



87 Meade Street  
 George  
 Tel 1: 044 884 0263  
 Tel 2: 044 873 5789  
 Fax: 0866259154  
 Email 1: reception@alternativecareers.co.za  
 Email 2: GardenRoute2@QualitasWorld.co.za

GEORGE 2014/2015 PART TIME FEE SCHEDULE V16							Terms (Monthly payment option)		
Programmes	Type	Start Date	Days	Times	Duration	Cash fee (Upfront)	Terms price	Deposit	Debit order
<b>Office Management Certification Programme</b>									
<b>Certified Junior Office Administrator - CJOAicb(SA) - (SAQA ID: 23618 - NQF 5)</b>									
1. Office Communication	Skills	26 January 2015	Mon & Wed	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
2. Business Office Administration 1	Skills	May 2015	Mon & Wed	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
3. Bookkeeping	Skills	30 Sep 2014	Mon & Wed	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
4. Marketing Management & PR	Skills	30 Sep 2014	Tue & Thu	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
5. Business Law & Administrative Practice	Skills	TBC	TBC	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
6. Cost & Management Accounting	Skills	TBC	TBC	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
<b>Finance &amp; Accounting</b>									
<b>ICB: Institute of Certified Bookkeepers Professional Certification Programmes</b>									
<b>Accounting Certification Programme (ACP)</b>									
<b>Certified Junior Bookkeeper - CJBicb(SA) - (SAQA ID: 58375 - NQF 3)</b>									
1. Bookkeeping to Trial Balance	Skills	30 Sep 2014	Mon & Wed	17h15 - 20h00	16 weeks	<b>R 5300</b>	R 5650	R 2250	R 850 x 4
2. Payroll and Monthly SARS Returns	Skills	26 Jan 2015	Mon & Wed	17h15 - 20h15	16 weeks	<b>R 5300</b>	R 5650	R 2250	R 850 x 4
3. Computerized Bookkeeping	Skills	16 Sep 2014	TBC	17h15 - 19h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
4. Business Literacy NQF 5	Skills	27 Jan 2015	Mon & Wed	17h15 - 20h15	12 weeks	<b>R 5300</b>	R 5550	R 2250	R 1100 x 3
<b>Certified Senior Bookkeeper - CSBicb(SA) - (SAQA ID: 58376 - NQF 4)</b>									
5. Cost & Management Accounting	Skills	TBC	Mon & Wed	17h15 - 20h15	16 weeks	<b>R 6400</b>	R 6750	R 2750	R 1000 x 4
6. Financial Statements	Skills	19 Jan 2015	Mon & Wed	17h15 - 20h15	16 weeks	<b>R 6400</b>	R 6750	R 2750	R 1000 x 4
<b>Certified Technical Financial Accountant CTFAicb(SA) - (SAQA ID: 36213 - NQF 5)</b>									
7. Income Tax Returns	Skills	TBA	TBC	17h15 - 19h00	15 weeks	<b>R 7500</b>	R 8000	R 3200	R 1200 x 4
8. Business Law & Accounting Control	Skills	TBA	TBC	17h15 - 19h00	12 weeks	<b>R 7200</b>	R 7500	R 3000	R 1500 x 3



*All new ICB learners are required to pay a yearly Registration fee of R510 with first module in the year*





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<b>Office Computing</b>									
<b>Certiport Programmes</b>									
<b>International</b>									
IC3: Internet and Computing Core Qualification	International	TBA	TBA	17h15 - 20h00	8 weeks	<b>R 7500</b>	R 7500	R 3000	R 1500 x 3
Microsoft Office (4 modules)	International	29 Sep 2014	Mon & Wed	17h15 - 19h15	8 weeks	<b>R 4900</b>	R 4950	R 1950	R 1500 X 2
Microsoft Office (All modules)	International	29 Sep 2014	Mon & Wed	17h15 - 19h15	12 weeks	<b>R 8900</b>	R 8950	R 3550	R 1800 x 3
<b>Microsoft Office Specialist (MOS 2010) Individual modules</b>									
Word	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	
Excell	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	
Access	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	
Powerpoint	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	
One Note	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	
SharePoint	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	
Outlook	International	TBA	TBA	17h15 - 19h15	4 hours	<b>R 1800</b>		cash only	





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<b>International IT</b>										
<b>Information Technology (Technical &amp; Network support)</b>										
CompTIA Strata: IT Fundamentals	International	29 Sep 2014	Mon & Wed	17h15 - 20h15	15 Weeks	<b>R 7800</b>	R 8350	R 3350	R 1250 x 4	
Certified IT Technician (A+)	International	19 Jan 2015	Mon & Wed	17h15 - 20h15	14 weeks	<b>R 10800</b>	R 11600	R 4600	R 1750 x 4	
Certified Network Technician (Network+)	International	1 Jun 2015	Mon & Wed	17h15 - 20h15	12 weeks	<b>R 9600</b>	R 10300	R 4100	R 1550 x 4	
<b>Microsoft Technology Associate (CERTIPORT)</b>										
Networking Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
Security Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
Windows Server Administration Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
Database Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
Web Development Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
Windows Development Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
Windows Operating System	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
.NET Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
HTML_5 Application Development Fundamentals	International	TBA	TBA	17h15 - 19h15	12 Weeks	<b>R 5800</b>	R 5900	2300	R 900 x 4	
<b>HP ATA</b>										
Cloud Certification	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3	
Connection Devices	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3	
Networks Certification	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3	
Servers Storage	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3	





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<b>International Design Software</b>									
<b>Graphic Design</b>									
Adobe Software									
Flash	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3
Photoshop	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3
PremierPro	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3
Dreamweaver	International	TBA	TBA	17h15 - 19h15	8 weeks	<b>R 6200</b>	R 6250	2500	R 1250 x 3
<b>Non Credit Bearing Programs</b>									
Storekeeping and Stock control	Professional	30 Sep 2014	Mon & Wed	17h15 - 19h15	8 weeks	<b>R 4800</b>	5000	2000	R 1500 x 2
<b>Workshops</b>									
Time Management	Workshop	As Booked	TBC	17h15 - 19h15	2 weeks	<b>R 1350</b>	N/a	N/a	N/a
Interview skills	Workshop	As Booked	TBC	17h15 - 19h15	2 weeks	<b>R 1350</b>	N/a	N/a	N/a
CV Writing skills	Workshop	As Booked	TBC	17h15 - 19h15	2 weeks	<b>R 1350</b>	N/a	N/a	N/a
Basic Reception Skills	Workshop	As Booked	TBC	17h15 - 19h15	2 weeks	<b>R 1351</b>	N/a	N/a	N/a
Basics of CorelDraw	Workshop	As Booked	TBC	17h15 - 19h15	2 weeks	<b>R 2300</b>	N/a	N/a	N/a
Photography	Workshop	As Booked	Saturdays	09h00 - 12h00	4 weeks	<b>R 4500</b>	R 4650	R 2000	R 1350 x 2
<p><b>Types of programmes:</b></p> <p><b>Skills programmes:</b> These comprise SAQA NQF unit standards and may earn credits towards a national qualification, on the completion of set requirements. On their own, they provide a useful set of skills for the workplace</p> <p><b>Professional Programmes:</b> These are endorsed/licensed by, or externally assessed by industry leading organisations and/or Accredited institutions / Quality Councils/ ETQAs/ Professional Bodies.</p> <p><b>International Certifications:</b> Qualitas offers tuition towards internationally sought after and recognised certifications. Certain industries &amp; sectors prefer these to national certifications.</p> <p><b>Competency Based:</b> These focus on knowledge, and specific skill sets based on workplace requirements.</p> <p><b>Workshops:</b> These programmes focus in imparting relevant knowledge &amp; skills based on workplace requirements.</p> <p>Competency Based Programmes &amp; Workshops are normally non-NQF aligned, focusing on skill &amp; knowledge combinations not effectively catered for/available on the NQF, yet immediately necessary and current in the workplace.</p> <p>Please ensure you are aware of the type of programme, its outcomes and merits prior to enrolment</p> <p>We reserve the right to re-schedule / cancel classes. A non-refundable registration fee of R450 is included in the above course fees. Terms prices are subject to the regulations as laid down by the National Credit Act. We are accredited by various bodies for various programmes. Please resolve any accreditation questions regarding your programme before enrolling.</p> <p>Please enquire to ensure that you have the most recent release of this price schedule</p>							<p><b>Bank Details:</b> Bank: Nedbank Acc no: 109 111 3270 Branch code: 109 114 Account type: Cheque</p> <p>Please use name &amp; surname as reference.</p> <p><u>Email proof of payment:</u> GardenRoute2@QualitasWorld.co.za or Fax it to: 086 625 9154</p>		

