



# **COLLEGE PROFILE**

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# OUR VISION

Lisborn City College is a diverse, progressive educational environment enriching the lives of students, employees and our community.

Chief Executive Officer  
Lisborn City College



## MISSION

Lisborn City College is dedicated to student success. The college is committed to the following principles as a foundation for education.

Providing education programs that maintain the highest standards of student performance.

Providing an educational environment that emphasises on critical thinking, decision making, reflection and creativity.

Providing motivation and enriching educational experiences for its various constituencies.

Responding to community needs through a variety of means including collaboration with government, private sector businesses and not for profit organisations.

Providing a culturally competent and sensitive environment that reflects and celebrates diversity.

Providing a culture that supports employee success and encourages professionalism.

# QUALITY EDUCATION

Lisborn City College is renowned for quality global education with courses that are accredited by reputable governing bodies in line with the professional standards. At LISBORN CITY COLLEGE we make deliberate and diligent efforts to make sure that all our students are well geared up for Career success once they have obtained their qualifications.



MICTSATA (Media Information and Communication Technology Set)  
Approval No: LPA/01/2009/1423

FASSET (Financial and Accounting Services Set)  
Accreditation No: QAP/585/003

ICB (Institute of Certified Bookkeepers)  
Accreditation No: 300193

ICDL (International Computer Driving License) Accreditation  
No: ZA190712

# GLOBALY RECOGNISED

## PRETORIA (HEAD OFFICE) CAMPUS

Reg No: 2009/FET07/018 Certificate No: 0229-P 2000FE07/018 Exam  
Centre No: 899990891 Umalusi Accreditation No: FET 00784PA  
SASSETA Accreditation No: PAA01723/FET00619 PA  
QCTO NO SDP 1220/19/00152

## JOHANNESBURG CAMPUS

Reg No: 2009/FET07/018 Certificate No: 0229-P 2000FE07/018  
Exam Centre No: 899998817 Umalusi Accreditation No: FET 00768PA  
SASSETA Accreditation No: PAA01721/FET00724 PA  
QCTO NO SDP 1220/19/00134

## POLOKWANE CAMPUS

Reg No: 2009/FET07/018 Certificate No: 0229-P 2000FE07/018 Exam  
Centre No: 799999070 Umalusi Accreditation No: FET 00785PA  
SASSETA Accreditation No: PAA01722/FET00 768PA  
QCTO SDP 1224/19/00140

## RUSTENBURG CAMPUS

Reg No: 2009/FET07/018 Certificate No: 0229-P 2000FE07/018 Exam  
Centre No: 0999992901 Umalusi Accreditation No: FET 00712PA  
SASSETA Accreditation No: PAA01724/FET00619 PA  
QCTO SDP 1227/19/00133

## NELSPRUIT CAMPUS

Reg No: 2009/FET07/018 Certificate No: 0229-P 2000FE07/018 Exam  
Centre No: 699990667 Umalusi Accreditation No: FET 00770PA  
SASSETA Accreditation No: PAA01812/FET0774 PA  
QCTO SDP 1225/19/00141

## DURBAN CAMPUS

Reg No: 2009/FET07/018 Certificate No : 0229-P 2000FE07/018  
Exam Centre No: 0599995575 Umalusi Accreditation No: FET 00828PA  
SASSETA Accreditation No: PAA02043/FET00828 PA  
QCTO SDP 1223/19/00107

# NATIONAL DIPLOMA POLICING



## A CAREER TO SERVE

A career in policing spans various employment areas within the Law Enforcement fraternity. Enrolling for the Diploma in Policing in Policing will open an opportunities. The Diploma in Policing is well sort after qualification in the law Enforcement industry.

## CAREER OPPORTUNITIES

South Africa Police Service  
Metro Policing  
Traffic Police  
National Intelligence  
Community Policing  
Security Management  
Business intelligence

Due Diligence investigation  
Corporate Investigation  
Fraud and Financial Investigations  
Pr-employment Screening  
Sexual Harassment EEOC Investigation  
Government Single Scope Background Investigation (SSBI)  
Government SSBI Periodic Reinvestigation (SSBI-PR)  
Worker's Compensation Investigations  
Insurance Fraud Investigation



# POLICING CONTINUED

## ACADEMIC CALENDAR

JANUARY INTAKE  
JUNE INTAKE

: November –March  
: June-July

## ENTRY REQUIREMENTS

Grade 12  
N3 Certificate  
NCV Level 4 Safety in Society

## COURSE DURATION

The National Policing is two-year course. After completion the learner will be issued with a National Diploma from SASS-ETA. There are no Certificate issued after the 1st year of learning.

## COURSE EXAMINATIONS

Examinations are conducted at the end of every semester. The learner will be examined on the modules studied during Semester. An exam entry fee of R200 is payable every semester. Examination Re-Writes are conducted every January & July.  
The Exam Re-write fee is R300 per module failed.

## COURSE ACCREDITATION

Lisborn City College is registered with the Department Education and accredited by Safety & Security SETA (SASSETA) at NQF Level 6. All our campuses have their own individual accreditation.

## COURSE MODULES

### YEAR ONE

Police Law  
Administration & Communication  
Intelligence  
Manage informers  
Investigations  
Personal Management  
Road Traffic Management

### YEAR TWO

Relevant Legislation  
Communication  
Resolving Crime  
Manage Service Delivery  
Operational Management Financial  
& Human Resources Management



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

Business Management refers to all activities involved in running a business. It includes planning, controlling, leading and monitoring. Management is about organizing people motivating them to achieve the organization's goals. As a manager you will provide leadership, set goals and implement strategy, oversee budgets and targets, monitor recruitment, training and organization of stuff and see compliance with company regulations and policies. A good manger must have the right qualification to empower him or her to use the available time and resources effectively.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Business Manger  
Entrepreneur  
Office Manager  
General Manager

### N4

1. Entrepreneurship & Business Management
2. Financial Accounting
3. Management
4. Communication
5. Computer Practice

### N5

1. Entrepreneurship & Business Management
2. Financial Accounting or Public Relations
3. Sales Management
4. Computer Practice

### N6

1. Entrepreneur & Business Management
2. Financial Accounting or Public Relations
3. Sales Management
4. Computer Practice

## INTAKES

January & June

## LEVELS

N4 – N6



# HUMAN RESOURCES MANAGEMENT



## COURSE DURATION

A human resources manager/personnel manager works together with top management officials to plan personnel policies that will meet the needs of employers and employees. The human resources manager co-ordinates transfers, promotions, dismissals, salary increases and reinstatements. As a human resources manager you will recruit, select, test, appoint and place staff in suitable posts. You will control the progress of all activities and modify policies to meet particular objectives. You will give personal attention to new programmers and personnel problems, stay updated on labor laws and advise employers and employees on their obligations.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

### N4

1. Personnel Management
2. Computer Practice
3. Management Communication
4. Entrepreneurship & Business Management

### N5

1. Personnel Management
2. Personnel Training
3. Labor Relations
4. Entrepreneurship & Business Management or Computer Practice

## CAREER OPPORTUNITIES

Human Resources  
Training Consultant  
Labor Relations

Personnel Manager

### N6

1. Personnel Management
2. Personnel Training
3. Labor Relations
4. Entrepreneurship & Business Management or Computer Practice

## INTAKES

January & June

## LEVELS

N4 – N6



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

The Public Relation Diploma will provide students with necessary skill set to perform effectively in a public relations role. A public relations role is to foster a good relationship between the organization and the public. You may be asked to create corporate and marketing communications, drafting speeches, and handling product launches (to name a few) PR officers use all forms of media and communication to build, maintain and manage the reputation of their clients.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Government  
Charity Organizations  
Finance Institutions  
PR Agencies  
Advertising Agencies  
Spokesperson

### N4

1. Office Practice
2. Communications
3. Information Processing
4. Computer Practice or

### N5

1. Office Practice
2. Communication
3. Information Processing
4. Public Relations

### N6

1. Office Practice
2. Communication
3. Information Processing
- 4 Public Relations

## INTAKES

January & June

## LEVELS

N4 - N6



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

The aim of the National Diploma in Public Management is to prepare students for a career in the both private and public sector. Offering invaluable guidance on managerial competencies for those preparing higher levels of public sector positions. Public managers occupy positions of leadership at central, provincial and local levels of government as well in related parastatals.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Public institutions  
Metro Councils  
Local Government  
Regional Services  
District Counsels  
Small Businesses

### N4

1. Public Administration
2. Management Communication
3. Computer Practice
4. Entrepreneurship & Business Management

### N5

1. Public Administration
2. Public Finance
3. Municipal Administration
4. Computer Practice or Entrepreneurship & Business Management

### N6

1. Public Administration
2. Public Law
3. Municipal Administration
4. Computer Practice or Public Finance

## INTAKES

January & June

## LEVELS

N4 – N6



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

This course will give you solid foundation in marketing and will also give you the opportunity to learn more about management communication computer practice entrepreneurship and business management. Once you complete this you will be able to operate in marketing activities in the field of research, identifying markets, creating promotional material and presenting marketing proposals.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Sales & Marketing  
Marketing  
Communication  
Marketing Agency  
Advertising  
Marketing Consultant

### N4

1. Management Communication
2. Computer Practice
3. Marketing Management
4. Entrepreneurship & Business Management

### N5

1. Sales Management
2. Computer Practice
3. Marketing Management
4. Entrepreneurship & Business Management

### N6

1. Marketing Management
2. Sales Management
3. Marketing Communication
4. Marketing Research

## INTAKES

January & June

## LEVELS

N4 – N6



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

This course accredited by the Department of Higher Education and Training and Quality assured by QCTO. The tourism is an exciting and fluid one in which students have to be committed, passionate and willing to display excellent customer service skills. A career in tourism is demanding and requires people with good interpersonal and communication skills a dedication to quality and good service.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Airline Ground Crew  
Travel Consulting  
Tour Guidance  
Tour Operations  
Reservation  
Foreign Exchange

### N4

1. Travel Office Procedures
2. Travel Services
3. Tourists Destinations
4. Tourism Communication

### N5

1. Travel Office Procedures
2. Travel Service
3. Tourist Destination
4. Tourism Communication

### N6

1. Travel Office Procedures
2. Travel Services
3. Tourists Destinations
4. Hotel Reception

## INTAKES

January & June

## LEVELS

N4 – N6

## DIPLOMA REQUIREMENTS

1. Computer Practice
2. Information Processing





## COURSE DURATION

18 Months Theory  
18 Experiential  
Training

This course would be ideally suited to student with a flair for numbers finance. This position entails managing and controlling the financial matters of the company. You may be asked to assist with budgets, the company's tax returns, interpreting financial documents reporting interpreting financial documents reporting financial problems and updating senior management on the progress of the business.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Book Keeper  
Credit Management  
Financial Accountant  
Financial Manager  
Account Clerk  
Banker Auditor

### N4

1. Management Communication
2. Financial Accounting
3. Computerized Financial Systems
4. Entrepreneurship

Cost & Management Accounting  
Financial Accounting  
Computerized Financial Systems  
Entrepreneurship & Business Management

### N5

1. Cost & Management Accounting
2. Financial Accounting
3. Computerized Financial Systems
4. Entrepreneurship & Business Management or Income Tax

## INTAKES

January & June

## LEVELS

N4 – N6





## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

This course will offer you a sound base to start your own business and provide for the needs of the young children in your care. Educare equips you, the student with theoretical knowledge and practical skills to work with children up to 4 old and start your own crèche. You will learn identify signs and symptoms of child illness, learn the methodology of planning and presenting lessons how to make equipment for class how to deal with staffing issues, how organize budget etc.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Babysitter  
Au Pair  
Educare Practitioner  
Owner An Educare  
Teaching Assistant

### N4

1. Day Care Personnel
2. Development
3. Education
4. Child Health

### N5

1. Day Care Communication
2. Education Psychology
3. Educare Didactics:  
Theory and practical
5. Entrepreneurship &  
Business Management

### N6

1. Day Care  
Communication
2. Education Psychology
3. Educare Didactics:  
Theory and Practical
4. Day Care Management

## INTAKES

January & June

## LEVELS

N4 – N6



COURSE  
DURATION

18 Months Theory  
18 Months  
Experiential  
Training

A Civil Engineer is responsible for the planning design, maintenance and management of construction projects. Projects include construction of multi-story buildings roads, bridges, harbors, airports, sport stadiums and water purification plants. Civil engineering involves the constant recreation improvement and conservation of the environment as well as establishment of the facilities required for the effective functioning of the community.

ENTRY  
REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

CAREER  
OPPORTUNITIES

Civil Engineering  
Structural Engineer  
Environmental Eng  
Water Treatment  
Road Construction  
Maintenance

LEVELS      N3 – N6

- N3**
- 1. Mathematics
  - 2. Building and
  - 3. Civil Technology
  - 4. Building Drawing
  - 5. Building Science

- N5**
- 1. Building Administration
  - 2. Building & Structural Surveying
  - 3. Building & Structural Construction
  - 4. Quantity Surveying Or Maths

INTAKES      JAN - JUNE

- N4**
- 1. Building Administration
  - 2. Building & Structural
  - 3. Surveying
  - 4. Building & Structural Construction
  - 5. Quantity Surveying/Maths

- N6**
- 1. Building Administration
  - 2. Building & Structural Surveying
  - 3. Building & Structural Construction
  - 4. Quantity Surveying or Maths



COURSE  
DURATION

18 Months Theory  
18 Months  
Experiential  
Training

The electrical engineer is involved in design, manufacture installation and management of various appliance and installations that generate or use electrical energy such as coal power station where chemical energy is transformed to electrical energy, the use of coal cells and wind turbine for the generation of electrical energy or transmission lines and substations that are used to distribute electrical energy for power, heating and lighting.

ENTRY  
REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

CAREER  
OPPORTUNITIES

Electrical Engineer  
Instrument Technician  
Electrician  
Power Electronics  
Design Engineering  
Appliance Installation

LEVELS N3 - N6

N3

- 1. Mathematics
- 2. Engineering Science
- 3. Industrial Electronics
- 4. Electrical Trade Theory

INTAKES JAN - JUNE

N3

- 1. Mathematics
- 2. Engineering Science
- 3. Industrial Electronics
- 4. Electronics

N3

- 1. Mathematics
- 2. Engineering Science
- 3. Industrial Electronics
- 4. Electronics

N3

- 1. Mathematics
- 2. Power Machines
- 3. Industrial Electronics
- 4. Electronics

# MECHANICAL ENGINEERING



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

The mechanical engineer is involved with design, development, production, installation, maintenance and general research of machinery and mechanical equipment in almost every type of industry and technology. The mechanical engineer usually specializes in one of the many fields in engineering, such as transportation, mining, environment engineering industrial engineering or manufacturing..

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Mechanical Engineer  
Design Engineer  
Materials Scientist  
Draftsman  
Fabricator  
Process Controller Or  
Technician

LEVELS	N4 – N6	INTAKES	JAN - JUNE
<b>N3</b>	<ul style="list-style-type: none"><li>1. Mathematics</li><li>2. Engineering Science</li><li>3. Mechanotechnics</li><li>4. Mechanical Drafting</li></ul>	<b>N4</b>	<ul style="list-style-type: none"><li>1. Mathematics</li><li>2. Mechanical Drawing &amp; Drawing</li><li>3. Mechanotechnics</li><li>4. Power Machines Or Strength of Materials &amp; Structure</li></ul>
<b>N5</b>	<ul style="list-style-type: none"><li>1. Mathematics</li><li>2. Mechanical Drawing &amp; Design</li><li>3. Mechanotechnics</li><li>4. Power Machines Or Strength of Materials &amp; Structure</li></ul>	<b>N6</b>	<ul style="list-style-type: none"><li>1. Mathematics</li><li>2. Mechanical Drawing &amp; Drawing</li><li>3. Mechanotechnics</li><li>4. Power Machines Or Strength of Materials &amp; Structure</li></ul>

# MECHANICAL BOILER MAKING



## COURSE DURATION

18 Months Theory  
18 Months  
Experiential  
Training

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Power Stations  
Factories  
Petrol Refineries  
Chemical Companies  
Mines  
Metal Fabricators

Boilermakers assemble, install, and repair boilers, closed vats, and other large vessels or containers that hold liquids and gases.

## LEVELS N1 - N6 INTAKES JAN - JUNE

### N1

1. Planting & Structural
2. Steel Drawing
3. Metalworkers Theory
4. Engineering Science
5. Mathematics

### N2

1. Planting & Structural
2. Steel Drawing
3. Metalworkers Theory
4. Engineering Science
5. Mathematics

### N3

1. Planting & Structural
2. Steel Drawing
3. Mechanotechnology
4. Engineering Science
5. Mathematics

### N4

1. Planting & Structural
2. Steel Drawing
3. Mechanotechnics
4. Engineering Science
5. Mathematic

### N5

1. Engineering Physics Or  
Strength of Material &  
Structure
2. Mechanical Drawing &  
Design
3. Mechanotechnics
4. Mathematics

### N6

1. Engineering Physics Or  
Strength of Material &  
Structure
2. Mechanical Drawing &  
Design
3. Mechanotechnics
4. Mathematics





COURSE  
DURATION

18 Months Theory  
18 Months  
Experiential  
Training

ENTRY  
REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

CAREER  
OPPORTUNITIES

Chemical Eng  
Plant Operator  
Chemical Analyst  
Technician

This qualification is intended for process or chemical engineering technicians working in the process related industries solving chemical engineering problems in chemical processes and plant operations.

INTAKES      JAN - JUNE

N1

- 1. Mathematics
- 2. Plant Operating Theory
- 3. Engineering Science
- 4. Water and Waste Water Treatment Practice

N2

- 1. Mathematics
- 2. Plant Operating Theory
- 3. Engineering Science
- 4. Water and Waste Water Treatment Practice

N3

- 1. Mathematics
- 2. Plant Operating Theory
- 3. Engineering Science
- 4. Water and Waste Water Treatment Practice

N4

- 1. Mathematics
- 2. Engineering Science
- 3. Chemistry
- 4. Chemical Plant Ops

N5

- 1. Mathematics
- 2. Engineering Science
- 3. Chemistry
- 4. Chemical Plant Ops

N6

- 1. Mathematics
- 2. Engineering Science
- 3. Chemistry
- 4. Chemical Plant Ops





## COURSE DURATION

3 Months

This course is aimed at students who want to upgrade their Metric symbols on a full time or part time basis including Saturday classes. One on one help can be arranged. The examinations are only written in Oct/Nov every year. Only re-writes are welcome in this syllabus. One can only enroll for the subjects failed and appearing on the previous statement i.e. no new subjects.

## ENTRY REQUIREMENTS

Previous National Senior Certificate statement  
SBAs not expired i.e. candidates who wrote Matric in 2022 to 2024

## CAREER OPPORTUNITIES

Further Education  
College  
University

## SUBJECTS

English HL (Home Language)  
English FAL (First Additional language)  
Mathematics  
Mathematical Literacy  
Physical Science  
Life Science  
Agricultural Science  
Geography  
History  
Accounting  
Business Studies  
Economics



COURSE  
DURATION

18 Months Theory  
18 Months  
Experiential  
Training

The clothing productio diploma has been developed to help the student learn the skills that will provide the student with a jumpstart in the fashion and design world. In this course students learn the skills to create design concepts, developing partten and producing final garments. The course also covers clothing mass manufacturing.

ENTRY  
REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

CAREER  
OPPORTUNITIES

Clothing Consultant  
Counturier  
Fashion Designer  
Patternmaker

LEVELS      N4 – N6

- N3**
- 1. Clothing Construction
  - 2. Partten Construction
  - 3. Fashion Drawing
  - 4. EBM

INTAKES      JAN - JUNE

- N4**
- 1. Clothing Construction
  - 2. Partten Construction
  - 3. Fashion Drawing
  - 4. EBM

- N6**
- 1. Clothing Construction
  - 2. Partten Construction
  - 3. Fashion Drawing
  - 4. EBM

INTAKES

January & June

LEVELS

N4 – N6

MANAGEMENT ASSISTANT



COURSE  
DURATION

18 Months Theory  
18 Months  
    Experiential  
    Training

A Management Assistant is responsible for the organization of all administrative and clerical duties within an organization. They arrange meetings and appointments, prepare important documents, update records, and write reports.

ENTRY  
REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

CAREER  
OPPORTUNITIES

Admin Assistant  
Personal Assistant  
Mrketing Assistant  
Exercutive Secretary  
Data Capturer

LEVELS	N4 – N6	INTAKES	JAN - JUNE
N4	1. Computer Practice 2. Communication 3. Information Processing 4. Office Practice	N5	1. Computer Practice 2. Communication 3. Information Processing 4. Office Practice
N6	1 Computer Practice 2. Communication 3. Information Processing 4. Office Practice	INTAKES	January & June
		LEVELS	N4 – N6

# INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL)



## COURSE DURATION

3 Months

The ICDL syllabus is designed to cover the key concepts of computing. Its practical application and their use in the workplace and society is general. The ICDL Certification is broken down into modules for which a test must be passed for each before an ICDL Certification is awarded. This program is recognized internationally and learners must complete the based computer external exams.

## SKILLS LOGBOOK & EXAMINATIONS

Learners will have to purchase a Skills Log Book (250) and must sit for the ICDL Exams (R150 per Module) You can choose to write any number of number modules and receive a certificate for the module (s) passed even if it for only one module. However only your first certificate will be issued at no cost to you and should you wish to request another certificate for other additional modules passed in the future you will be charged for it.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

End User Support  
Help Desk Support  
Data Capturer  
Office Administrator  
IT Support

## LEVELS N4 – N6

INTAKES JAN - JUNE

MODULES 1: Concepts of Information technology  
MODULES 2: Using the Computer and Managing Files  
MODULES 3: Word Processing  
MODULES 4: Spreadsheets  
MODULES 5: Presentations  
MODULES 6: Databases  
MODULES 7: Online Essentials



## COURSE DURATION

1 Year

Technical support officers monitor and maintain the computer systems and networks of an organisation. They may install and configure computer systems, diagnose hardware and software faults and solve technical and applications problems.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Network Technician  
Server Administrator  
Data Centre  
Administrator  
Help Desk Support

## COURSE LEARNING OUTCOMES

1. Communicate knowledgeably with IT staff & users of information systems.
2. Demonstrate an understanding of different types of computer systems and the use of computer technology in business.
3. Demonstrate problem solving abilities within the technical environment.
4. Demonstrate an understanding of Computer Technology Principles.
5. Select and use equipment used in computing and networking environments.
6. Work effectively as a team member within a support team.
7. Carry out, under supervision, one or more of the following skills:
  - Hardware and Infrastructure Support for Personal Computers
  - Hardware and Infrastructure Support for Office Products
  - Data Communications and Network Support





## COURSE DURATION

1 Year

The purpose of this qualification is to enhance readiness and provide entry into the areas of Systems Development. It prepares learners for entry into the workplace or further study.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## CAREER OPPORTUNITIES

Network Technician  
Server Administrator  
Data Centre  
Administrator  
Help Desk Support

## COURSE LEARNING OUTCOMES

1. Communicate effectively with fellow IT staff & users of information systems
2. Understand the role of technology in the business context.
3. Demonstrate an understanding of problem solving techniques, and how to apply them in a systems development environment
4. Demonstrate an understanding of Systems Development, with all its implications
5. Relate business problems and information technology solutions
6. Apply the principles of creating computer software
7. Carry out under supervision a small size task to be able to demonstrate the understanding and the knowledge technics, skills needed to understand the fundamentals of computer programming.



# NATIONAL CERTIFICATE END USER COMPUTING



## COURSE DURATION

1 Year

This course is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills. Apart from the workplace needs the qualification will address, it is also designed as an entry-level qualification into most further education and training fields.

## ENTRY REQUIREMENTS

Grade 12 Certificate  
National Senior  
Certificate  
Equivalent.

## COURSE SUBJECTS

The introduction to computers  
Typing skills and speed  
Ms Word  
Ms Excel  
Ms Power Point  
Ms Access  
Computer Operating Systems  
Visual Basics  
HTML

## CAREER OPPORTUNITIES

Network Technician  
Server Administrator  
Data Centre  
Administrator  
Help Desk Support

Business Communication  
Basic Mathematical Literacy  
Internet & Email  
Introduction to Computer Networking  
Basic PC Technician  
Understanding Computer Viruses & Computer Servicing  
Project Management  
Basic Knowledge of HIV/AIDS

COURSE	DURATION	REG	MONTHLY	TOTAL
Fundamentals of Microsoft Office (Computer Literacy)	3 Months	R 500	R 800	R 2 900
Call Centre Training (including Tele-Marketing)	3 Months	R 500	R 700	R 2 600
Safety In Workplace	3 Months	R 500	R 900	R 3 200
Professional Receptionist & Personal Assistant	3 Months	R 500	R 800	R 2 900
Computerized Financial Systems (Pastel)	3 Months	R 500	R 900	R 3 200
Project Management (Fundamentals,Intermediate & Advance	6 Months	R 500	R 900	R 5 900
Business Administration & Management	3 Months	R 500	R 700	R 2 600
MS Project	4 Months	R 500	R 900	R 4 100
Graphic Design (Photoshop, Illustrator, InDesign)	6 Months	R 500	R 900	R 5 900
Office Administration	4 Months	R 500	R 700	R 3 300
Strategic Logistics Management	4 Months	R 500	R 800	R 4 100
Storekeeping & Stock Control	4 Months	R 500	R 700	R 3 300
Sales & Maketing Management	4 Months	R 500	R 800	R 3 300
Supervision of Storekeeping & Stock Control	6 Months	R 500	R 900	R 5 900
Proposal Writing (Includes Report-Writing)	3 Months	R 500	R 800	R 2 900
Professional Web-Design	6 Months	R 500	R 900	R 5 900

SHORT COURSES

# FEES

## NATIONAL DIPLOMA MANAGEMENT STUDIES

	REG FEES	DEPOSIT	MONTHLY	TOTAL	DURATION
<b>N4</b>	R 500	R 2 500	R 900	R 8 400	6 Months
<b>N5</b>	R 200		R 900	R 5 600	6 Months
<b>N6</b>	R 200		R 900	R 5 600	6 Months
Examination Fees R 200 per Semester					

## NATIONAL DIPLOMA ENGINEERING STUDIES

	REG FEES	DEPOSIT	MONTHLY	TOTAL	DURATION
<b>N1-N3</b>	R 500	R 2 500	R 900	R 8 400	6 Months
<b>N4</b>	R 200		R 900	R 2 900	3 Months
<b>N5</b>	R 200		R 900	R 2 900	3 Months
<b>N6</b>	R 200		R 900	R 2 900	3 Months
Examination Fees R 200 per Semester					

## FACULTY OF COMPUTER STUDIES

### National Certificate End Under Computing

	REG FEES	DEPOSIT	MONTHLY	TOTAL	DURATION
	R 500	R 2 500	R 900	R 12 900	11 Months
Examination Fees R 200 per Semester POE (portfolio of evidence) R500/Semester					

## NATIONAL DIPLOMA POLICING

	REG FEES	DEPOSIT	MONTHLY	TOTAL	DURATION
	R 500	R 3 000	R 1 500	R 21 500	12 Months
			R 1 500	R 18 000	12 Months
Exam Rewrite: R300 Late Submission of POE: R100					

### COLLEGE FACILITIES

#### COMPUTER ACCESS

Students have full access to our state of the art Lab after lecture hours to browsing and research, do assignments and computer practice at no cost. Lisborn City College ensures we have the most up to date technology to keep our learners abreast at all times. All our campuses have free wi-fi.

#### PRIVATE STUDY

Private study areas are usually available during college hours Contact the desk or offices of the academic heads for more information

#### LIBRARY

Reference library is also available with a variety of academic literature and reading material are openly available

#### ACADEMIC SERVICES

Lisborn City College offers learners, guardians and parents a range of services to help the students to be at their best during their time on campus. Services include

#### COUNSELING AND CAREER GUIDANCE

Our Trained advisors help the students match their ability and aptitude to potential courses and prospective careers. Also free counseling on health and life activities are offered to provide direction to students.

#### PLACEMENT SERVICES

Upon completion of your program of study LISBORN CITY COLLEGE assists learners in finding Jobs. This is done thorough the campus placement placement services. Vacancies are advertised on campuses. This employment is also linked to the jobs shadowing, learner ships or internship course requirements. It is important to note that placements are not guaranteed for all the students how ever apprentices are.

#### SOCIAL SCHEMES

LISBORN CITY COLLEGE feels that is is very important that students get actively and enthusiastically involved in social life at college. They should try to participate in the college special and extracurricular activities and social functions that are friendly and loaded with fun.

On occasions LISBORN CITY COLLEGE hosts student organized Welcome Parties, Fresher's Ball, Spring Bash,

Mr and Mrs Brooklyn, Culture Day, changers Fellowship Weekly Meetings, Sports and Excursions

## GENERAL INFORMATION

### ACCOMMODATION

LISBORN CITY COLLEGE does not provide on campus accommodation but students can get a list of recommended accommodation providers. Information is available from students services Front offices.

### CERTIFICATION

All certificates and diplomas are issued by the department of Higher Education Amalusi and the relevant accrediting bodies. The certificates are made available on the successful Completion of the courses. This includes the required practical Experience training. Certificates are handed to learners on graduation at a formal Graduation Ceremony

### GRADUATION

The Graduation ceremony is compulsory for all qualifying Students. The prestigious ceremony is hosted across all campuses. The ceremony costs R900 including gown and hire, meals for the graduands and two accompanying guests R300 is refunded on the return of the gown.



DURBAN



POLOKWANE



PRETORIA



RUSTENBURG



NEILSPUIT



JOHANNESBURG

# ADMISSION AND APPLICATION

## REQUIRED DOCUMENTATION

- ✓ Completed registration Form
- ✓ Copies of your Metric or high school Diploma
- ✓ Certified Copies of your ID, or Passport
- ✓ Two ID sized passport photographs
- ✓ Registration Fee of R500(non-refundable)
- ✓ R50 for Compulsory Student id
- ✓ An initial Deposit As specified in the course

Until all the required documentation has been submitted and the entry prerequisites have been received prospective students will not be issued with admission letters or enrollment certificates.

## FINANCIAL DISCLAIMER

PLEASE KINDLY NOTE THAT NO CASH IS HANDLED ON CAMPUS. ALL PAYMENTS SHOULD BE MADE INTO THE COLLEGE BANK ACCOUNTS. SHOULD A STUDENT MAKE A CASH PAYMENT AT THE COLLEGE OR TO ANY INDIVIDUAL WORKING OR NOT WORKING AT THE COLLEGE THE COLLEGE WILL NOT BE LIABLE FOR ANY LOSS EITHER BY STUDENT, PARENT, GUARDIAN OR SPONSORING ORGANISATION.

## REGISTRATION STEPS

- 01** Obtain and fill in the application form from front Office from any of our Campuses. On completion attach required documents. Hand it in in-person.
- 02** Go to [www.lisborncitycollege.co.za](http://www.lisborncitycollege.co.za) and fill in your details follow the steps.
- 03** Email your application to [lisborncitycollege.co.za](mailto:lisborncitycollege.co.za) or Send them by post to your nearest or desired Campus.



# CAMPUSES

## CONTACT CENTRE

We always have someone who is ready to answer your questions and respond to you promptly.

### HEAD OFFICE: PRETORIA

Floor 3 DE Villiers Building, 27  
Bureau Lane Pretoria.0001

Hotline: 012 743 6687  
[info@lisborncitycollege.co.za](mailto:info@lisborncitycollege.co.za)

### JOHANNESBURG CAMPUS

104 President Street  
Cnr President & Von Weilligh St  
Johannesburg CBD

Hotline: 012 743 6687  
[info@lisborncitycollege.co.za](mailto:info@lisborncitycollege.co.za)

### POLOKWANE MAIN

11 Grobler St  
Amnab Building  
Polokwane CBD  
Polokwane

Hotline: 012 743 6687  
[info@lisborncitycollege.co.za](mailto:info@lisborncitycollege.co.za)

### DURBAN CAMPUS

Perm Building  
34 Joe Slovo St (Field Street)  
Durban

Hotline: 012 743 6687  
[info@lisborncitycollege.co.za](mailto:info@lisborncitycollege.co.za)

### RUSTENBURG CAMPUS

156 Fatima Bhyat St  
Cnr Smit St (Old Joshua Doore  
Building) Rustenburg, 0299

Hotline: 012 743 6687  
[info@lisborncitycollege.co.za](mailto:info@lisborncitycollege.co.za)

### NELSPRUIT CAMPUS

50 Brown Street  
Nelspruit, 1200  
Hotline: 012 743 6687  
[info@lisborncitycollege.co.za](mailto:info@lisborncitycollege.co.za)



**LISBORN  
CITY COLLEGE**

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[www.lisborncitycollege.co.za](http://www.lisborncitycollege.co.za)