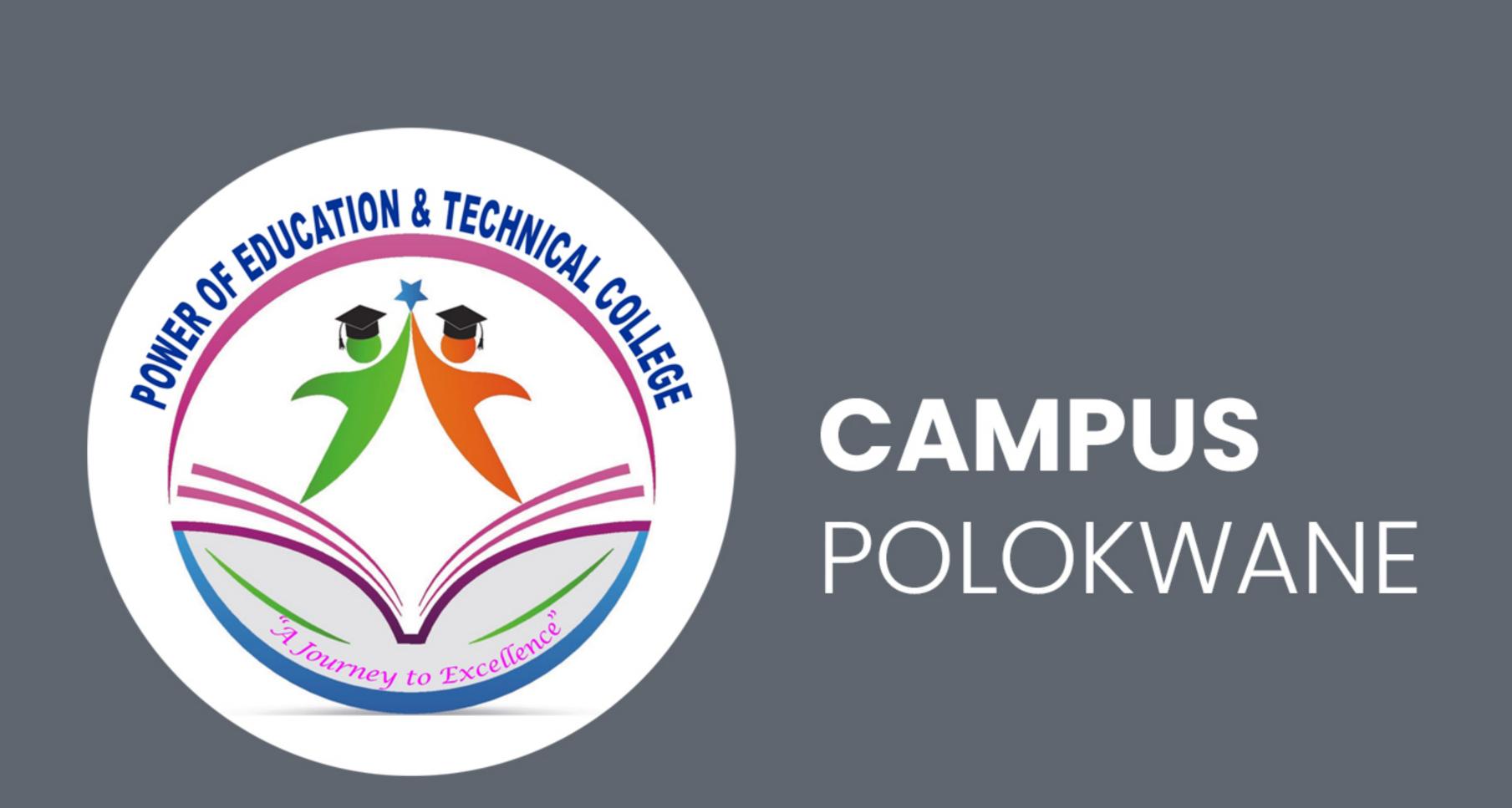
# 14

- •QUANTITY SURVEY
- •MATHEMATICS
- •BUILDING ADMINISTRATION
- •BUILDING & STRUCTURAL SURVEY
- •BUILDING & STRUCTURAL CONSTRUCTION

# N

- •QUANTITY SURVEY
- •MATHEMATICS
- •BUILDING ADMINISTRATION
- •BUILDING & STRUCTURAL SURVEY
- •BUILDING & STRUCTURAL CONSTRUCTION

- •QUANTITY SURVEY
- •MATHEMATICS
- •BUILDING ADMINISTRATION
- •BUILDING & STRUCTURAL SURVEY
- •BUILDING & STRUCTURAL CONSTRUCTION





## MATRIC REWRITE & GRADE 10-12 LESSONS

#### ENTRY REQUIREMENTS

Student has to be enrolled for Grade 10 or Grade 11-12.

#### DURATION

The duration is determined either by the learner or NSC final examination period.

#### WHAT IS THIS PROGRAMME ABOUT?

Extra classes or lessons for students.

#### WHAT SUBJECTS WILLI BE TAKING?

## SUBJECTS

- •MATHEMATICS
- •MATHEMATICAL LITERACY
- •PHYSICAL SCIENCE
- •LIFE SCIENCE
- •GEOGRAPHY
- •LIFE ORIENTATION
- •ECONOMICS
- ACCOUNTING
- •BUSINESS STUDIES
- ENGLISH
- •SEPEDI
- •CIVIL TECHNOLOGY





85 BOK (UPSTAIRS BUILDING) CNR BOK & DEVENISH STR, POLOKWANE

POETCOLLEGE POWER

0152878012

9 0727077652/0823426381

poetcollegeplk@gmail.com

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