



Berea Technical College

A SUPERIOR QUALIFICATION IS THE KEY TO YOUR SUCCESS

100% GUARANTEED EMPLOYMENT PROGRAMME

Ts & Cs Apply E& OE



Faculty of
Engineering



Faculty of
Hospitality and Tourism



Faculty of
Legal Studies



Faculty of
Business and Management

PROSPECTUS

ENGINEERING · BUSINESS AND MANAGEMENT · HOSPITALITY AND TOURISM · LEGAL STUDIES

FULL TIME AND DISTANCE LEARNING

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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.

Message from **The Rector**

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 26 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 college 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 Student Advisory Centre; we are able to provide additional tutor 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]



MORE ABOUT BEREA TECHNICAL COLLEGE

Berea Technical College (BTC) celebrates 26-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 and distance learning in the Faculty of Engineering, Faculty of Business and Management, Faculty of Hospitality and Tourism, and Faculty of Legal Studies.

- It is a 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 which 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.

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.



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 email:
engineering@bereatech.co.za**

BUSINESS AND MANAGEMENT

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 email:
managementstudies@bereatech.co.za**

HOSPITALITY & TOURISM

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 email:
hospitality@bereatech.co.za**

LEGAL STUDIES

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 email:
commerce@bct.ac.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 the Quality Council for Trades and Occupations (QCTO), 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 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).

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.

“ Over 30 000
Graduates across
South Africa ”

“ We are committed to helping our students on their journey to employment. ”

Faculty of Engineering

- 131 distinctions achieved in the July Nated Examinations, with seven students achieving 100% in various Engineering subjects.
- 39 students completed their Diplomas.
- Alicia Harilal (now a lecturer at the college) was awarded the Dux award and achieved distinctions in all her N4, N5 and N6. Five of her subjects had a 100% pass rate.
- The Department completed over 20 000 teaching and learning material elements that was uploaded onto a learning system called MOODLE.
- All students had zero-rated access to MOODLE via a Vodacom sim card and could study and learn in a blended learning approach.
- Students had access to tutorial support every day.
- A total of 16 lecturer consultation sessions were added to the timetable to provide extra hours of support.
- Former student Kwanele Kunene completed her PhD in Chemistry through DUT and now works in the Department consulting and supporting Engineering studies as Dr Kunene.
- Engineering Faculty office set up allowed students easy access to student administration queries.
- All lecturing staff were given updated MTN devices to support technology teaching through MOODLE.
- The Department had four successful parent meeting sessions where parents were presented with a roadmap for the year and access to engage with all lecturers to view student progress reports.
- 1500 students achieved an aligned QCTO Certificate. An awards ceremony held in December. Berea Technikon launched as a premier engineering arm of Berea Tech.

Faculty of Information Technology

- 95% Pass rate.
- Successful collaboration between the different programmes in the department on a project where students had to build a new BCT campus. Students received prizes from Pedros, Checksave and Solly M.
- Analytical Chemistry students completed practical's and received a certificate of competence to assist them with placement.
- Mechanical Engineering students built an electromagnetic crane and a trebuchet.
- Civil Engineering students visited the DUT construction site for experiential learning.

Faculty of Occupations and Vocations

- Mechanical Engineering students built an electromagnetic crane and a trebuchet.
- Successful Group project for all programmes in the Department.
- Top achiever award ceremony.
- Held two successful parent's meetings for the departments.

Faculty of Business Studies and General Studies

- 147 distinctions.
- 266 students placed in in-service training.
- 10 students placed in employment.



College Highlights

- Launch of Moodle: A one-stop portal for online lectures, study material, lesson plans and more.
- 400 students placed as part of the 100% Graduate Employment Programme.
- 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.
- Achieved paperless student placement process.
- Online access to pass exam papers.
- Achieved ISO 9001:2015 certification.

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.

Student Advising Centre

Over 50 student advisors (academic tutors) are available to students throughout the year for additional academic support in the day and after hours at no extra cost to the student.

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.



FACULTY OF 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.

- **Foundation Programme:** Civil Engineering - Bricklaying and Plastering
- **Foundation Programme** Civil Engineering - Plumbing
- **National N Diploma:** Civil Engineering
- **Foundation Programme:** Mechanical Engineering - Motor Trade
- **Foundation Programme:** Mechanical Engineering - Fitting & Turning
- **National N Diploma:** Mechanical Engineering
- **Foundation Programme:** Electrical Engineering (Heavy Current)
- **National N Diploma:** Electrical Engineering (Heavy Current)
- **Foundation Programme:** Electrical Engineering (Light Current)
- **National N Diploma:** Electrical Engineering (Light Current)
- **National N Diploma:** Electrical Engineering (Instrumentation)
- **Foundation Programme:** Electrical Engineering (Instrumentation Trade)
- **Higher Certificate:** Electrical Engineering
- **National N Diploma:** Chemical Engineering

Foundation Programme: Civil Engineering Bricklaying and Plastering

Theory: 1 year

Modes of Learning: Full Time and Distance

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 or 12
- Mathematics and Physical Science is not a requirement

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Further Studies

On successful completion of the Foundation Programme in Bricklaying and Plastering, learners may progress to the N3-N4 qualification.

Employment Opportunities

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

Programme Outline

1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Engineering Science
Building Drawing
Bricklaying and Plastering Theory

Courses are subject to change. Ts and Cs apply. E & O.E



Aveshen Moodley

EMPLOYED



Foundation Programme: Civil Engineering Plumbing

Theory: 1 year

Modes of Learning: Full Time and Distance

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 or 12
- Mathematics and Physical Science is not a requirement

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Further Studies

On successful completion of the Foundation Programme in Plumbing, learners may progress to the N3-N4 qualification.

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

Programme Outline

1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Engineering Science
Building Drawing
Plumbing Theory

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



Maphoka Palaki

EMPLOYED



National N Diploma: Civil Engineering

Theory: 2 years

In-service Training: 24 months

Modes of Learning: Full time and distance

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

- Berea Foundation Programme
- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical 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.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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:-

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

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

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

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.

Foundation Programme: Mechanical Engineering Motor Trade

Theory: 1 year

Modes of Learning: Full Time and Distance

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 or 12
- Mathematics and Physical Science is not a requirement

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Further Studies

On successful completion of the Foundation Programme in Motor Trade, learners may progress to the N3-N4 qualification.

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:-

- 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

Programme Outline

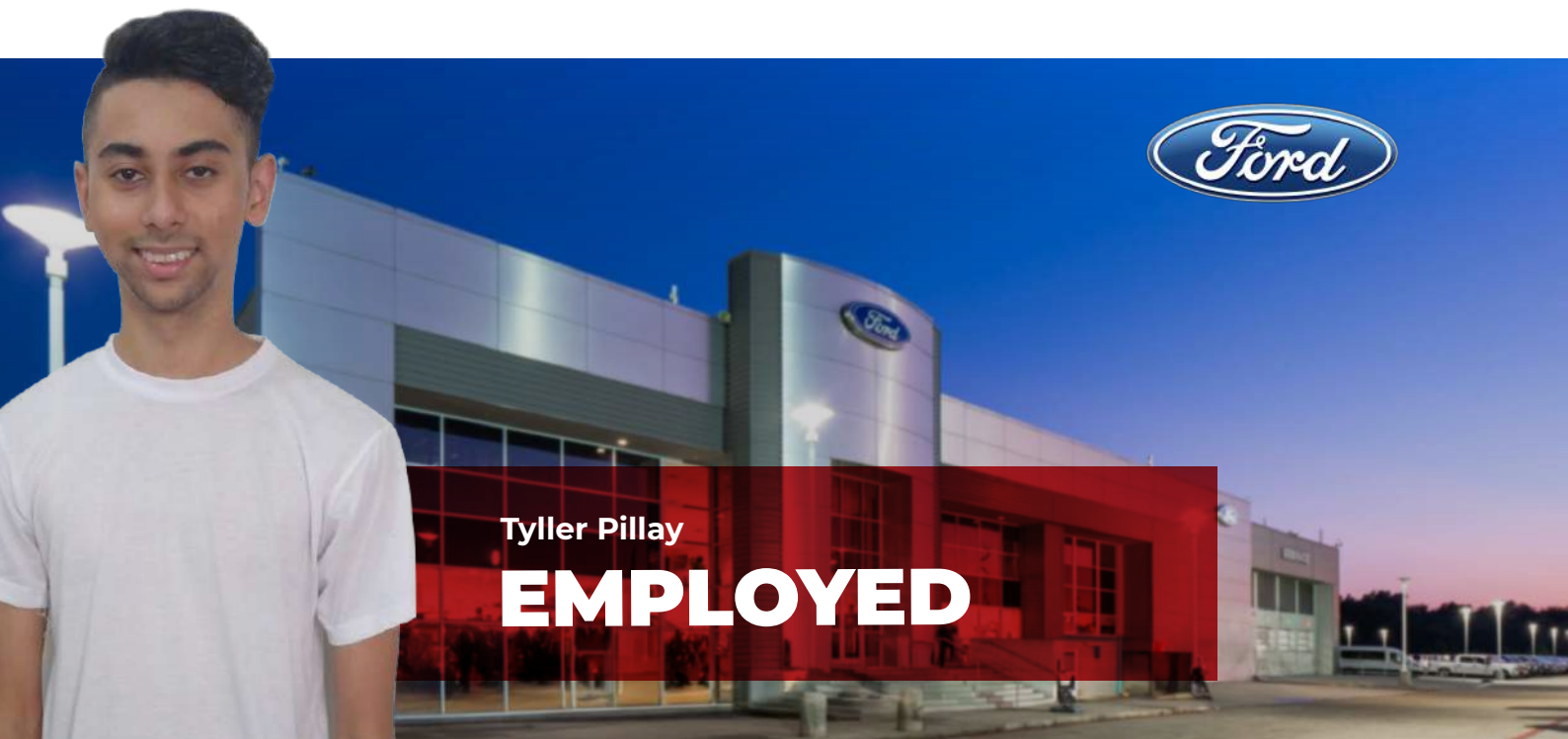
1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Engineering Science
Motor Trade Theory
Engineering Drawing

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



Tyller Pillay

EMPLOYED

Foundation Programme: Mechanical Engineering Fitting & Turning

Theory: 1 year

Modes of Learning: Full Time and Distance

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 or 12
- Mathematics and Physical Science is not a requirement

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Further Studies

On successful completion of the Foundation Programme in Fitting & Turning, learners may progress to the N3-N4 qualification.

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:-

- Motor Mechanic
- Fitter and Turner

Programme Outline

1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Engineering Science
Fitting and Machining Theory
Engineering Drawing

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



Patterson

NISSAN

Levi Bunselal

EMPLOYED



National N Diploma: Mechanical Engineering

Theory: 2 years
In-service Training: 24 months
Modes of Learning: Full Time and Distance

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. They design and construct equipment for all mechanical applications e.g. mining, vehicle manufacturing, fleet maintenance, etc.

Admission Requirements

N3

- Berea Foundation Programme
- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical 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.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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:-

- Motor Mechanic
- Artisan
- Mechanical Technician
- Draughtsman

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

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Engineering Science	N3
Mechanotechnology	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

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.

Foundation Programme: Electrical Engineering Heavy Current

Theory: 1 year

Modes of Learning: Full Time and Distance

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 or 12
- Mathematics and Physical Science is not a requirement

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Further Studies

On successful completion of the Foundation Programme in Electrical Engineering Heavy Current, learners may progress to the N3-N4 qualification.

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:-

- Field Service
- Maintenance
- Manufacturing

Programme Outline

1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Engineering Science
Electrical Trade Theory
Industrial Electronics

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



Thobile Sikhosana

EMPLOYED



National N Diploma: Electrical Engineering Heavy Current

Theory: 2 years
In-service Training: 24 months
Modes of Learning: Full Time and Distance

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:-

- Electrician
- Artisan
- Electrical Technician
- Electrical Engineer

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. They design and construct equipment for all mechanical applications e.g. mining, vehicle manufacturing, fleet maintenance, etc.

Admission Requirements

N3

- Berea Foundation Programme
- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- N Diploma in Electrical Engineering Heavy Current on completion of N4-N6 (12 subjects) 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.

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

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

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.

Foundation Programme: Electrical Engineering Light Current

Theory: 1 year

Modes of Learning: Full Time and Distance

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 or 12
- Mathematics and Physical Science is not a requirement

Further Studies

On successful completion of the Foundation Programme in Electrical Engineering Light Current, learners may progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Employment Opportunities

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

- Electrician
- Artisan

Programme Outline

1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Logics
Instrument Trade Theory
Industrial Electronics

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



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EMPLOYED



National N Diploma: Electrical Engineering Light Current

Theory: 2 years
In-service Training: 24 months
Modes of Learning: Full Time and Distance

Course Overview

With the onset of the 4th 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

- Berea Foundation Programme
- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical 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 Light Current on completion of N4-N6 (12 subjects) and 24-months of in-service training.

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

Further Studies

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

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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:-

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

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

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Logics	N3
Electrotechnology	N3
Industrial Electronics	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Digital Electronics	N4
Electrotechnics	N4
Industrial Electronics	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Digital Electronics	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Digital Electronics	N6

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.

National N Diploma: Electrical Engineering Instrumentation

Theory: 2 years
In-service Training: 24 months
Modes of Learning: Full Time and Distance

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:-

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

Course Overview

If you have an analytical mind and are detail orientated, this course will interest you. Instrumentation is about measurement and control and light current includes fields such as industrial and digital electronics. You will enjoy learning about designing, researching and testing electronic equipment and applying your mind to analysing problems and producing innovative solutions in appliances and installations that use electrical energy.

Admission Requirements

N3

- Berea Foundation Programme
- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical Science.

Certification and Examination Authority

Learners will receive the following at each level:-

- National Certificate N3, N4, N5, N6
- National N Diploma in Instrumentation on completion of N4-N6 (12 subjects) 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.

Further Studies

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

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

Mathematics	N3
Logics	N3
Electrotechnology	N3
Instrument Trade Theory	N3

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Digital Electronics	N4
Electrotechnics	N4
Industrial Instruments	N4

National N5 Certificate

2nd Year 1st Semester Subjects

Mathematics	N5
Electrotechnics	N5
Industrial Electronics	N5
Industrial Instruments	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Mathematics	N6
Electrotechnics	N6
Industrial Electronics	N6
Industrial Instruments	N6

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.

Foundation Programme: Electrical Engineering Instrumentation Trade

Theory: 1 year

Modes of Learning: Full Time and Distance

Course Overview

With innovative technology changing most aspects of our world, the Light Current Instrumentation course, also known as electronics engineering, becomes more valuable and relevant than before. Students get an understanding of the ins and outs of digital electronics. They will learn about the various instruments and use them to test faulty electronic equipment and find out the reasons for the problems. Light Current Instrumentation includes trade theory, industrial electronics, logistics and mathematics preparing students for a successful career in the fast-paced, changing and challenging techno future.

Admission Requirements

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

Further Studies

On successful completion of the Foundation Programme in Electrical Engineering Instrumentation Trade, learners may progress to the N3-N4 qualification.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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:-

Instrumentation Technician

Programme Outline

1st Semester Subjects

Mathematics
Engineering Science
Engineering Drawing
FLC Communication

2nd Semester Subjects

Mathematics
Logics
Instrument Trade Theory
Industrial Electronics

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



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EMPLOYED

Higher Certificate in: Electrical Engineering

Theory: 1 year

Modes of Learning: Full Time and Distance

Course Overview

The qualification is designed to serve two purposes namely: to provide access to Higher Education in Engineering and serves to provide learners with the introductory knowledge, cognitive and conceptual tools, and procedural skills that can be applied in an operative support occupation or role in Electrical Engineering. The qualification provides a thorough grounding in mathematics and natural sciences relevant to Electrical Engineering, engineering sciences, engineering design and the ability to apply specific established methods. Engineering knowledge is complemented by methods for understanding the impacts of Electrical Engineering solutions on people and the environment.

Admission Requirements

The minimum entry requirement for the Higher Certificate in Engineering in Electrical Engineering is the following:

A National Senior Certificate with a Higher Certificate endorsement or higher and a minimum of 30% for English is required.

Or

A National Certificate (Vocational) - A minimum of 40% in English on either First Additional Language or Home Language level, and a minimum of 50% in four vocational subjects.

Or

A Senior Certificate with a pass in English.

Or

Mature Age Exemption: Candidates must have attempted Grade 12, on or above the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as requisite communication skills.

Certification and Examination Authority

All Examinations are set by Berea College of Technology.

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Electrical Engineering.

Further Studies

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

Campus of Delivery

This course is offered at Berea College of Technology and via distance learning or Berea Technical College. Enquire on registration.

Employment Opportunities

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:-

Electrical designer

Biomedical engineer

Engineering consultant

Power plant operator

Electrician assistant

Junior field technician

CREDITS	SAQA ID	NQF
120	122729	5

Programme Outline

Year 1

Semester 1

Mathematics

Physics

Communication and Information Literacy Skills

End User Computing for Engineering

Digital Technology

Electrical Technology

Year 1

Semester 2

Drawing

Electrical Engineering Practice

Autotronic Technology

Project Management Basics

Electronic Technology

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.

“Electricity is the
lifeblood of industry.”
– Thomas Edison

National N Diploma: Chemical Engineering

Theory: 2 years
In-service Training: 24 months
Modes of Learning: Full Time and Distance

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

- Berea Foundation Programme
- N2 Certificate, or
- A National Senior Certificate with Mathematics / Technical Mathematics or Physical Science / Technical Science.

N4

- N3 Certificate, or
- A National Senior Certificate with 40% in Mathematics / Technical Mathematics or Physical Science / Technical 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.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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:-

Manufacturing

Pulp and Paper

Petrochemicals

Biotechnology

Food Processing

Laboratory Analyst

Process Technician

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

Programme Outline

National N3 Certificate

1st Year 1st Semester Subjects

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

National N4 Certificate

1st Year 2nd Semester Subjects

Mathematics	N4
Engineering Science	N4
Chemical Plant Operations	N4
Chemistry (Annual)	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

Courses are subject to change. Ts and Cs apply. E&O.E
Enquire about subjects offered via Distance Learning.



FACULTY OF HOSPITALITY AND 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 qualifications are available:

- **National N Diploma:** Hospitality and Catering
- **National N Diploma:** Travel and Tourism

National N Diploma: Hospitality and Catering

Theory: 2 years
In-service Training: 18 months
Modes of Learning: Full Time and Distance

Employment Opportunities

Hospitality and Catering industry has various career options that you will enjoy. These industries include:-

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

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.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

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	N4
Food and Beverage Services	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

Applied Management	N6
Catering Theory and Practical	N6
Introductory Computer Practice	N4
Communication and Human Relations	N6

National N Diploma: Travel & Tourism

Theory: 2 years
In-service Training: 18 months
Modes of Learning: Full Time and Distance

Course Overview

The Travel and Tourism course offers you a broad knowledge of the travel industry, from airlines, hotels, tour operators to 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 and 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.

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

Further Studies

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

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Employment Opportunities

A career in the Hospitality Management industry will open many employment options in the following career fields:-

- Hotel Management
- Banqueting Management
- Rooms Division Management
- Food Services Management

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

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 Destinations	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

A hand holding a white pen writing in a book in a library setting. The background shows bookshelves filled with books and warm lighting.

FACULTY OF LEGAL STUDIES



This course offers a range of subjects such as Entrepreneurial Business Law, Legal Practice, Information Processing, and more. Explore the National Diploma in Legal Secretary and transform your career with our practical-based learning that will enrich your knowledge and experience.

- **National N Diploma:** Legal Secretary

National N Diploma: Legal Secretary

Theory: 2 years
In-service Training: 18 months
Modes of Learning: Full Time and Distance

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

- National Senior Certificate / Grade 12
- 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 Legal Secretary on completion of N4-N6 and 18-months of in-service training.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Employment Opportunities

A career in the Hospitality Management industry will open many employment options in the following career fields:-

- Hotel Management
- Banqueting Management
- Rooms Division Management
- Food Services Management

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

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



FACULTY OF BUSINESS AND MANAGEMENT

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 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 Business and Management will groom learners to become future leaders in the private and public sector with these qualifications.

- **National N Diploma:** Public Relations
- **National N Diploma:** Medical Secretary
- **National N Diploma:** Public Management
- **National N Diploma:** Business Management
- **National N Diploma:** Management Assistant
- **National N Diploma:** Financial Management
- **National N Diploma:** Marketing Management
- **National N Diploma:** Human Resource Management

National N Diploma: Public Relations

Theory: 2 years
In-service Training: 18 months
Modes of Learning: Full Time and Distance

Employment Opportunities

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

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

Course Overview

Companies employ public relations experts to manage the perception of the company and its brands. PR practitioners must have 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

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

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

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

National N Diploma: Medical Secretary

Theory: 2 years

In-service Training: 18 Months

Modes of Learning: Full Time and Distance

Employment Opportunities

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

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

Course Overview

Companies employ public relations experts to manage the perception of the company and its brands. PR practitioners must have 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

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

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

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

National N4 Certificate

1st Year 2nd Semester Subjects

Office Practice	N4
Information Processing	N4
Medical Practice	N4
Communication	N4

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

National N Diploma: Public Management

Theory: 2 years
In-service Training: 18 Months
Modes of Learning: Full Time and Distance

Employment Opportunities

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

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

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
- 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 Business Management on completion of N4-N6 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.

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

Programme Outline

National N4 Certificate

1st Year 1st Semester Subjects

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

National N4 Certificate

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

National N Diploma: Business Management

Theory: 2 years
In-service Training: 18 Months
Modes of Learning: Full Time and Distance

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:-

- National Senior Certificate / Grade 12
- 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 Business Management on completion of N4-N6 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.

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

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

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

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

National N4 Certificate

1st Year 2nd Semester Subjects

Office Practice	N4
Information Processing	N4
Medical Practice	N4
Communication	N4

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

National N Diploma: Management Assistant

Theory: 2 years
In-service Training: 18 Months
Modes of Learning: Full Time and Distance

Employment Opportunities

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

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

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 and 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

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

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
Entrepreneurship & Business Management	N5
Communication	N5

National N6 Certificate

2nd Year 2nd Semester Subjects

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

National N Diploma: Financial Management

Theory: 2 years
In-service Training: 18 Months
Modes of Learning: Full Time and Distance

Employment Opportunities

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

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

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 key requirements 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
- 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 Financial Management on completion of N4-N6 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.

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

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

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	N6

National N Diploma: Marketing Management

Theory: 2 years
In-service Training: 18 Months
Modes of Learning: Full Time and Distance

Employment Opportunities

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

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

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 are 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 and 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.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

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

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

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

National N4 Certificate

1st Year 2nd Semester Subjects

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

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

National N Diploma: Human Resource Management

Theory: 2 years
In-service Training: 18 months
Modes of Learning: Full Time and Distance

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
- 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.

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

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.

Campus of Delivery

This course is offered at Berea Technical College only, and via Distance Learning. Berea Technical College is accredited by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training.

Employment Opportunities

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

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

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

Programme Outline

National Introductory N4 Certificate

1st Year 1st Semester Subjects

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

National N4 Certificate

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

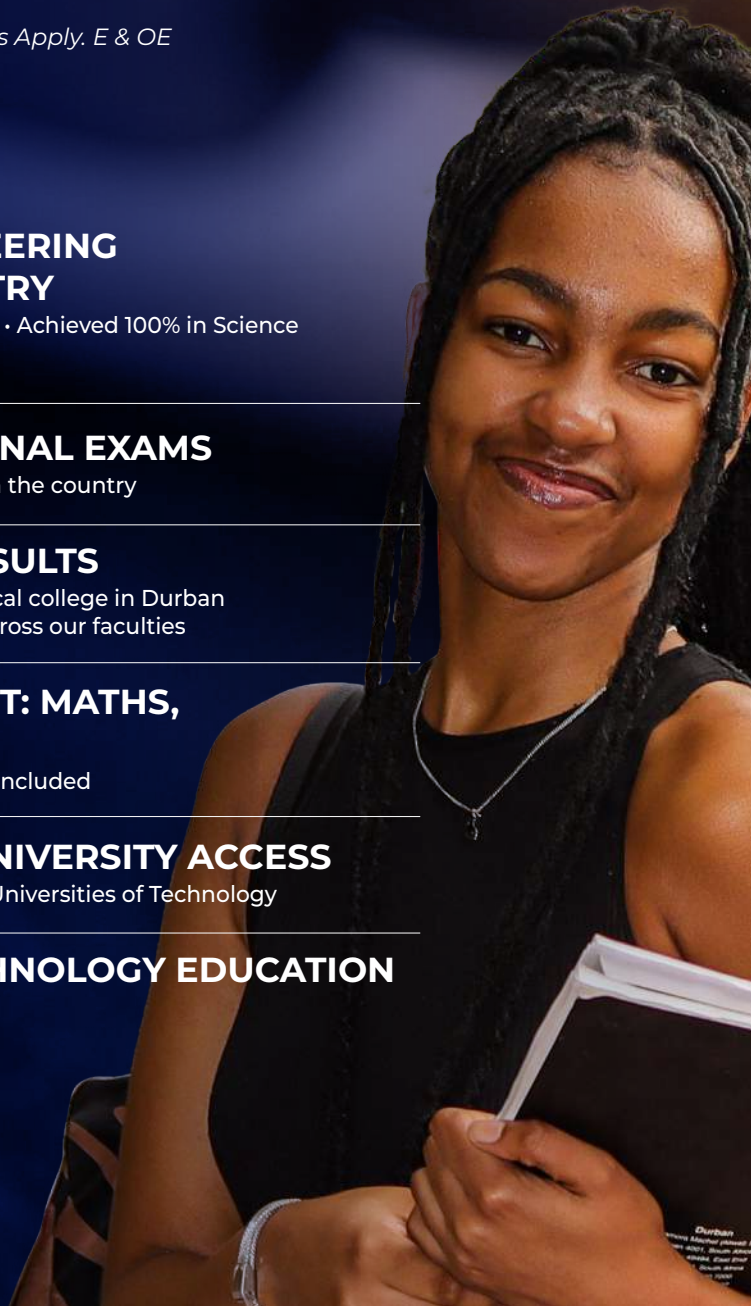
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Berea Technical College is accredited by Umalusi Council of Quality Assurance in General and Further Education and Training and by the Quality Council for Trade and Occupations. It is also provisionally registered with the Department of Higher Education and Training and is proudly ISO 9001:2015 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).