



# Berea Technical College

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS



**100%**  
• GRADUATE  
EMPLOYMENT  
PROGRAMME

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS



## PROSPECTUS

ENGINEERING • IT • MANAGEMENT STUDIES • EDUCATION • HOSPITALITY AND CATERING • TRAVEL AND TOURISM



Engineering is our pedigree,  
fit-for-purpose education is our future.



*Education is the passport to the future,  
for tomorrow belongs to those who  
prepare for it.*



Malcolm X

Welcome to Berea Technical College – your specialist in Engineering, IT, Management Studies, Education, Hospitality and Catering and Travel and Tourism.

We will lead the way to employment and help you on your journey to success.

**LET'S BEGIN. YOUR FUTURE STARTS HERE!**

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“

*Make your life a masterpiece; imagine no limitations on what you can be, have or do.*

Brian Tracy

”

“

### **MISSION STATEMENT**

To provide quality, cost-effective education, training and development in line with South Africa's national goals.

### **VISION STATEMENT**

To be an institution of choice for the provision of quality education that is responsive to the needs of society and demands of the economic sector.

”

## TERMS AND CONDITIONS

All programmes listed in this prospectus are subject to change at the discretion of Berea Technical College and in accordance with the requirements of the relevant examining bodies.

Berea Technical College reserves the right to cancel any programmes due to insufficient learner enrolments. Subjects/modules of programmes can be altered at the discretion of the College. Berea Technical College shall have the sole right to determine the content of all programmes or courses offered.

## MORE ABOUT BEREA TECHNICAL COLLEGE

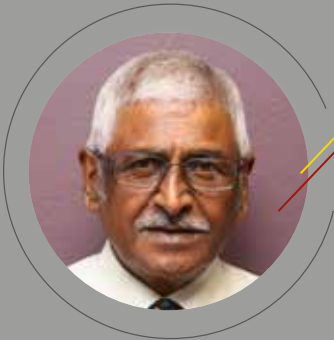
**Berea Technical College (BTC)** celebrates 21-years this year and is proud of its outstanding legacy as one of the pioneer colleges in Durban. Located in the vibrant metropolis of Durban, the College offers full-time classes in the Faculty of Engineering, Faculty of IT, Faculty of Management Studies, Faculty of Education, Faculty of Hospitality and Catering, and Faculty of Travel and Tourism.

- It is the only fully-accredited private technical college in Durban with qualifications designed and issued by the Department of Higher Education and Training (DHET). All exams are set by the National Department of Higher Education and Training.
- The campus consists of (31) lecture venues, an extensive library, 4 computer labs, modern laboratories and a team of highly skilled industry-proficient lecturers.
- It offers an electric student vibe with a student recreational area and in-house cafeteria.
- It is located near all transport hubs, and aptly surrounded by several student accommodation facilities and food and retail options within walking distance from the campus.
- Its dynamic Student Support Services focuses on in-service training and internships for students. Wellness and Student Health are taken care of by our campus counsellor.
- The Centre for Student Relations (CSR) is an online support service to students who require additional guidance academically and personally and provides an attentive customer service.
- The BTC social and cultural calendar offers students a perfect balance to their academic curriculum.

BTC is committed to helping our students on their journey to employment. Our teaching and learning curriculum focuses on qualifications that are employable. This is complemented by our 100% Graduate Employment Programme that helps our students partner with industry and secure employment.

Join the Berea Technical College family today and be part of the 30 000 graduates who have graced our corridors.

MESSAGE FROM  
**THE RECTOR**



“

*Congratulations, your tertiary education journey has officially begun and I thank you for choosing us as an option for your journey ahead.*

”

As head of Academics of one of the pioneer colleges in the Durban CBD, I am honoured to present our prospectus. This year Berea Technical College celebrates 21 years. As a College we have a strong legacy of delivering quality, accredited programmes. Our long-standing reputation as a registered Department of Higher Education and Training approved campus means that our classroom-delivery, calibre of staff and final qualifications are governed by this well-respected regulatory body.

We continue to offer programmes that are **fit-for-purpose**, with various articulation routes from N1-N6. Our qualifications are designed for employment and recognised by industry. This vision is complemented by our 100% Graduate Employment Programme, which supports Governments' national goals to increase employment.

For us, our students' academic and social needs are a priority. Our emphasis is on holistic education and with our Centre for Student Relations (CSR); we are able to provide additional online support to assist learners who are struggling academically or personally.

As you browse through this prospectus, I invite you to pause and admire the many BTC graduates who have graced these pages and believe that with the right academic support and nurturing from an institution like Berea Technical College, your success story can also be shared one day.

We invite you to visit one of our open days, call us, visit our website or simply pop in for a chat and let us help you make that all-important career choice.

Wishing you a successful year ahead!

**Prof. C Kistan**

PhD [Natal]; Med: BEd (Hons)  
 [UNISA]; BA: UED RCM [UDW]

## MESSAGE FROM

## OUR FACULTY TEAMS

FACULTY OF  
ENGINEERING

The world has entered the 4th Industrial Revolution. At BTC we aim to prepare you today for this change by equipping you with the intellectual knowledge and social values that will have an impact on countless of lives tomorrow.

Contact us on 031 828 6522 or drop us an email on [engineering@bereatech.co.za](mailto:engineering@bereatech.co.za)

FACULTY OF  
MANAGEMENT  
STUDIES

Through excellence in the classroom, we motivate our students to acquire the knowledge, skills, and competencies sought by employers. The Faculty of Management Studies is delighted to welcome you as you get ready to start an exciting journey.

Contact us on 031 828 6524 or drop us an email on [managementstudies@bereatech.co.za](mailto:managementstudies@bereatech.co.za)

FACULTY OF  
INFORMATION  
TECHNOLOGY

We look forward to making your educational journey one that you will treasure. At BTC you can expect quality education and a great student life. Berea Technical College is where learning of technology begins. Welcome!

Contact us on 031 827 8300 or drop us an email on [infotech@bereatech.co.za](mailto:infotech@bereatech.co.za)

FACULTY OF  
EDUCATION

We look forward to welcoming you as a student to this exciting and vibrant department which offers great opportunities for young people to succeed. Students can choose from our range of career-focused qualifications and are assured of high academic standards from our lecturing staff.

Contact us on 031 828 6535 or drop us an email on [education@bereatech.co.za](mailto:education@bereatech.co.za)

FACULTY OF  
HOSPITALITY  
& TOURISM

In order to meet the requirements and needs of the hospitality and tourism industry, the Berea Technical College Hotel School provides prospective learners with skills and expertise from an industry-renowned chef. Students are exposed to an interactive and hands-on classroom. We look forward to hosting you.

Contact us on 031 828 6500 or drop us an email on [hospitality@bereatech.co.za](mailto:hospitality@bereatech.co.za)



## Quality Assurance

Berea Technical College is ISO 9001:2015 certified.

## Accreditation

Berea Technical College is a fully-accredited private college and continues to meet all requirements as set forth by the regulatory bodies who govern the delivery of programmes in South Africa.

### **Berea Technical College:-**

- Is provisionally registered with the Department of Higher Education and Training as a private college under the Continuing Education and Training Act No. 16 of 2006, with registration No 2008/FE07/003.
- Is registered as a National Examination Centre by the Department of Higher Education and Training, with Examination Centre Number 0599990530.
- Is fully accredited by Umalusi, The Council of Quality Assurance in General and Further Education and Training, with accreditation number 14FET02 00002 to offer the N1 – N3 National (N) Certificate: Engineering Studies.
- Is fully accredited by the Quality Council for Trades and Occupations (QCTO), with Accreditation Number QCTO NATED/13/0050, to offer the National (N) Certificates in Engineering, Management, Education and Hospitality (N4-N6) that lead to the National (N) Diploma. Further, Berea Technical College is accredited by the QCTO with Accreditation Number SDPI223/17/00343, as an accredited Skills Development Provider to offer a range of occupational certificates. Berea Technical College is also accredited by the QCTO, to offer a range of provider based qualifications.
- Berea Technical College (Pty) Ltd is further accredited by a number of Sector Education and Training Authorities (SETAs).





## Admissions

The Admission requirements for the course of your choice is outlined in the relevant course page.

## The Berea Group of Colleges

Berea Technical College (BTC) was established in 1998 marking 21 years this year. At inception, BTC was the only campus, but today the institution includes three campuses located in the heart of central Durban, including Berea College of Technology and Berea Matric School.

The three distinct campuses fall under the umbrella of Berea Group of Colleges.

Berea College of Technology offers higher education courses in the fields of IT, Accounting, Human Resources, Public Relations, Hospitality and Catering, and Travel and Tourism.

Berea Matric School is a Matric Tuition Centre offering rewrite programmes.

## Student Support Services

At Berea Technical College we understand that there are many reasons why a student might not reach his/her full potential. The College is committed to identifying and addressing any barriers to learning and to supporting every student.

### SERVICES

**Student Counselling:** A dedicated counsellor is available on campus to assist students with any personal and confidential matters. This includes Academic, Personal, Financial, Trauma and Career Counselling.

**In-Service Training:** Practical experience in industry is an important part of student learning. We assist our students to secure the necessary in-service training and groom students for employment with job readiness skills, CV writing, interview training and workshops.

### 100% Graduate Employment Programme

The 100% Graduate Employment Programme (GEP) was launched to address the high percentage of unemployed youth in the country. Our goal is to equip our students with the qualification and skills to become employable, earn an income and to contribute to the country's economic development.

**Post-Graduate Job Placement:** We make every effort to facilitate relevant post-graduate placements for students. This service includes information about job advertisements and opportunities or directly recommending students to employers according to their requests and job requirements.

### Student Liaison Committee

The Student Liaison Committee facilitates communication and understanding between students, the student committee and the College.

### Library

The College uses Librarika, a SaaS (software as a service) integrated library system that is deployed on Cloud. Online Public Access Catalogue is built on each Librarika library with easy to manage functions. Library resources, such as the computer lab, digital materials, audio/visual materials and study rooms are available to all current students.

CENTRE

## FOR STUDENT RELATIONS (CSR)

The Centre for Student Relations (CSR) was launched in September 2018 to assist students who experience any difficulties with their course, as well as personal issues that may prevent them from achieving their full academic potential. The goal of the Centre is to provide an attentive customer service to our students to ensure a successful college experience. Students are assigned to a qualified and dedicated online adviser who will help them throughout their journey with us.

### **The Centre subscribes to the following core pillars:-**

- Academic Support
- Service and Communication
- Financial Plans
- Health and Wellness Programmes
- Student Support Services

**We remain committed to providing an unparalleled service to all our student-customers.**

## CAMPUS LIFE

The college supports an academic-social philosophy and encourages students to get involved in the social, cultural and sporting calendar. We value the health and wellness of our students and do not support an environment that is purely academically driven. Our dedicated Social, Cultural and Sporting Committee work closely with the academic team to ensure that all social activities are integrated into the academic calendar for the year. Some activities include Mr and Miss Berea Technical College, Student Braais, Concerts, Social Orientation and our popular sports programmes.



# OUR SUCCESS STORY

### Faculty of Engineering

- 150 Diploma graduates in the 2018/9 year
- 22 Diploma cum laude passes
- 982 National Certificates passes in the last 3 years
- 183 distinctions in 2018/9
- 100% pass in N4 (Building and Structural Construction), (N4) Digits, (N6) Building and Administration), N4 (Chemical Plant Operations), N6 (Digital Electronics), N6 (Electrotechnics), N6 (Power Machines), N6 (Building Administration), N6 (Chemical Plant Operations), N6 (Chemical Technology) and N6 (Quantity Surveying)
- Centre for Maths and Science launched, with additional tutorial support every day
- Introduced practical component in each course including basic hand skills, tools and equipment
- Entry-level Computer and Communication skills offered to all students
- Six (6) students involved in a project to create Africa's first smartphone
- Students placed at Transnet, Suncoast, Northdale Hospital and Mara Phones

### Faculty of Management Studies

- 425 distinctions in 2018/9
- 450 Diplomas introduced in the past 5 years
- 129 graduates placed in employment in 2019
- 100% pass rate in N4 (Office Practice) and N4 (Communication)

### Hospitality and Catering

- 100% pass in N5 (Catering Theory and Practical)
- Travel and Tourism and Hospitality and Catering rated among the top courses
- Movement of Hotel School to Simplex Building

### IT

- 92% pass rate
- 12 distinctions

### Education

100% pass in N6 (Daycare Communication), N5 (Daycare Communication) and N5 (Educational Psychology)

### College Highlights

- 100% compliance from DHET and Umalusi during exam monitoring
- 100% compliance for State of Readiness of exams
- No paper leakage of exam papers or irregularities during the marking of scripts
- Student Tracker for parents
- Student Portal created to access marks, exam dates, etc.
- Achieved paperless student placement process
- Online access to pass exam papers
- 301 students placed as part of the 100% Graduate Employment Programme
- Centre for Student Relations (CSR) launched to provide additional online support
- Achieved ISO 9001:2015 certification
- 90% customer satisfaction from surveys across our brands

# FACULTY ENGINEERING

Engineers are master innovators who come up with new ideas and concepts to advance structures, machinery and processes from bridges, roads, railways, irrigation projects, water and sewage projects to the processes of a chemical plant. Skilled engineers apply scientific and mathematic skills, often with the use of computers, technical drawings or blueprint reports to analyse designs, monitor the quality of a product and control efficiency of processes.

**The Faculty of Engineering** provides a range of National N Diplomas and can be used for entry into a University of Technology, as well as a range of National N Certificates. Our engineering range includes:-

- Civil Engineering (Bricklaying and Plastering)
- Civil Engineering (Plumbing)
- Civil Engineering
- Mechanical Engineering (Motor Trade)
- Mechanical Engineering (Fitting and Machining)
- Mechanical Engineering (Welders Trade)
- Mechanical Engineering
- Electrical Engineering (Heavy Current)
- Electrical Engineering (Heavy Current)
- Electrical Engineering (Light Current/Instrumentation)
- Electrical Engineering (Light Current/Instrumentation)
- Chemical Engineering (Water and Waste Water Treatment Practice)
- Chemical Engineering

“

*Scientists investigate that which already is; Engineers create that which has never been.*

”

Albert Einstein

## National N Certificate: Civil Engineering N1-N2 (Bricklaying and Plastering)

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2



**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

A bricklayer builds bricks from raw materials and then uses the final product to build walls, floors, partitions and other brick structures. Depending on your preference or skill, you may choose to become skilled in a specific type of material, e.g. Fire brick or cinder blockwork. The more skilled you become, the more you can take on larger projects like fireplaces, arches, steps and more complicated structures.

### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

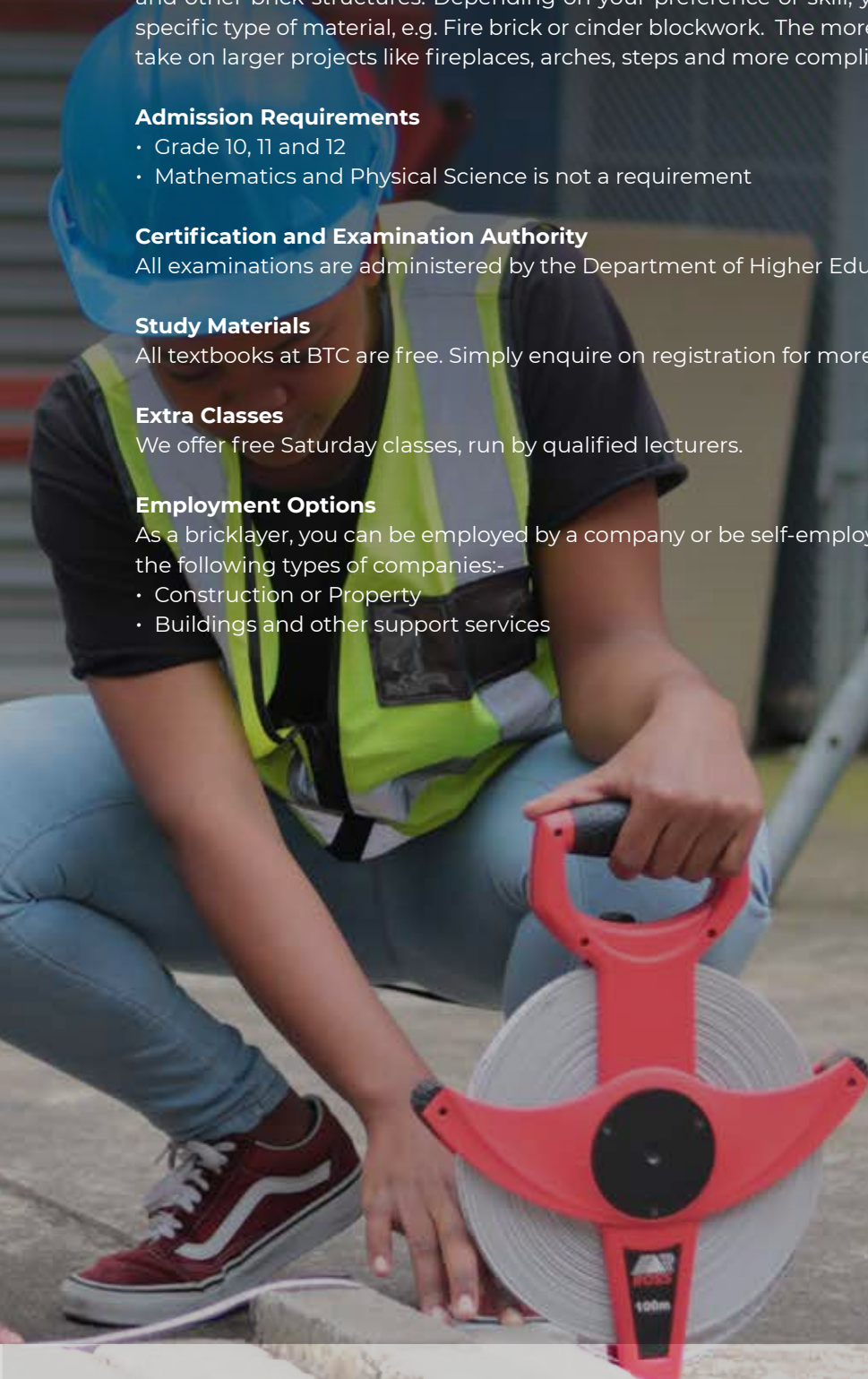
### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Options

As a bricklayer, you can be employed by a company or be self-employed as a contractor or sub-contractor in the following types of companies:-

- Construction or Property
- Buildings and other support services





### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Programme Outline

#### National N1 Certificate 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

**ENGINEERING SCIENCE**  
81% PASS

**ENGINEERING DRAWING**  
90% PASS

#### National N2 Certificate 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Building Drawing	N2
Bricklaying and Plastering Theory	N2

### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

“ *It always seems impossible until it's done.* ”  
Nelson Mandela





**700**  
Job  
Placements  
in 2017





### National N Certificate: Civil Engineering N1-N2 (Plumbing)

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

\* **Course ONLY** offered at registered DHET exam centre campuses

#### Course Overview

Plumbers are everyday heroes. Be it in your home, factory or business, plumbers are a valuable asset in any company. A plumber installs water, sanitation, drainage and heating pipes in residential and commercial properties, power plants, water treatment facilities, waste disposal plants and factories. Whether you are a start-up plumber just entering this field or a veteran that has mastered the art of repairing and fixing pipes; plumbers are in demand and are often called out in emergencies and at short notice.

#### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

#### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

#### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

#### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

#### Employment Opportunities

As a plumber, you can be employed by a company or be self-employed as a contractor or sub-contractor and be involved in plumbing in the following areas:-

- Factory plumbing
- Business plumbing
- Home plumbing

100%  
Graduate  
Employment  
Programme



**Engineering Science**  
81% PASS

# 82

## Academic programmes in 2019

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Programme Outline

#### National N1 Certificate

##### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

#### National N2 Certificate

##### 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Building Drawing	N2
Plumbers Theory	N2

#### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

#### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)



## National N Diploma: Civil Engineering N3-N6

| Full Time | 2 Years | 24-months In-Service Training

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Civil Engineers design, build, supervise, operate and maintain construction projects in both the public and private sector. From the construction of roads, railways, airports, bridges to the building of massive skyscrapers, the civil engineer plays a critical role in bringing these to life. Become part of the famous greats, like Lusanda Tyebileyo and Lerato Kotane, founder and creators of the 100% Black-owned female construction company.

### Admission Requirements

#### N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics, Physical Science or any other technical related subject

#### N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics and Physical Science

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Civil Engineering on completion of N4-N6 (12 subjects) and 24-months' of in-service training.

The National N Diploma includes two (2) years of theory and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

**30 000**  
Graduates across  
South Africa



### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Quantity Surveyor
- Structural Engineer
- Land Surveyor
- Building Foreman/Supervisor
- Contracts Manager
- Site Agent
- Civil Engineer
- Geotechnical Engineer
- Construction Manager

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Further Studies

On successful completion, you will receive a National N Diploma in Civil Engineering and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Ayanda Khulekani Mpungose**

**Course: National N Diploma: Civil Engineering**

**Company: Alfred Duma Local Municipality- Ladysmith**

"Today I am a qualified professional in business thanks to my studies at BTC. The course outline focused on various aspects of civil engineering which helped me when I first started to work in this field."





## Programme Outline

### National N3 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Building and Civil Technology	N3
Building Drawing	N3

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N4
Quantity Surveying	N4
Building and Structural Construction	N4
Building Administration	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Mathematics	N5
Quantity Surveying	N5
Building and Structural Construction	N5
Building Administration	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Mathematics	N6
Quantity Surveying	N6
Building and Structural Construction	N6
Building Administration	N6

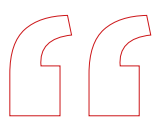
### Further Studies

On successful completion, you may progress to a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Engineering Science**  
**93% PASS**



*The future belongs to young people  
with an education and the  
imagination to create.*

**Barack Obama**





**700**  
Job  
Placements  
in 2017



## National N Certificate: Mechanical Engineering N1-N2 (Motor Trade)

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Motor or auto mechanics inject new life into vehicles and are responsible for fixing the mechanical parts from the engine to the transmission and suspension systems in cars and small trucks. As a motor mechanic, you will be required to fix, reassemble and often restore vehicle parts, so the vehicle is functional and roadworthy. Common tasks may include testing and repairing of electrical lighting systems, the replacement of damaged engine parts and general quality inspection.

### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

As a motor mechanic, you can work in one of your local automobile workshops or be self-employed. You may also explore other options in:-

- Service stations
- Vehicle and truck dealerships
- Public authorities, e.g. local government
- Transport companies and dealerships with fleets of vehicles and small trucks
- Vehicle workshops

### Pricing

Enquire at any of our campuses for a current programme pricelist.







## Programme Outline

### National N1 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

### National N2 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Motor Trade Theory	N2
Engineering Drawing	N2

### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Engineering Drawing**  
**90% PASS**

**30 000**  
Graduates  
across South  
Africa





## National N Certificate: Mechanical Engineering NI-N2 (Fitting & Machining)

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

As highly skilled craftspeople, Fitters and Turners are responsible for the maintenance and repair of equipment. The more experienced Fitters and Turners can study plans and then manufacture, construct, assemble and fit components for machinery, vehicles and other apparatuses. They are also able to set up the machinery to manufacture engineering products and repair or replace products.

### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

### Study Materials

All textbooks at BTC at free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Motor Mechanic Artisan
- Fitter and Turner

### Pricing

Enquire at any of our campuses for a current programme pricelist.

# 600

Academic  
distinctions  
in 2018



## Programme Outline

### National N1 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

### National N2 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Fitting and Machining Theory	N2
Engineering Drawing	N2

### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

“ *Live as if you were to die tomorrow.  
Learn as if you were to live forever.* ”

*Mahatma Gandh*



## National N Certificate: Welding Trade N1-N2

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Welders are skilled craftsmen, who construct or repair metal products, often using different hand tools and machinery. Welders make use of a variety of processes through the use of heat or electrical current to join parts together and work mainly in the manufacturing, construction and industrial environment. From an entry-welder to a more professional welder, welders use various processes from resistance spot welding, laser beam welding and electron beam welding to perform their daily tasks.

### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

As a welder, you can set up a workshop from home, offer a door-to-door service in your community or work in the motor, construction or metal industries. Other careers include:-

- Welding Workshop or Factory
- Motor Manufacturing Industry
- Gas, Installation and Maintenance
- Metal Industries
- Gate and Fence

### Pricing

Enquire at any of our campuses for a current programme pricelist.

# 700

## Job Placements in 2017



## Programme Outline

### National N1 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

### National N2 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Engineering Drawing	N2
Welders Trade Theory	N2

### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

Engineering Drawing  
90% PASS

“

Once you stop learning,  
you start dying.

”

Albert Einstein



## National N Diploma: Mechanical Engineering N3-N6

| Full Time | 2 Years | 24-months In-Service Training

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Mechanical Engineering is in demand in South Africa and is one of the broadest areas of engineering, attracting students who are proficient in mathematics and physics. Mechanical Engineers are logical thinkers who thrive on intricate challenges and problem-solving.

Mechanical engineers are primarily designers who develop, build and test mechanical and thermal sensors and devices from tools to engines and machines. They design and construct equipment for all mechanical applications e.g. mining, vehicle manufacturing, fleet maintenance, etc.

### Admission Requirements

#### N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics, Physical Science or any other technical related subject

#### N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics and Physical Science

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3,N4, N5, N6
- National N Diploma in Mechanical Engineering on completion of N4-N6 (12 subjects) and 24-months' of in-service training

The National N Diploma includes two (2) years of theory and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC at free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

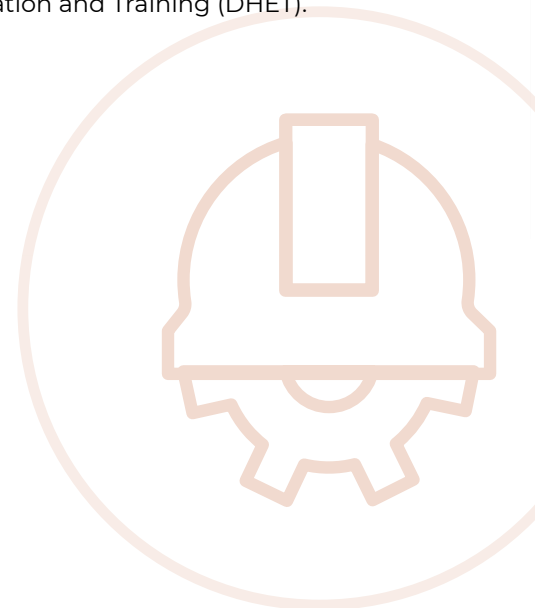
### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Motor Mechanic Artisan
- Mechanical Technician Draughtsman

### Pricing

Enquire at any of our campuses for a current programme pricelist.





## Programme Outline

### National N3 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Mechano-technology	N3
Engineering Drawing	N3

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Mechanotechnics	N4
Mechanical Draughting	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Mathematics	N5
Mechanical Design	N5
Mechanotechnics	N5
Power Machines	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Mathematics	N6
Mechanical Design	N6
Mechanotechnics	N6
Power Machines	N6

Mathematics

86% PASS

Mechanotechnics

94% PASS

700

Job  
Placements  
in 2017

### Further Studies

On successful completion, you will receive a National N Diploma in Mechanical Engineering and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

“

*Education is the key to unlock  
the golden door of freedom.*

”

*George Washington Carver*



## National N Certificate: Electrical Engineering N1 – N2 (Heavy Current)

| Full Time | 1 Year

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Heavy Current engineers are responsible for managing the effective supply and distribution of electricity. Heavy Current technicians act as a support structure to engineers and ensure that any faults with the equipment supplying the electricity are fixed so that the regular supply of electricity is not affected. The role of the Heavy Current technician is to ensure that all equipment is fully functional with regular inspection and maintenance. With the current crisis at Eskom, Electrical Engineers both at entry-level and senior levels are in demand and will suit a person who enjoys problem-solving and working in teams to resolve any technical issues that affect the supply of power.

### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

As a heavy current technician, you can be employed as a contractor or sub-contractor or work in the following areas:-

- Field Service
- Maintenance
- Manufacturing

### Pricing

Enquire at any of our campuses for a current programme pricelist.

**30 000**  
Graduates  
across South  
Africa





## Programme Outline

### National N1 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	

### National N2 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Electrical Trade Theory	N2
Industrial Electronics	N2

Engineering Science  
81% PASS

### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

“

*The best way to predict the future is to create it.* ”

Abraham Lincoln



## National N Diploma: Electrical Engineering N3-N6 (Heavy Current)

| Full Time | 2 Years | 24-months In-Service Training

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

A qualified Electrical Engineer in Heavy Current will be responsible for the designing and planning of different energy sources to feed into electricity grids, which in turn is used for a variety of different uses where electricity is required.

A veteran engineer may become a specialist in a certain area or can work across different industries. Investigating different energy sources, problem-solving and being able to manage a team of heavy current technicians are part of the roles and responsibilities of this job. With the energy crisis in South Africa and with coal being a non-renewal energy source, there is a dire need for electrical engineers to come up with innovative ideas to create electricity.

### Admission Requirements

#### N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics, Physical Science or any other technical related subject

#### N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics and Physical Science

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Electrical Engineering on completion of N4-N6 (12 subjects) and 24-months' of in-service training.

The National N Diploma includes two (2) years of theory and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC at free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Electrician
- Artisan
- Electrical Technician
- Electrical Engineer

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N3 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Electrotechnology	N3
Industrial Electronics	N3

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Electrotechnics	N4
Industrial Electronics	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Power Machines	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Power Machines	N6

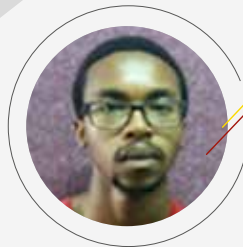
### Further Studies

On successful completion, you will receive a National N Diploma in Electrical Engineering (Heavy Current) and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Electrotechnics**  
**100% PASS**



**Thuthukani Mthiyane**  
**National N Diploma: Electrical Engineering (Heavy Current)**  
**SAPPI SAICCOR**

"Pursuing my studies with BTC was one of the wisest decisions I made when it came to my chosen career path. Thanks to the practical programme I left the lecture room confident that I would one day excel in industry."





### National N Certificate: Electrical Engineering N1-N2 (Light Current/Instrumentation)

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

\* **Course ONLY** offered at registered DHET exam centre campuses

#### Course Overview

Light current is often referred to as electronics engineering and involves the use of heat, energy and lighting for power distribution. An entry-level technician in light current or instrument engineering will learn about various instruments and will build their knowledge on the theory of Engineering Drawing, Engineering Science, Industrial Electronics, Instrument Trade Theory and Logistics. You will work closely with qualified engineers and will take their blueprints and put them into action, for example through the building of circuits for various electronic devices.

#### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

#### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

#### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

#### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

#### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Instrumentation Technician

#### Pricing

Enquire at any of our campuses for a current programme pricelist.

# 82

Academic  
programmes  
in 2019



## Programme Outline

### National N1 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	

### National N2 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N2
Logics	N2
Instrument Trade Theory	N2
Industrial Electronics	N2

### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate (Light Current/Instrumentation) and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Engineering Drawing**  
**90% PASS**

“

*Education is the key to  
unlock the golden door of  
freedom.*

*George Washington Carve*

”

## National N Diploma: Electrical Engineering N3 – N6 (Light Current/Instrumentation)

| Full Time | 2 Years | 24-months In-Service Training

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

\* **Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

With the onset of the 4<sup>th</sup> industrial revolution, there are great career opportunities in developing new-age equipment. Electrical Engineers who specialise in light current are required to come up with innovative ideas to create the blueprint for this equipment. Cellphones, computers, electronic control systems, industrial-electronic systems and home appliance technicians are all evolving at a phenomenal pace, requiring out-of-the-box thinking. This course will develop your knowledge in digital electronics, electro-technics/instruments, trade theory, industrial electronics, logistics and mathematics.

### Admission Requirements

#### N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics, Physical Science or any other technical related subject

#### N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics and Physical Science

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Electrical Engineering on completion of N4-N6 (12 subjects) and 24-months' of in-service training.

The National N Diploma includes two (2) years of theory and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Electrical Technician
- Design Engineer
- Network Engineer
- Electrical Engineer

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N3 Certificate 1st Year 1st Semester Subjects

Mathematics	N3
Logics	N3
Electrotechnology	N3
Industrial Electronics	N3
Instrument Trade Theory	N3* (For Instrumentation only)

Logics  
95% PASS

### National N4 Certificate 1st Year 2nd Semester Subjects

Mathematics	N4
Digital Electronics	N4
Electrotechnics	N4
Industrial Electronics	N4
Industrial Instruments	N4* (For Instrumentation only)

Industrial Electronics  
93% PASS

### National N5 Certificate 2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Digital Electronics	N5
Industrial Instruments	N5* (For Instrumentation only)

### National N6 Certificate 2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Digital Electronics	N6
Industrial Instruments	N6* (For Instrumentation only)

### Further Studies

On successful completion, you will receive a National N Diploma in Electrical Engineering (Light Current/Instrumentation) and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

#### Basize Dladla

**National N Diploma: Electrical Engineering (Light Current/Instrumentation)**  
Mara Phone SA

"Proud to be a product of BTC that got an opportunity to be part of the team manufacturing Africa's first smart phone. This achievement was made possible by a very practical programme that tested all my levels of thinking."



## National N Certificate: Chemical Engineering N1-N2 Water and Waste Water Treatment Practice

| Full Time | 1 Year |

LEVEL	SAQA ID	NQF
N1	67109	1
N2	67375	2

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Water and Waste Water Treatment plant and system operators manage a system of machines, often through the use of control boards to transfer or treat water. Waste Water Treatment operators control, monitor, and maintain the equipment and treatment processes in waste-water (sewage) treatment plants. They remove or neutralise the chemicals, solid materials and organisms in waste-water, so the water is not polluted when it is returned to the environment. These operators run the equipment and control the processes that clean and treat the water.

### Admission Requirements

- Grade 10, 11 and 12
- Mathematics and Physical Science is not a requirement

### Certification and Examination Authority

All examinations are administered by the Department of Higher Education and Training (DHET) and IEB.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

As a professional in Chemical Engineering (Water and Waste Water Treatment) you can be employed by a company or be self-employed in the following fields:-

- Environmental Compliance
- Waste Water Treatment
- Laboratory Analysis
- Industrial Pre-treatment

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Programme Outline

#### National N1 Certificate

##### 1st Year 1st Semester Subjects

Mathematics	N1
Engineering Science	N1
Engineering Drawing	N1
FLC Communication	FLC

#### National N2 Certificate

##### 1st Year 2nd Semester Subjects

Mathematics	N2
Engineering Science	N2
Plant Operations Theory	N2
Waste Water Treatment	N2

Engineering Science  
81% PASS

30 000  
Graduates  
across South  
Africa





### Further Studies

On successful completion, you will receive an N1, N2 and FLC Communication certificate and can then progress to the N3-N4 qualification.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

“

*Education is the passport to the future, for tomorrow belongs to those who prepare for it today.*

”

*Malcom X*



## National N Diploma: Chemical Engineering N3 -N6

| Full Time | 2 Years | 24-months In-Service Training

LEVEL	SAQA ID	NQF
N3	67491	3
N4	66881	4
N5	66960	5
N6	67005	5

\* **Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Chemical Engineering is the branch of engineering that deals with chemical production and the manufacture of products through chemical processes. This includes designing equipment, systems and processes for refining raw materials and for mixing, compounding and processing chemicals to make various products. The main role of Chemical Engineers is to design and troubleshoot processes for the production of chemicals, fuels, foods, pharmaceuticals and biological processes.

### Admission Requirements

#### N3

- N2 Certificate, or
- A National Senior Certificate with Mathematics, Physical Science or any other technical related subject

#### N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics and Physical Science

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Chemical Engineering on completion of N4-N6 (12 subjects) and 24-months' of in-service training.

The National N Diploma includes two (2) years of theory and 24-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Extra Classes

We offer free Saturday classes, run by qualified lecturers.

### Employment Opportunities

Chemical Engineers are in high demand and are dominating in the following industries.

- Manufacturing
- Pulp and Paper
- Petrochemicals
- Biotechnology
- Food Processing

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N3 Certificate

#### 1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Plant Operations Theory	N3
Supervision in Industry	N3
Chemistry	N4

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Chemistry	N4
Chemical Plant Operations	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Mathematics	N5
Engineering Physics	N5
Chemistry	N5
Chemical Plant Operations	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Mathematics	N6
Engineering Physics	N6
Chemical Technology	N6
Chemical Plant Operations	N6

## Further Studies

On successful completion, you will receive a National N Diploma in Chemical Engineering and may further your studies at a University of Technology.

## Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Chemistry**  
**89% PASS**

**Chemical Plant Operations**  
**100% PASS**

**Nokukhanya Zuma**  
**National N Diploma: Chemical Engineering**  
**Unistar Inks**

“Chemical Engineering was my ideal course of interest after matric but my fear was landing into a programme that wouldn’t get me where I wanted to go. Studying at BTC was the best move as the course equipped me with the relevant knowledge and skills.”



# Graduation



# FACULTY MANAGEMENT STUDIES



Business Management provides an exciting career in the fast-paced and dynamic corporate world! Business leaders are responsible for the necessary infrastructure and human resources in order to achieve the goals of the company. As a manager, you will be involved in planning, organising, staffing, controlling and leading a division, department or a project.

**The Faculty of Management Studies** will groom learners to become future leaders in the private and public sector with these National N Diplomas:

- Business Management
- Human Resource Management
- Public Management
- Marketing Management
- Management Assistant
- Financial Management
- Public Relations
- Legal Secretary
- Medical Secretary
- Supply Chain Management
- Journalism



## National N Diploma: Business Management N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66871	5
N5	66929	5
N6	66995	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Small, medium and large businesses are responsible for growing the economy in the country. With a qualification in business management, you will learn about accounting and managing money, computer literacy and the different departments that make up a business, from marketing, public relations and sales. You will also understand the functions of an entrepreneur and how to recruit and manage staff.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- Grade 12/N3 Certificate/NVC
- National Senior Certificate
- Level 4 Certificate/ABET Level 4 Certificate

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
  - National N Diploma in Business Management on completion of N4-N6 and 18-months of in-service training
- The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Employment Opportunities

Business Management can open many doors of opportunity. Some of the options you may explore include:-

- Running your own business
- Public Relations
- Marketing
- Data Analysis
- Sales

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N4 Certificate

#### 1st Year 1st Semester Subjects

Intro Marketing Management	N4
Intro Communication	N4
Intro Personnel	N4
Intro Entrepreneurship	N4

#### 1st Year 2nd Semester Subjects

Intro Computer Practice	N4
Intro Accounting	N4
Management Communication	N4
Entrepreneurship and Business Management	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Labour Relations	N5
Sales Management	N5
Entrepreneurship and Business Management	N5
Public Relations	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Labour Relations	N6
Sales Management	N6
Entrepreneurship and Business Management	N6
Public Relations	N6

### Further Studies

On successful completion, you will receive a National N Diploma in Business Management and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Intro Communication**  
94% PASS

**Entrepreneurship and Business Management**  
87% PASS

**Bongiwe Wendy Msomi**

**Course: National N Diploma: Business Management**

**Department of Human Settlements**

"Whether your eyes are set on working in the public or private sector, a BTC qualification can take you there. I knew what I wanted and my qualification got me there."





## National N Diploma: Human Resource Management N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66873	5
N5	66953	5
N6	66997	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

The Human Resource function focuses on staff development, staff policies and procedures and staff wellness programmes to provide a comfortable and happy environment where staff can thrive and help the organisation achieve its goals. The course provides a holistic understanding of the business environment and covers an introduction to personnel management, marketing management, communications, entrepreneurship and business management, labour relations and payroll.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV Level 4 Certificate
- ABET Level 4 Certificate

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Human Resource Management on completion of N4-N6 and 18-months' of in-service training

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Employment Options

As a Human Resource Manager, you can be employed in the following areas of HR:-

- Payroll
- Human Resources
- Training and Development
- Employment Relations/Recruitment
- Induction/New Staff Liaison

### Pricing

Enquire at any of our campuses for a current programme pricelist.





## Programme Outline

### National N4 Certificate

#### 1st Year 1st Semester Subjects

Intro Marketing Management	N4
Intro Communication	N4
Intro Personnel Management	N4
Intro Entrepreneurship	N4

#### 1st Year 2nd Semester Subjects

Computer Practice	N4
Personnel Management	N4
Management Communication	N4
Entrepreneurship and Business Management	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Labour Relations	N5
Personnel Management	N5
Entrepreneurship and Business Management	N5
Personnel Training	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Labour Relations	N6
Personnel Management	N6
Entrepreneurship and Business Management	N6
Personnel Training	N6

Intro Personnel  
90% PASS

Intro Personnel  
90% PASS

### Further Studies

On successful completion, you will receive a National N Diploma in Human Resource Management and may further your studies at a University of Technology.

### Fact Sheet

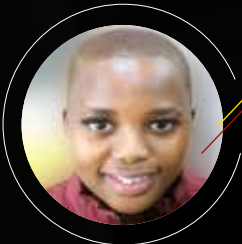
You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)



#### Nokubonga Sibisi

**Course: National N Diploma: Human Resource Management  
Tsogo Sun International**

"I chose a course that provided a perfect understanding of the business world, and I am now able to use this knowledge in the exciting entertainment industry."



#### Nokulunga Innocentia Zuma

**Course: National N Diploma: Human Resource Management  
Dunlop**

"A balanced (Theoretical and Practical) course is the reason behind my success. I was taught to think and behave like a competent employee before I left the classroom."



## National N Diploma: Public Management N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66875	5
N5	66955	5
N6	67000	5

\* **Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

A career in Public Management will prepare you for a variety of public service functions. A strong element of the course is knowledge of administrative structures and an understanding of the public and private sector. You will broaden your expertise in computers, communication, public admin, municipal administration, public finance, public law, the changing dynamics of society and how government operates in this complex environment. The programme also teaches you how to put this knowledge into practice.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV Level 4 Certificate
- ABET Level 4 Certificate

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Public Management on completion of N4-N6 and 18-months' of in-service training

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Employment Options

Business Management can open many doors of opportunity. Some of the options you may explore include:-

- Administration
- Public Affairs Research
- Local Government
- Public Relations

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N4 Certificate

#### 1st Year 1st Semester Subjects

Intro Computer Practice	N4
Intro Communication	N4
Intro Public Administration	N4
Intro Entrepreneurship	N4

#### 1st Year 2nd Semester Subjects

Computer Practice	N4
Public Administration	N4
Management Communication	N4
Entrepreneurship and Business Management	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Public Finance	N5
Municipal Administration	N5
Public Administration	N5
Public Relations	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Public Finance	N6
Municipal Administration	N6
Public Administration	N6
Public Law	N6

Intro Computer Practice  
91% PASS

Public Finance  
94% PASS

## Further Studies

On successful completion, you will receive a National N Diploma in Public Management and may further your studies at a University of Technology.

## Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)



### Noxolo Khubeka

**Course: National N Diploma: Public Management  
Office of the Premier in Pietermaritzburg**

"I knew I was stepping into a career field that can be demanding but finding my way in the world of work was a breeze because my qualification offered me everything I needed to know about the public and private sector. Thank you Berea College."



## National N Diploma: Marketing Management N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66872	5
N5	66952	5
N6	66996	5

\* **Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Marketing is a critical function in business and works hand in hand with sales. Marketers work in a variety of sectors and fields and are involved in branding, research, advertising, communication, PR, digital and social media. With the advent of the digital age, traditional marketing is evolving into the online space, with many marketers becoming more digitally savvy. The course in Marketing Management provides a full understanding of the different business functions from personnel management, sales management, entrepreneurship and business management, as well as market research, communications and PR to adequately prepare a student for this adrenaline-seeking career.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV Level 4 Certificate
- ABET Level 4 Certificate

### Certification & Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Marketing Management on completion of N4-N6 and 18-months' of in-service training.

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Employment Options

With a qualification in Marketing Management you may enter various industries from media houses, PR agencies, and corporate businesses. Career paths you may consider include:-

- Market Research
- Sales
- Merchandising
- Stock Controlling
- Customer Service
- Public Relations

### Pricing

Enquire at any of our campuses for a current programme pricelist.





## Programme Outline

### National N4 Certificate 1st Year 1st Semester Subjects

Intro Marketing Management	N4
Intro Communication	N4
Intro Personnel Management	N4
Intro Entrepreneurship	N4

**Intro Computer Practice**  
97% PASS

### 1st Year 2nd Semester Subjects

Intro Computer Practice	N4
Marketing Management	N4
Management Communication	N4
Entrepreneurship and Business Management	N4

**Management Communication**  
96% PASS

### National N5 Certificate 2nd Year 1st Semester Subjects

Marketing Management	N5
Sales Management	N5
Entrepreneurship and Business Management	N5
Public Relations	N5

### National N6 Certificate 2nd Year 2nd Semester Subjects

Marketing Management	N6
Sales Management	N6
Marketing Research	N6
Marketing Communication	N6

### Further Studies

On successful completion, you will receive a National N Diploma in Marketing Management and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

“

*The future depends on what  
you do today.*

”

**Mahatma Gandhi**



## National N Diploma: Management Assistant N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66876	5
N5	66956	5
N6	67001	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Management assistants play a key support role to managers in an organisation. They are responsible for all administrative functions and ensuring that departments run smoothly in terms of various reporting requirements and clerical functions. In larger companies, management assistants play a bigger role and can be involved in staff onboarding and training. The course in Management Assistant is designed for students who are skilled in multitasking and enjoy bringing administrative order in busy environments. You will learn more about office practices, information processing, communication, marketing, as well as entrepreneurship and business management.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV Level 4 Certificate
- ABET Level 4 Certificate

### Certification & Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Management Assistant on completion of N4-N6 and 18-months of in-service training

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks are BTC are free. Simply enquire on registration for more details.

### Employment Options

Dream big and be part of the new generation office staff and explore these career options:-

- Executive Assistant
- Secretarial
- Office Management
- Front Desk Reception
- Administration

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N4 Certificate

#### 1st Year 1st Semester Subjects

Intro Communication	N4
Intro Entrepreneurship & Business Management	N4
Intro Personnel Management	N4
Intro Marketing	N4

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Office Practice	N4
Information Processing	N4
Communication	N4
Entrepreneurship & Business Management	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Office Practice	N5
Information Processing	N5
Communication	N5
Entrepreneurship & Business Management	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Information Processing	N6
Office Practice	N6
Communication	N6
Entrepreneurship & Business Management	N6

### Further Studies

On successful completion, you will receive a National N Diploma in Management Assistant and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

# 700

Job  
Placements  
in 2017

Entrepreneurship and  
Business Management  
86% PASS



## National N Diploma: Financial Management N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66874	5
N5	66954	5
N6	66998	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

The course in Financial Management includes in-depth knowledge in the financial landscape from cost and management accounting, computerised financial systems, financial accounting, entrepreneurship, business management and management communication. Numeracy and administrative skills are a key requirement for this course, with the job functions extending to financial and business transactions to preparing financial reports and assisting senior managers with various other functions. If you have a natural flair for numbers and enjoy analysing and making sense of data, then a career in financial management is a great career path.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV Level 4 Certificate
- ABET Level 4 Certificate

### Certification & Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Financial Management on completion of N4-N6 and 18-months of in-service training.

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks are BTC are free. Simply enquire on registration for more details.

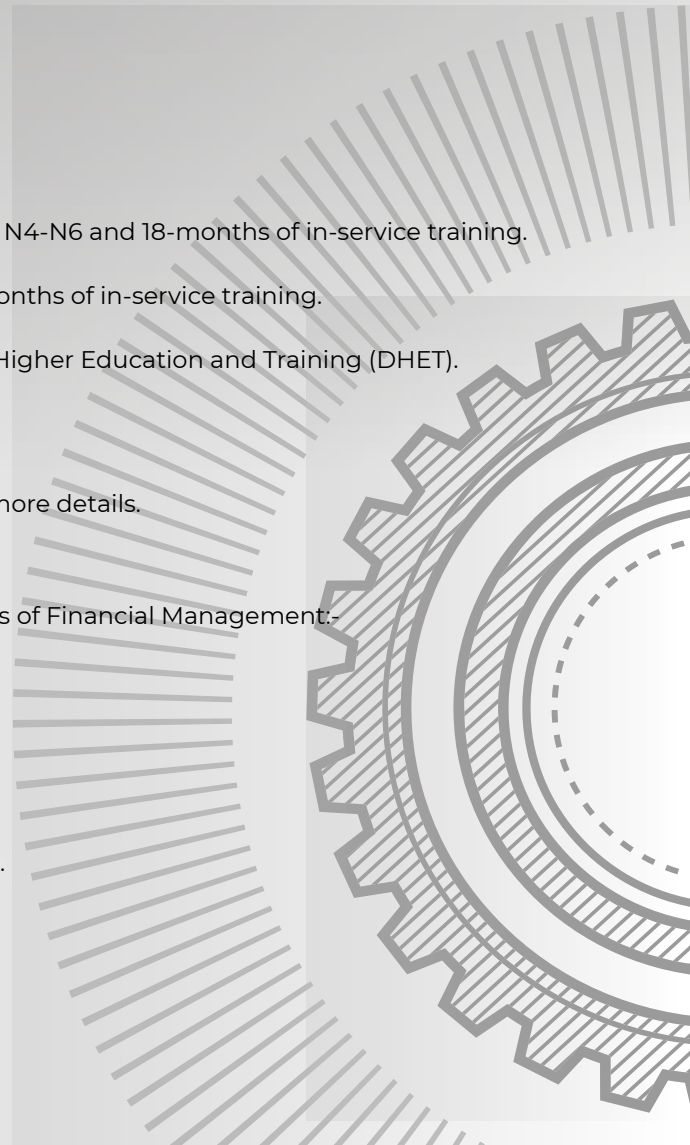
### Employment Opportunities

With this qualification, you can be employed in the following areas of Financial Management:-

- Cost Accounting
- Bookkeeping
- Accounting
- Payroll Administration

### Pricing

Enquire at any of our campuses for a current programme pricelist.







## Programme Outline

### National N4 Certificate

#### 1st Year Subjects - Annual

Entrepreneurship & Business Management	N4
Financial Accounting	N4
Computerised Financial Systems	N4
Management Communication	N4
Computer Practice	N4

**Computer Practice**  
**96% PASS**

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Financial Accounting	N5
Computerised Financial Systems	N5
Cost and Management Accounting	N5
Entrepreneurship & Business Management	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Financial Accounting	N6
Computerised Financial Systems	N6
Cost and Management Accounting	N6
Entrepreneurship & Business Management	N5

### Further Studies

On successful completion, you will receive a National N Diploma in Financial Management and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**700**

Job  
Placements  
in 2017

**National N Diploma: Public Relations**

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66879	5
N5	66958	5
N6	67003	5

\* **Course ONLY** offered at registered DHET exam centre campuses**Course Overview**

Companies employ public relations experts to manage the perception of the company and its brands. PR practitioners must possess strong writing and organisational skills, be confident and creative and have a persuasive edge. The PR environment also includes the glamorous world of events, from planning and organising to attending and being the face of the company. The course will teach you to think strategically and how to perform various PR functions in a local and global environment.

**Admission Requirements**

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV Level 4 Certificate
- ABET Level 4 Certificate

**Certification & Examination Authority**

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Public Relations on completion of N4-N6 and 18-months of in-service training

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

**Study Materials**

All textbooks at BTC are free. Simply enquire on registration for more details.

**Employment Options**

As a Public Relations Specialist, you may enter various industries from media houses, PR agencies, and corporate businesses. Career paths you may consider include:-

- Events Coordinator
- Media and Communications Officer
- Brand Ambassador
- Writer

**Pricing**

Enquire at any of our campuses for a current programme pricelist.

## Programme Outline

### National Introductory N4 Certificate 1st Year 1st Semester Subjects

Intro Communication	N4
Intro Entrepreneurship	N4
Intro Personnel Management	N4
Intro Marketing	N4

### National N4 Certificate 1st Year 2nd Semester Subjects

Office Practice	N4
Communication	N4
Information Processing	N4
Entrepreneurship & Business Management	N4

### National N5 Certificate 2nd Year 1st Semester Subjects

Information Processing	N5
Office Practice	N5
Public Relations	N5
Communication	N5

### National N6 Certificate 2nd Year 2nd Semester Subjects

Public Relations	N6
Information Processing	N6
Office Practice	N6
Communication	N6

## Further Studies

On successful completion, you will receive a National N Diploma in Public Relations and may further your studies at a University of Technology.

## Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Public Relations**  
**94% PASS**



**National N Diploma: Legal Secretary N4-N6**

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66880	5
N5	66959	5
N6	67035	5

\* **Course ONLY** offered at registered DHET exam centre campuses**Course Overview**

A legal secretary must be proficient in SA law practices and use this to assist Legal Managers in an organisation. Strong administrative, computer and communication skills are necessary to perform daily operational skills. This exciting and dynamic profession will require you to work in complex situations, often with tight deadlines, as you prepare information for clients or relevant brands. If you have the personality for a career as a legal Secretary, this course will provide you with the knowledge on legal and office practices, information processing, communication, marketing and personnel management.

**Admission Requirements**

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

**Certification & Examination Authority**

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Legal Secretary on completion of N4-N6 and 18-months of in-service training.

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

**Study Materials**

All textbooks at BTC are free. Simply enquire on registration for more details.

**Employment Opportunities**

As a Legal Secretary, you can be employed in the following areas:-

- Law Firm
- Administration
- Paralegal Services
- Conveyancing

**Pricing**

Enquire at any of our campuses for a current programme pricelist.

## Programme Outline

### National Introductory N4 Certificate 1st Year 1st Semester Subjects

Intro Communication	N4
Intro Entrepreneurship	N4
Intro Personnel Management	N4
Intro Marketing	N4

### National N4 Certificate 1st Year 2nd Semester Subjects

Office Practice	N4
Communication	N4
Information Processing	N4
Entrepreneurship & Business Management	N4

### National N5 Certificate 2nd Year 1st Semester Subjects

Information Processing	N5
Office Practice	N5
Legal Practice	N5
Communication	N5

### National N6 Certificate 2nd Year 2nd Semester Subjects

Information Processing	N6
Office Practice	N6
Legal Practice	N6
Communication	N6

## Further Studies

On successful completion, you will receive a National N Diploma in Legal Secretary and may further your studies at a University of Technology.

## Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Legal Practice**  
100% PASS

**Communication**  
96% PASS



**30 00**  
Graduates  
across South  
Africa



## National N Diploma: Medical Secretary N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66878	5
N5	66957	5
N6	67002	5

\* **Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

A medical secretary must enjoy the medical fraternity, be strong in administrative functions and build good relationships with doctors, nurses and professionals in the medical industry. The course attracts students with a passion for medicine, administration and patient care. It will groom you to work as front office reception at hospitals, clinics and doctor's rooms, and be a liaison with all medical aids and medical sales representatives, often providing order to the busy schedules of medical professionals. If you enjoy being the go-to-person for all matters related to medical queries and administration and assisting patients with relevant information and support, then this career is for you.

### Admission Requirements

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- NCV Level 4 Certificate
- ABET Level 4 Certificate

### Certification & Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Medical Secretary on completion of N4-N6 and 18-months of in-service training

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Employment Opportunities

As a qualified Medical Secretary you can work in the following career fields:-

- Medical Secretarial Work
- Medical Administration
- Medical Aids
- Medical Practice
- Front Office

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National Introductory N4 Certificate

#### 1st Year 1st Semester Subjects

Introductory Communication	N4
Introductory Entrepreneurship	N4
Introductory Personnel Management	N4
Introductory Marketing	N4

**Medical Practice**  
98% PASS

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Office Practice	N4
Information Processing	N4
Medical Practice	N4
Communication	N4

**Communication**  
100% PASS

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Information Processing	N5
Office Practice	N5
Communication	N5
Medical Practice	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Information Processing	N6
Office Practice	N6
Communication	N6
Medical Practice	N6

### Further Studies

On successful completion, you will receive a National N Diploma in Medical Secretary and may further your studies at a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**100%**  
Graduate  
Employment  
Programme



## National Certificate: Supply Chain Management

CREDITS	SAQA ID	NQF
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| Full Time | 1 Year |

150	74149	5
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\* **Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

Supply Chain Management is a dynamic and empowering experience on how business gets done. Supply Chain Management spans all movement and storage of raw materials, work-in-process inventory, and finished goods from point-of-origin to point-of-consumption. Countless firms rely on new technologies and the coordination of processes to expedite the distribution of goods. The use of computers to analyse work routines in order to optimise the use of available labour has led to increases in productivity. Modern systems development and related processes have created an entirely new set of integrated operations management functions, which require managers of supply chains, resource managers of material or manufacturing resources planning (MRP), and process and inventory control managers.

### Admission Requirements

- A National Senior Certificate/Senior Certificate, or
- An equivalent NQF 4

### Certification and Examination Authority

Upon successful completion of this programme, learners will receive certification from the Transport Education Training Authority (TETA SETA). All qualifications are nationally-recognised by industry.

### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

### Employment Options

With this qualification, successful learners could pursue a career as a:-

- Supply Chain Management
- Logistics Planner
- Supply Management Analyst
- Sales/Distribution Managers

### Pricing

Enquire at Berea Technical College campus for a pricelist for the programme you are interested in.





### Programme Outline

- Management Tactical Operations
- Management Skills
- Personal Effectiveness
- Legislation in a Work Environment
- Document Management System
- Training and Development
- Operations Management
- Crime or Incident Investigation

### Student Support

- Job readiness skills
- CV writing, interview training and workshops
- Campus Counsellor
- Work-integrated learning, internships and post-graduate employment

### Centre for Student Relations (CSR)

The Centre provides a free online service to students who require additional academic and personal support.

### Further Studies

On successful completion you will receive a National Certificate in Supply Chain Management.

For more information on this course and further study options, visit [www.btc.edu.za](http://www.btc.edu.za)

**700**  
Job  
Placements  
in 2017



### National Certificate: Journalism

CREDITS	SAQA ID	NQF
120	58978	5

| Full Time | 1 Year |

\* **Course ONLY** offered at registered DHET exam centre campuses

#### Course Overview

This qualification has been developed for learners who work or intend to work as junior journalists and who seek recognition for essential competence. Recipients of this qualification are able to write a variety of journalism texts and report at entry level. The qualification is designed to be flexible and accessible to all in journalism and wishing to enter journalism as an undergraduate study or equivalent. It allows learners to write and report in accordance with the requirements of a specific media news enterprise. The core competencies lay the foundation for a person to develop a career in sub-editing, writing and/or reporting.

#### Admission Requirements

- Grade 12, or
- An NQF level 4, or
- NCV Level 4

#### Certification and Examination Authority

Upon successful completion of the programme, you will receive a certification from the Media, Information and Communication Technologies (MICT SETA).

#### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

#### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Newspaper Reporter
- Public Relations Officer
- Brand Coordinator

#### Pricing

Enquire at Berea Technical College campus for a pricelist for the programme you are interested in



*Education is the key to unlock  
the golden door of freedom.*

*George Washington Carve*





## Programme Outline

Communicating Effectively with Interviews  
Working in a Team  
Research in a Variety of Topics  
Reporting Ethically and Professionally  
Producing Final Form Output  
Meeting Production Deadlines  
Evaluating Journalistic Conduct  
Report within Specific Community Contexts

## Student Support

- Job readiness skills
- CV writing, interview training and workshops
- Campus Counsellor
- Work-integrated learning, internships and post-graduate employment

## Centre for Student Relations (CSR)

The Centre provides a free online service to students who require additional academic and personal support.

## Further Studies

The qualification builds on other certificates, diplomas and degrees at NQF Level 5 and 6, from a range of sub-sectors and provides articulation with a range of qualifications in communications, media studies and journalism, such as:-

- First degree in Journalism, at NQF Level 6
- First degree in Design, at NQF Level 6
- National Diploma in Translation, at NQF Level 5
- National Certificate in Television Operations, at NQF Level 5
- National Certificate in Radio Production, at NQF Level 5

For more information on this course and further study options, visit [www.btc.edu.za](http://www.btc.edu.za)

# FACULTY INFORMATION TECHNOLOGY

The Faculty of Information Technology will equip students with problem-solving skills; teach them how to think critically and how to apply knowledge through basic research methods and practice.

IT specialists are in demand and require special training and skill to make this a viable career path. The world of computing requires students to have a critical mind and the ability to think systematically and coherently. Students will learn how to write programmes in a variety of computer knowledge and understand how networks work.

The Faculty of Information Technology offers a range of National Diplomas and National Certificates, including the following:-

- Information Technology
- PC Support and Networking
- End-User Computing
- Technical Support
- System Development

National Diplomas are offered at Berea College of Technology only. National Certificates are offered at both Berea Technical College (BTC) and Berea College of Technology (BCT) campuses.

National Certificates are issued and verified by MICT SETA (Media, Information and Communication Technologies) Sector Education and Training Authority.

National Diplomas are set and issued by Berea College of Technology.

Refer to the back of this prospectus for further details on our College accreditation.



*Learn and grow.....*





### Diploma: Information Technology

| Full Time | 3 Years | Part Time | 4 Years

WIL: 200 hours within 3 months

CREDITS	SAQA ID	NQF
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360	24419	6
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#### Course Overview

Information Technology professionals are responsible for the study of computer systems and telecommunication from storing, retrieving, and sending information. The qualification enables students to gain skills in problem-solving, observation, communication, analysing, critical thinking, decision making, computer literacy and competence in the application of knowledge through research methods and practice. The programme also allows students to critically evaluate information. Understanding how networks operate, written and spoken communication and competence in applying knowledge through basic research methods and practice are some of the prerequisites in this field.

#### Admission Requirements

- A Grade 12 Certificate with admission to diploma studies
- NQF level 4 qualification or equivalent
- Recognition of Prior Learning (RPL) is considered on merit and circumstances



**Bongumusa True man Mtetwa**  
**Diploma in Information Technology**  
**Khanya Africa Networks**

"I am really enjoying the IT sector and grateful for the opportunity to study at Berea Tech. There's still a lot to learn but my qualification has given me a solid foundation."



### Certification & Examination Authority

Learners will receive the following:-

- Diploma in Information Technology

All Examinations are set and administered by Berea College of Technology.

### Duration and Work-Integrated Learning

- Three (3) years full-time or four (4) years part-time
- In the 3 or 4 years, 200 hours of work-integrated training to be completed within 3 months

### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Systems Analyst and Designer
- Programmer
- Web Developer
- Software Developer
- IT Analyst

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Additional Costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides.



**100%**  
Graduate  
Employment  
Programme



## Programme Outline

### 1st Year 1st Semester Subjects

Information Systems	101
Development Software	101
Web Page Design	101
Systems Software	101
Technical Programming	101
Software Training	101

### 1st Year 2nd Semester Subjects

Information Systems	102
Development Software	102
Web Page Design	102
Systems Software	102
Technical Programming	102
Software Training	102

### 2nd Year 1st Semester Subjects

Information Systems	201
Development Software	201
Web Page Design	201
Systems Software	201
Technical Programming	201

### 2nd Year 2nd Semester Subjects

Information Systems	202
Development Software	202
Web Page Design	202
Systems Software	202
Technical Programming	202
Software Training	202

### 3rd Year 1st Semester Subjects

Information Systems	301
Development Software	301
Web Page Design	301
Business Communication	101
Internet Programming	101
Projects	101
Work-based Learning	301

### 3rd Year 2nd Semester Subjects

Information Systems	302
Development Software	302
Web Page Design	302
Business Communication	102
Internet Programming	102
Projects	102
Work-based Learning	302

### Further Studies

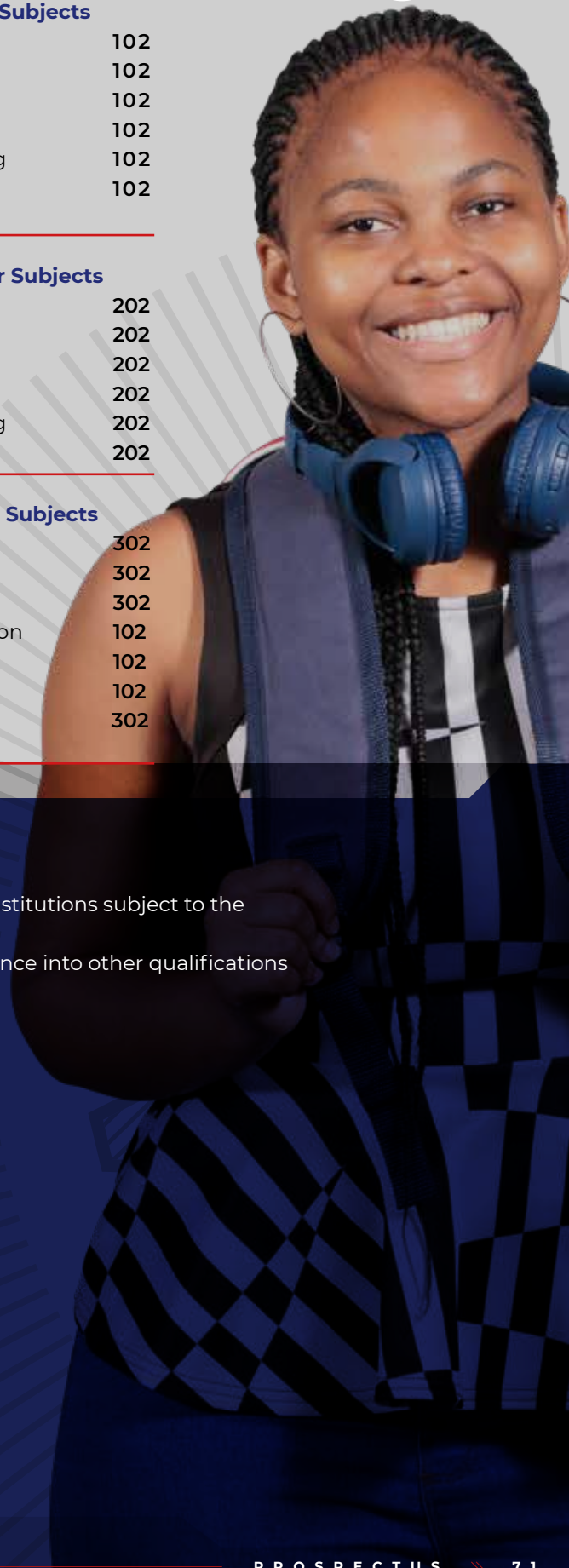
- Students can further their studies both horizontally and vertically
- Credits obtained can be used to study at our institution or other institutions subject to the admission requirements of that institution
- Credits obtained can be also be used as evidence for RPL for entrance into other qualifications

### Fact Sheet

You may access the full fact sheet on [www.bct.ac.za](http://www.bct.ac.za)

**Web Page Design**  
83% PASS

**Development Software**  
87% PASS





## Diploma: PC Support and Networking

| Full Time | 3 Years | Part Time | 4 Years  
WIL: 200 hours within 3 months

CREDITS	SAQA ID	NQF
360	96707	6

### Course Overview

The Diploma in PC Support and Networking is designed for the business world, with a practical Work-Integrated module to help students adjust to the working world. It caters for students who are technically-minded with the ability to diagnose and repair faults in a computer as well the ability to build and maintain networks and the associated software computer-technology. Some of the module focus areas include server technology, networks, programming concepts, end-user computing, web-page design and hardware. There has been rapid development in this field and a need for graduates with this qualification.

### Admission Requirements

- Grade 12 Certificate with admission to diploma studies
- NQF level 4 qualification or equivalent
- Recognition of Prior Learning (RPL) is considered on merit and circumstances

### Certification & Examination Authority

Learners will receive the following:-

- Diploma in PC Support and Networking

All Examinations are set and administered by Berea College of Technology.

### Duration and Work-Integrated Learning

- Three (3) years full-time or four (4) years part-time
- In the 3 or 4 years, 200 hours of work-integrated training to be completed within 3 months

### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

### Employment Opportunities

With this qualification, students may explore these careers:-

- PC Technician
- Network Technician
- Technical Support

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Additional Costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides.





## Programme Outline

### 1st Year 1st Semester Subjects

Hardware	101
Server Technology	101
Operating Systems	101
Networks	101
Programming Concepts	101

### 1st Year 2nd Semester Subjects

Hardware	102
Server Technology	102
Operating Systems	102
Networks	102
Programming Concepts	102

### 2nd Year 1st Semester Subjects

Hardware	201
Server Technology	201
Networks	201
Programming Concepts	201
Web Page Design	101
Operating Systems	201

### 2nd Year 2nd Semester Subjects

Hardware	202
Server Technology	202
Networks	202
Programming Concepts	202
Web Page Design	102
Operating Systems	202

### 3rd Year 1st Semester Subjects

Hardware	301
Networks	301
Web Page Design	301
End-User Computing	101
Work-based Learning	301

### 3rd Year 2nd Semester Subjects

Hardware	302
Networks	302
Web Page Design	302
End-User Computing	102
Work-based Learning	302

### Further Studies

- Students can further their studies both horizontally and vertically
- Credits obtained can be used to study at our institution or other institutions subject to the admission requirements of that institution
- Credits obtained can be also be used as evidence for RPL for entrance into other qualifications

### Fact Sheet

You may access the full fact sheet on [www.bct.ac.za](http://www.bct.ac.za)

# 30 000

Graduates  
across South  
Africa



## National Certificate: End-User Computing

| Full-Time | 1 Year |

CREDITS	SAQA ID	NQF
130	49077	3

### Course Overview

This qualification is ideal for learners with a keen interest in developing skills in end-user computing, allowing them to gain confidence in this highly-technical environment. The one year programme will introduce learners to PCs and equip them with word processing and office skills. Some of the module outcomes include spreadsheets, databases, internet and email and numeracy.

Computer skills are vast becoming a lucrative career path and this course will help groom learners with the fundamental principles required in many organisations, from start-ups to large corporates.

### Admission Requirements

- A National Senior Certificate granting access to Higher Certificate studies, or
- Competency in End-user computing at NQF Level 1

### Certification and Examination Authority

Learners will receive the following:-

- National Certificate in End-User Computing

Certificates are issued and verified by The Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA).

### Duration

- One (1) year full-time

### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

### Employment Opportunities

With this qualification, successful learners could pursue a career in:-

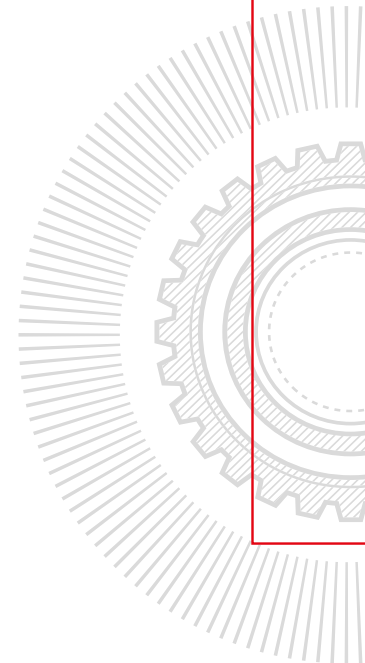
- Reception Services
- Switchboard Operations
- Financial Administrations
- Banking Administration
- Personal/Executive Assistant Services
- Technical Assistance
- Typing
- Data Capturing
- Systems Administration

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Additional Costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides.





## Programme Outline

### Modules

1. Intro to PCs
2. Word Processing
3. Spreadsheets
4. Database
5. Office Skills
6. Presentations
7. Internet and Email
8. Reading and Writing
9. Numeracy

### Further Studies

On completion of the National Certificate you may progress to the Diploma in Information Technology or the Diploma in PC Support and Networking.

### Fact Sheet

You may access the full fact sheet on [www.bct.ac.za](http://www.bct.ac.za)

“

*Look for something  
positive in each  
day.....*

”



## National Certificate: Technical Support

CREDITS

SAQA ID

NQF

| Full-Time | 1 Year |

163

78964

4

### Course Overview

Computers play a vital role in the world of business today as they help to bring about efficiency. To be a competent technician, you must learn how to build computers from scratch, run tests and diagnostics and be able to troubleshoot on all matters related to technical support and installations.

This qualification will enable learners to develop an understanding of technology principles, hardware and software, data communication and network support and problem-solving skills in a technical environment. It also teaches you the fundamental communication skills required to work across different work-cultures in South Africa.

### Admission Requirements

- A National Senior Certificate/Grade 12, or
- N3 Certificate/NCV Level 4 Certificate/ABET Level 4 Certificate

### Certification & Examination Authority

Learners will receive the following:-

- National Certificate in Technical Support

Certificates are issued and verified by The Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA).

### Duration

- One (1) year full-time

### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Computer Technician
- Help Desk Agent
- Network Technician
- IT Sales
- Help Desk Analyst

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Additional Costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides.



## Programme Outline

### Exit level outcomes

A learner will be able to:

1. Communicate effectively with fellow IT staff and users of information systems.
2. Demonstrate an understanding of different types of computer systems and the use of computer technology in business.
3. Demonstrate an understanding of problem-solving techniques and how to apply them in a technical environment.
4. Demonstrate an understanding of computer technology principles.
5. Select and use materials and equipment safely for technological purposes.
6. Work effectively as a team member within a support team.
7. Carry out, under supervision, a small sized task to demonstrate knowledge of techniques and skills needed in one or more of the following areas of specialisation: -
  - Hardware and infrastructure support for personal computers
  - Hardware and infrastructure support for MS Office products.Data communications and network support.

### Further Studies

On completion of the National Certificate you may progress to the Diploma in Information Technology or the Diploma in PC Support and Networking.

### Fact Sheet

You may access the full fact sheet on [www.bct.ac.za](http://www.bct.ac.za)

“

*Education is the key to unlocking the world, a passport to freedom.*

Oprah Winfrey

”



## National Certificate: Systems Development

CREDITS

SAQA ID

NQF

| Full-Time | 1 Year |

165

78965

4

### Course Overview

This qualification offers a broad understanding as to what being a computer programmer entails. Computer programmers figure out the process of designing, writing, testing, troubleshooting and maintaining the source code of computer programs. They serve as a vital link between operator and computers. This programme will give learners the understanding of how a computer programmer codes instructions for a computer to follow.

### Admission Requirements

- A National Senior Certificate/Grade 12, or
- N3 Certificate/NCV Level 4 Certificate/ABET Level 4 Certificate

### Certification & Examination Authority

Learners will receive the following:-

- National Certificate in Systems Development

Certificates are issued and verified by The Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA).

### Duration

- One (1) year full-time

### Study Materials

- A prescribed textbook list is available from the Academic Department at the campus

### Employment Opportunities

With this qualification, successful learners could pursue a career as a:-

- Computer Animator
- Software Engineer
- Systems Analyst
- IT Project Manager
- User Interface Developer
- Web Developer

### Pricing

Enquire at any of our campuses for a current programme pricelist.

### Additional Costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides.



## Programme Outline

### Modules

1. Principles of Information Systems
2. Principles of Information Technology
3. Principles of Computer Networks
4. Mathematics Literacy
5. Programming Concepts
6. Teamwork Skills
7. Business Communication
8. Application Programming
9. Web Development
10. Systems Analyst and Design

### Further Studies

On completion of the National Certificate you may progress to the Diploma in Information Technology or the Diploma in PC Support and Networking.

### Fact Sheet

You may access the full fact sheet on [www.bct.ac.za](http://www.bct.ac.za)

“

*The future depends on  
what you do today.*”

*Mahatma Gandhi*



# FACULTY EDUCATION



“ Education is not the filling of a pail,  
but the lighting of a fire. ”

WB Yeats





## National N Diploma: Educare N4-N6

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66883	5
N5	66971	5
N6	67007	5

**\* Course ONLY** offered at registered DHET exam centre campuses

### Course Overview

The Educare qualification is designed for learners who enjoy working with children and making a positive impact on their lives. This qualification will equip you with the skills and knowledge to facilitate the all-round development of children in a culture-sensitive environment. Key components of the course include Daycare Personnel Development, Child Health, Educare Didactics, Educational Psychology, Daycare Management, Daycare Communication and Entrepreneurship and Business Management. Join this rewarding career and help nurture the future generation of South Africa.

### Admission Requirements

- National Senior Certificate/Grade 12
- N3 Certificate/NCV
- Level 4 Certificate/ABET Level 4 certificate

### Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Educare on completion of N4-N6 and 18-months' of in-service training.

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

### Study Materials

All textbooks at BTC are free. Simply enquire on registration for more details.

### Employment Options

A career in education in South Africa is very rewarding. Here are some career paths that you can explore:-

- Playgroup
- Day Care
- Early Childhood Development establishments
- Au Pair
- Online Teacher

### Pricing

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N4 Certificate

#### 1st Year 1st Semester Subjects

Day Care Personnel Development	N4
Education	N4
Child Health	N4
Intro Marketing	N4

### National N4 Certificate

#### 1st Year 2nd Semester Subjects

Educare Didactics: Theory & Practical	N4
Marketing Management	N4
Day Care Communication	N5
Educational Psychology	N5

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Entrepreneurship & Business Management	N4
Introduction: Computer Practice	N4
Educare Didactics – Theory & Practical	N5
Day Care Communication	N6

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Entrepreneurship & Business Management	N5
Educare Didactics – Theory & Practical	N6
Day Care Management	N6
Educational Psychology	N6

### Further Studies

On successful completion, you will receive a National N Diploma in Educare and may progress to a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)

**Day Care Communication**  
100% PASS

**Educational Psychology**  
100% PASS



*Education is the passport to the future, for tomorrow belongs to those who prepare for it today.*



**Malcom X**

**39**  
embede Street

Berea Technical College  
TECHNICAL EDUCATION TRAINING AND RESEARCH

UNIVERSITY  
EQUIVALENT JOBS IN:  
EXHIBITION | MANAGEMENT | EDUCATION | HOSPITALITY | IT



# FACULTY HOSPITALITY & TOURISM

Hospitality and Catering is an integral part of the rapidly growing tourism industry. **The Faculty of Hospitality and Tourism** will equip you with the necessary skills to be self-employed as a private chef, work at a restaurant or on a cruise ship. With Travel and Tourism, you can also run your own travel company or join the exciting travel industry. The Faculty of Hospitality and Tourism covers both these exciting fields, where you learn the necessary theory and how to put this into practice. The following National N Diplomas are available:-

- Travel and Tourism
- Hospitality and Catering

“

*A guest is a jewel on the cushion of hospitality.*

”

Rex Stout

**National N Diploma: Travel and Tourism N4-N6**

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66910	5
N5	66978	5
N6	67013	5



**\* Course ONLY** offered at registered DHET exam centre campuses

**Course Overview**

The Travel and Tourism course offers you a broad knowledge of the travel industry, from airlines, hotels, tour operators and the regulatory bodies that govern this industry. Being able to assist customers with interesting destinations and places to explore is a passion. You can develop this passion into a skill, as you extend your knowledge on the different countries and cultures around the world. As one of the fastest-growing industries in the world, new job opportunities are constantly being created which could see you in an exciting career in South Africa or abroad.

**Admission Requirements**

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV
- Level 4 Certificate/ABET Level 4 Certificate

**Certification Examination Authority**

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Travel and Tourism on completion of N4-N6 and 18-months' of in-service training.

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET).

The National N Diploma is issued by the DHET.

**Study Materials**

All textbooks are BTC are free. Simply enquire on registration for more details.

**Employment Opportunities**

The Travel and Tourism industry has various career options that you will enjoy. These industries include:-

- Hotel or Tour Operators
- Airline and Cruise Ship Industry
- Travel Agencies
- National Parks

**Pricing**

Enquire at any of our campuses for a current programme pricelist.



## Programme Outline

### National N4 Certificate

#### 1st Year Annual Subjects

Intro to Computer Practice	N4
Tourist Destinations	N4
Travel Office Procedures	N4
Tourism Communication	N4
Travel Services	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Travel Office Procedures	N5
Tourism Communication	N5
Tourist Destination	N5
Travel Services	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Travel Office Procedures	N6
Travel Services	N6
Tourist Destinations	N6
Hotel Reception	N6

### Further Studies

On successful completion, you will receive a National N Diploma in Travel and Tourism and may progress to a University of Technology.

### Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)



#### Yolokazi Dlodlu

**National N Diploma: Travel and Tourism**

**Gooderson Leisure- Tropicana Hotel**

“Registering for this exciting programme was the best decision ever. Through it, I was able to land a thrilling job! Studying further and adding more to the skills I acquired through this National N Diploma qualification is certainly on the cards.”



# 100%

## Graduate Employment Programme



*The best way to predict  
the future is to create it.*

Abraham Lincoln



**National N Diploma: Hospitality and Catering N4-N6**

| Full Time | 2 Years | 18-months In-Service Training

LEVEL	SAQA ID	NQF
N4	66891	5
N5	66973	5
N6	67008	5

\* **Course ONLY** offered at registered DHET exam centre campuses**Course Overview**

Making delicious food is an art. If you enjoy working with different ingredients, fusing different flavours and making people smile with each meal, then the Hospitality and Catering field is for you. The course will teach you nutrition and menu planning, food and beverage services, sanitation and safety, housekeeping, restaurant and bar activities, function planning, events, how to manage a kitchen, as well as guest relations and entrepreneurship and business skills. A key feature of this programme is the practical element, where students turn their theory into a delicious dish.

**Admission Requirements**

Any of the following certificates will be accepted at registration:-

- National Senior Certificate/Grade 12
- N3 Certificate/NCV
- Level 4 Certificate/ABET Level 4 Certificate

**Certification and Examination Authority**

Learners will receive the following at each level:-

- National Certificate N4, N5, N6
- National N Diploma in Hospitality and Catering on completion of N4-N6 and 18-months' of in-service training.

The National N Diploma includes two (2) years of theory and 18-months of in-service training.

All examinations are set and administered by the Department of Higher Education and Training (DHET). The National N Diploma is issued by the DHET.

**Study Materials**

All textbooks at BTC are free. Simply enquire on registration for more details.

**Employment Opportunities**

A career in the Travel and Tourism industry will open many employment options in the following career fields:-

- Hotel Reception
- Housekeeping
- Food Preparation and Catering
- Restaurant and Bar Activities
- Function Planning and Events
- Guest Liaison Services

**Pricing**

Enquire at any of our campuses for a current programme pricelist.





## Programme Outline

### National N4 Certificate

#### 1st Year Subjects (Annual)

Applied Management	N4
Nutrition and Menu Planning	N4
Catering Theory and Practical	N4
Sanitation and Safety	N4
Management Communication	N4

### National N5 Certificate

#### 2nd Year 1st Semester Subjects

Applied Management	N5
Catering Theory and Practical	N5
Entrepreneurship & Business Management	N5
Food and Beverage Services	N5

### National N6 Certificate

#### 2nd Year 2nd Semester Subjects

Applied Management	N6
Catering Theory and Practical	N6
Introductory Computer Practice	N6
Communication and Human Relations	N6

## Further Studies

On successful completion, you will receive a National N Diploma in Hospitality and Catering and may further your studies at a University of Technology.

## Fact Sheet

You may access the full fact sheet on [www.btc.edu.za](http://www.btc.edu.za)



**Siyalondwa Mthembu**  
**National N Diploma: Hospitality and Catering**  
**Roma Revolving Restaurant-Durban**

"Focus, hard work and a course that best understands industry demands is what got me to where I am today. Through my BTC studies, I am able to use my skills and knowledge in my everyday work."

# 100%

Graduate  
Employment  
Programme





“ Education is the most powerful  
weapon which you can use to  
change the world. ”

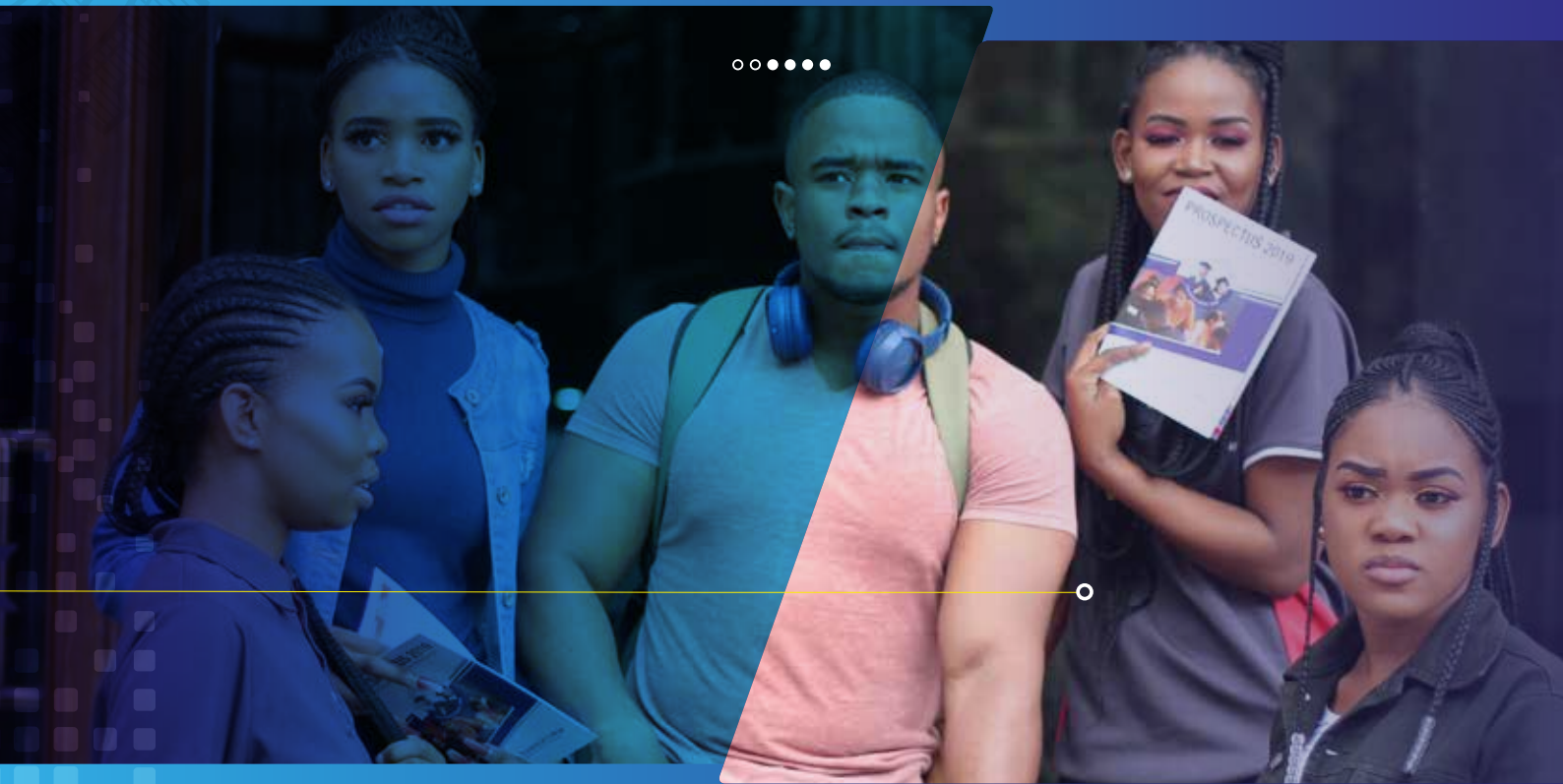
Nelson Mandela



# Berea Technical College

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS

539 Anton Lembede Street, Durban | **Tel:** 031 304 5207  
**Email:** info@bereatech.co.za | **Web:** www.btc.edu.za



## BEREA GROUP OF COLLEGES



**Berea  
Technical  
College**

539 Anton Lembede Street, Durban  
**Tel:** 031 304 5207  
**Email:** info@bereatech.co.za  
**Web:** www.btc.edu.za



**Berea  
College Of  
Technology**

160 Monty Naicker Road, Durban  
**Tel:** 031 827 8300  
**Email:** enquiries@bct.ac.za  
**Web:** www.bct.ac.za



**Berea  
Matric  
School**

37 College Lane, Durban  
**Tel:** 031 304 5207  
**Email:** info@bereatech.co.za  
**Web:** www.btc.edu.za

Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training and is proudly ISO 9001:2008 certified.  
Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training. Programmes are fully accredited by the Higher Education Quality Committee (HEQC) of the Council for Higher Education (CHE) and are registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA).