

## Business Courses Fee Structure

	REGISTRATION FEES	FIRST MONTH FEES/DEPOSIT	MONTHLY TUITION FEES X 4 MONTHS	EXAMINATION FEE PER SUBJECT	TOTAL FEES PER SEMESTER
N4	500.00	3,000.00	1,750.00	250.00	11,500.00
N5	500.00	3,000.00	1,750.00	250.00	11,500.00
N6	500.00	3,000.00	1,750.00	250.00	11,500.00

## Business Courses Yearly Fee Structure

	TOTAL FEES INCLUDING EXAMS	DEPOSIT
N4-N5	22,500.00	6,000.00
N6	11,500.00	3,000.00
COURSE TOTAL	34,000.00	

## Accommodation Sharing/Non-sharing

	MONTHLY FEES
Sharing with food	3,080.00
Non-sharing with food	4,180.00
Sharing without food	1,650.00
Non-sharing without food	2,750.00

## Part Level Fee Structure

	TUITION FEE PER SUBJECT PER SEMESTER	EXAMINATION FEE PER SUBJECT
N4	3,080.00	250.00
N5	3,080.00	250.00
N6	3,080.00	250.00

## External Students Fee Structure

	REGISTRATION FEE + CENTRE FEE	EXAMINATION FEE PER SUBJECT
N4-N6	1,050.00	660.00

## Distance Learning Per Subject

NATED LEVEL	REGISTRATION FEE	FEE PER SUBJECT
N4-N6	500	1,650

## Compulsory

Student Card	55.00
College T-shirt	370.00

## OUR CAMPUSES

### KEMPTON PARK

51 Maxwell St  
Kempton Park  
+27 11 975 2771 / +27 83 247 1061  
info@taalct.co.za

### RANDBURG

384 Kent St  
Ferndale, Randburg  
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### PRETORIA

939 Francis Beard Str  
Arcadia, Pretoria  
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pretoria@taalct.co.za

### JOHANNESBURG (Turffontein)

134 Stanton St, Turffontein  
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johannesburg@taalct.co.za



DHET Reg Number: 2012/FE07/025  
Exam Centre Number: 0899998872  
UMALUSI Registration No: FET00799PA  
QCTO Accreditation No: SDP1220/18/00137  
MICT Seta Accreditation Number: ACC/2010/06/771



# BUSINESS COURSES



### CALL CENTRE NUMBER

+27 11 568 9074  
info@taalct.co.za  
www.taalct.co.za

### HEAD OFFICE

51 Maxwell St  
Kempton Park 1619  
+27 11 975 2771

## CERTIFICATES & DIPLOMAS

Fulltime | Part time | Distance Learning

## Welcome to Business School

Successful business people in life take responsibility of their actions and their future. Even those born with talents, they need to be nurtured into developed skills to keep pace with the dynamic world and fit the work environment. If these skills potential is to be properly harnessed, consider enrolling with Taal-net for our business programmes of your choice. Those who aspire to be at the apex of corporations please think no further-Taalnet is your destination. Our business programmes are taught by qualified and experienced tutors and are designed to meet and match the current and future job demands.

### Entry admission requirements:

You need to have matric with an admission to diploma or an NQF level 3 which is equivalent to grade 12. If you do not meet the requirements to study for a diploma course you will start by doing the Introduction to Business Studies course which requires grade 10 or its equivalent.

When you have completed your N6 course you will need to do in- service training for 18 months, and only then will you have completed the requirements to a National Diploma in your chosen course.

### Duration:

The duration for the business and utility courses is 18 months for the theory and 18 months for the in- service training. Which is a total of 3 years.

**NOTE: Each level (N4, N5 and N6) is completed in a period of 6 months.**

### Introductory Business studies

- ✓ Introductory Computer practice
- ✓ Introductory Public Administration
- ✓ Introductory Communication
- ✓ Introductory Accounting
- ✓ Introductory Personnel Management
- ✓ Introductory Entrepreneurship

### Diploma in Human Resources Management N4-N6

- ✓ Management Communication N4
- ✓ Personnel Management N4-N6
- ✓ Entrepreneurship and Business Management N4
- ✓ Computer Practice N4-N6
- ✓ Personnel Training N5-N6
- ✓ Labour Relations N5-N6

**Career Opportunities:** Human Resources Officer, Office Manager, Occupational Psychologist, Training and Development Officer

### Diploma in Tourism N4-N6

- ✓ Travel Office Procedure N4-N6
- ✓ Tourism Communication N4-N6
- ✓ Tourist Destination N4-N5
- ✓ Travel Services N4-N6
- ✓ Hotel Reception N6

**Career Opportunities:** Hotel and Resort Manager, Travel Agent, Event Planner, Holiday Counselor

### Diploma in Financial Management N4-N6

- ✓ Financial accounting N4-N6
- ✓ Entrepreneurship and Business Management N4-N6
- ✓ Management communication N4
- ✓ Computerised Financial Systems N4
- ✓ Economics N4-N5
- ✓ Cost and management Accounting N5
- ✓ Income tax N6

**Career Opportunities:** Financial Administrator, Bookkeeper, Accountant, Auditor, Financial Manager, Commercial Real Estate Agent

### Diploma in Business Management N4-N6

- ✓ Management Communication N4
- ✓ Computer Practice N4-N6
- ✓ Entrepreneurship and Business Management N4-N6
- ✓ Sales Management N5-N6
- ✓ Economics N4
- ✓ Financial Accounting N4

**Career Opportunities:** Entrepreneur, Business Analyst, Operations Manager, General Supervisor, Compliance Officer, Management Specialist, Human Resources Officer, Marketing Executive, Sales Executive, Systems Analyst

### Diploma in Marketing Management

- ✓ Marketing Management N4-N6
- ✓ Management Communication N4
- ✓ Entrepreneurship and Business management N4
- ✓ Computer Practice N4-N5
- ✓ Sales Management N5-N6
- ✓ Economics N4
- ✓ Marketing Research N6
- ✓ Marketing Communications N6

**Career Opportunities:** Marketing Officer, Brand Manager, Marketing Manager, Digital Marketing Manager, Social Media Manager

### Diploma in Public Management N4-N6

- ✓ Public administration N4-N6
- ✓ Management Communication N4-N6
- ✓ Computer Practice N4-N5
- ✓ Economics N4
- ✓ Public relations N5
- ✓ Municipal Administration N5-N6
- ✓ Public Law N6
- ✓ Public Finance N6

**Career Opportunities:** Admin Assistant, Legal Administrator, Procurement Manager, Budget Analyst, Public Administrator

### Diploma in Management Assistant N4-N6

- ✓ Communication N4-N6
- ✓ Office Practice N4-N5
- ✓ Public Administration N5-N6
- ✓ Information Processing/Computer Practice N4-N6
- ✓ Public Relations N5
- ✓ Legal practice N5



**Career Opportunities:** Executive Assistant/Personal Assistant, Office Manager, School or Office Clerk, Legal Assistant

### Diploma in Art & Design N4-N6

- ✓ Drawing N4-N6
- ✓ Entrepreneurship & Business Management N4
- ✓ Management Communication N4
- ✓ Graphic Design N4-N6
- ✓ Painting N4-N6 OR Ceramics N4-N6
- ✓ History of Arts N5-N6

**Career Opportunities:** Art Director, Fashion Designer, Floral Designer, Graphic Designer, Interior Designer, Jewellery Maker

### Diploma in Educare N4-N6

- ✓ Educare didactics N4-N6
- ✓ Child Health N4
- ✓ Education N4
- ✓ Daycare Personnel Development N4
- ✓ Small Business Management and Entrepreneurship N5
- ✓ Education Psychology N5-N6
- ✓ Daycare Management N6

**Career Opportunities:** Pre-school Teacher, Professional Nanny, Pre-school Principal / Manager

### Diploma in Public Relations N4-N6

- ✓ Information Processing N4-N5
- ✓ Public Administration N4
- ✓ Communication N4-N6
- ✓ Office Practice N4-N6
- ✓ Public Relations N5-N6
- ✓ Legal Practice N5

**Career Opportunities:** Public Relations Specialist, Social Media Strategist, PR Account Executive, Copy Writer

### FARMING MANAGEMENT N4-N6

- ✓ Data Management: Farming N4-N6
- ✓ Financial Management: Farming N4-N6
- ✓ Maintenance Management: Farming N4-N6
- ✓ Management: Farming N4-N6

**Career Opportunities:** Farmer, Farm Supervisor, Farm Manager, Agricultural Product Representative, Farming Consultant, Agricultural Produce Marketer, Product Inspector.