



# Berea Group of Colleges

# 100% GUARANTEED EMPLOYMENT PROGRAMME

Ts & Cs Apply E& OE



Faculty of  
**Engineering**



Faculty of  
**Education  
& Legal Studies**



Faculty of  
**Information  
Technology**



Faculty of  
**Media & Creative  
Studies**



Faculty of  
**Management  
& Commerce**



Faculty of  
**Transport  
& Logistics**



Faculty of  
**Hospitality**



**CAREER**  
GUIDE



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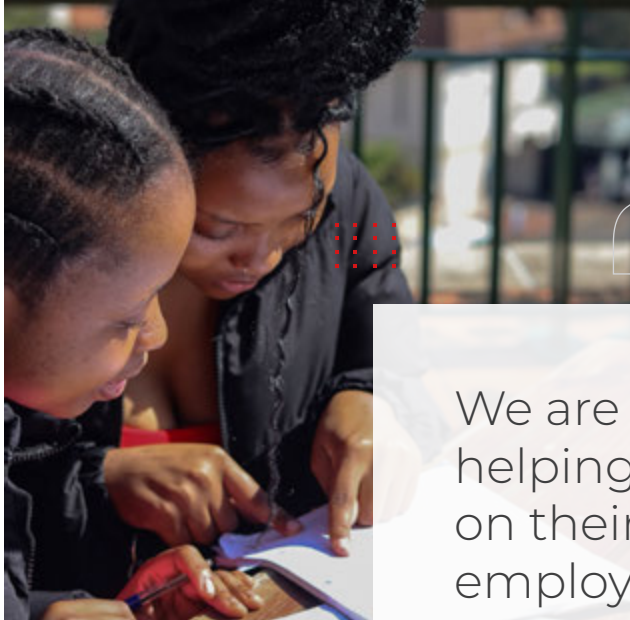
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We are committed to helping our students on their journey to employment.



## MORE ABOUT BEREA GROUP OF COLLEGES

**Berea Technical College (BTC)** celebrates 25 years, with an outstanding legacy as one of the pioneer colleges in Durban. It is the only fully accredited private college in Durban with qualifications designed and issued by the Department of Higher Education and Training (DHET). The campus offers programmes in the Faculty of Engineering, Faculty of Management, Faculty of Education, Faculty of Hospitality and Catering and Faculty of Travel and Tourism.

With its proud history in the education landscape, it has grown exponentially over the years to include 3 anchor colleges, now under the **Berea Group of Colleges** umbrella, including Berea College of Technology and Berea Matric School.

**Berea College of Technology (BCT)** is a higher education college situated in the iconic Station Building (old Tourism Junction), offering courses in the fields of Information Technology, Accounting, Human Resources, Public Relations, Hospitality and Catering and Travel and Tourism. It is registered as a private higher education institution with the Department of Higher Education and Training (DHET). 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).

**Berea Matric School (BMS)** is a Matric Tuition Centre, offering free matric with every vocation course.

All qualifications are aligned to the needs and requirements of the workplace, while being nationally recognised and duly accredited with the relevant quality assuring bodies. The group of colleges also offers a range of programmes accredited with the Quality Council for Trades and Occupations (QCTO), Media, Information and Communication Technologies Sector Education and Training Authority (MICT- SETA and Local Government Seta (LG SETA)

All campuses are located in the vibrant metropolis of Durban, offering face-to-face, distance and online learning. Berea Group of Colleges is an ISO 9001:2015 certified education institution.



Over 30 000 Graduates across South Africa





# 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  
**Enquire** about subjects offered via Distance Learning.



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.

# Diploma: Architectural Draughting

**Theory:** 2 years  
**Modes of Learning:** Full time

## Employment Opportunities

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

- Architectural Draughtsman
- Project Manager/Designer

## Course Overview

Have you ever looked at a building and thought that you could improve its design and architectural elements? Love to sketch and see your ideas come to life? Then a career in architectural draughting may be an option for you. Architectural Draughtsmen create architectural designs and plans for buildings and structures according to specifications provided by architects. As a learner of the programme you will develop Computer Applications (Revit) skills and learn how to formalise an idea into a manufactured product.

## Admission Requirements

- A National Senior Certificate with Mathematics, Geography/ Engineering Graphics & Design, or
- A Senior Certificate with Mathematics, Geography/ Engineering Graphics & Design/ Accounting, or
- An FETC/N2 Certificate in the relevant specialisation area.

## Certification and Examination Authority

The Diploma in Electrical Engineering qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Diplomas are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Diploma in Architectural Draughting. This Diploma is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at Berea College of Technology (BCT) or Berea Technical College (BTC). Enquire on registration.

## Student Support Services

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

CREDITS	SAQA ID	NQF
240	21153	6

## Programme Outline

### 1st Year 1st Semester Subjects

Architectural Graphics and Technology	101
Surveying	101
History of Architecture	101
Mathematics	101
Computer Practice	101
Communication	101

### 1st Year 2nd Semester Subjects

Architectural Graphics and Technology	102
Computer Applications (AutoCAD)	102
Advertising and Promotions	102
Construction Technology	102
Theory of Structures	102
Surveying	102

### 2nd Year 1st Semester Subjects

Architectural Graphics and Technology	201
Computer Aided Drawing (AutoCAD)	201
Computer Aided Drawing (Revit)	201
Applied Building Science	201
Building Administration	201

### 2nd Year 2nd Semester Subjects

Architectural Graphics and Technology	202
Computer Aided Drawing (AutoCAD)	202
Computer Aided Drawing (Revit)	202
Architectural Planning & Representation	202
Building Administration	202
Theory of Architecture	202

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

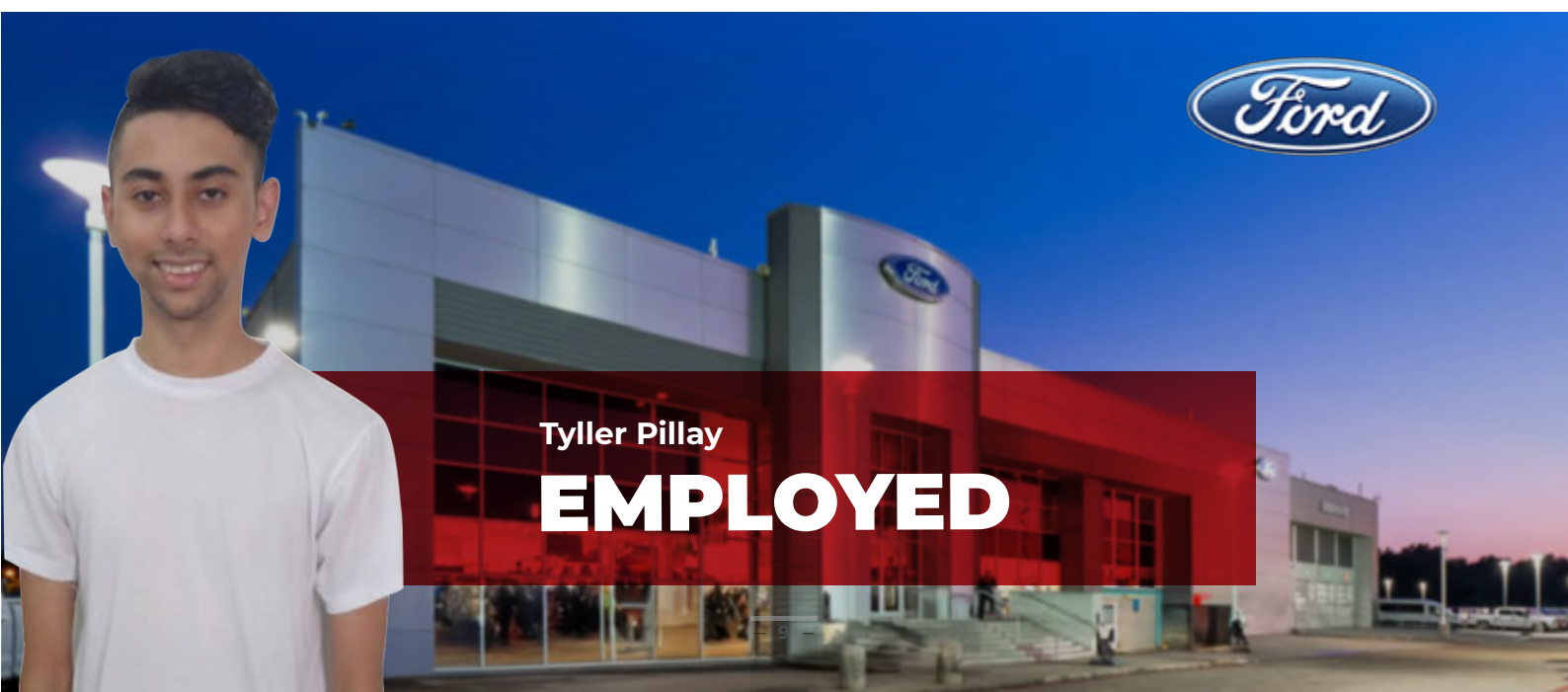
### 1st Semester Subjects

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.



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
- Electrical Technician
- Artisan
- 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

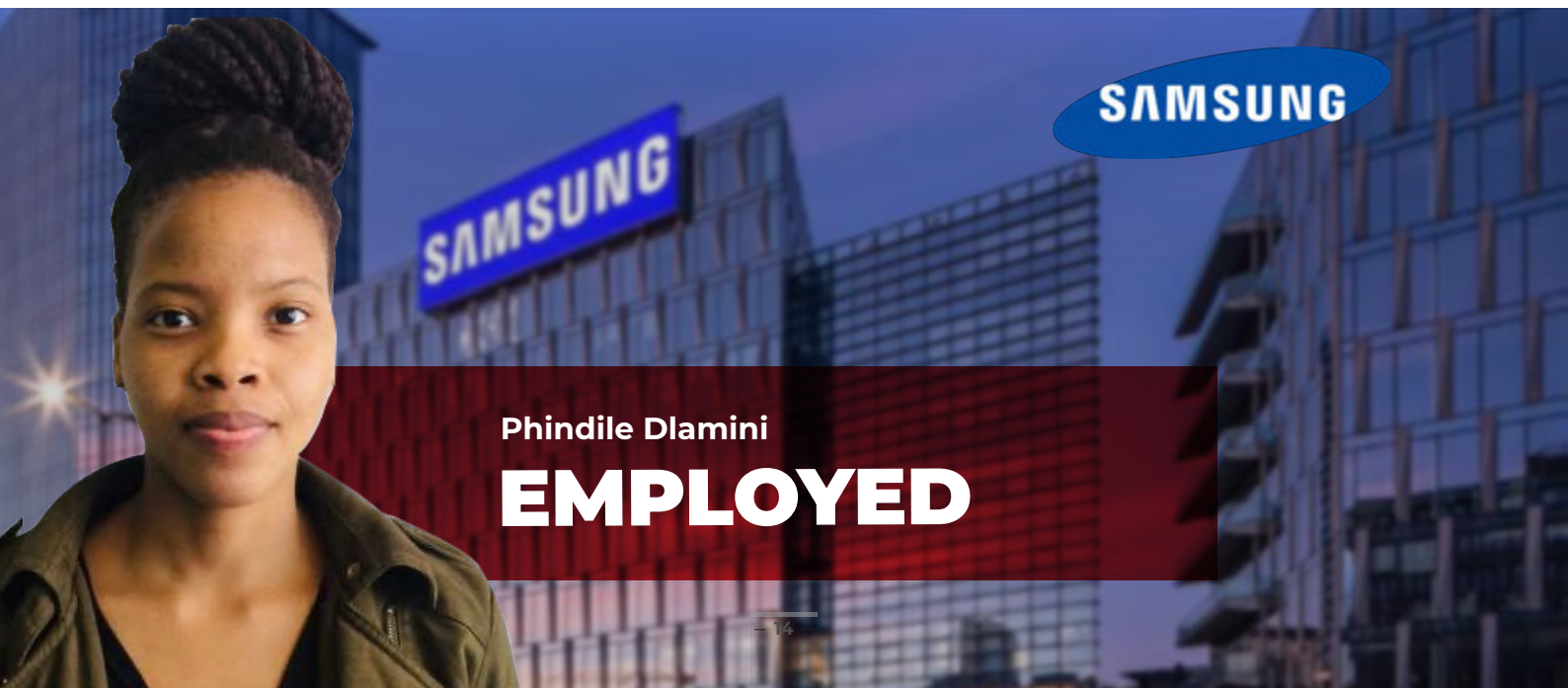
### 1st Semester Subjects

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.



Phindile Dlamini

**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

## 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.

## 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
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.



Nqobile Jaca

**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  
greatest of all  
weapons in the hands  
of man. ”  
– William J. Hammer

# 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.

# Diploma: Analytical Chemistry

**Theory:** 2 years

**Modes of Learning:** Full time

## Employment Opportunities

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

- Site Foreman
- Project Coordinator
- Estimator

## Course Overview

This is an exciting programme for individuals who enjoy applying their mind to answer complex questions. In analytical chemistry, samples are analysed to determine what substances have been used to make the product. An analytical chemist works with all kinds of samples and companies who employ chemists include cosmetics and fragrance producers, chemical manufacturers together with food and beverage producers. Whether pursued full time or distance, this qualification will assist learners to follow careers as laboratory analysts or laboratory managers.

## Admission Requirements

- A National Senior Certificate with Mathematics, Geography/ Engineering Graphics & Design, or
- A Senior Certificate with Mathematics, Geography Engineering Graphics & Design/ Accounting, or
- An FETC/N2 Certificate in the relevant specialisation area.

## Certification and Examination Authority

The Diploma in Analytical Chemistry qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Diplomas are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Diploma in Analytical Chemistry. This Diploma is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at Berea College of Technology (BCT) or Berea Technical College (BTC). Enquire on registration.

## Student Support Services

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

CREDITS	SAQA ID	NQF
240	21140	6

## Programme Outline

### 1st Year 1st Semester Subjects

Mathematics	101
Engineering Science	101
Communication	101
Computer Practice	101
Chemistry	101
Analytical Chemistry	101

### 1st Year 2nd Semester Subjects

Organic Chemistry	102
Mathematics	102
Applied Mechanics	102
Chemistry	102
Analytical Chemistry	102
Chemical Quality Assurance	102

### 2nd Year 1st Semester Subjects

Numerical Methods	201
Analytical Chemistry	201
Organic Chemistry	201
Inorganic Chemistry	201
Physical Chemistry	201

### 2nd Year 2nd Semester Subjects

Organic Chemistry	202
Physical Chemistry	202
Analytical Chemistry	202
Numerical Methods	202
Inorganic Chemistry	202

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

# BEST PERFORMING COLLEGE



## 100% GRADUATE EMPLOYMENT PROGRAMME

*Ts & Cs Apply. E & OE*

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BEST RESULTS: Over 820 distinctions across our faculties
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Highest number of students placed in Universities of Technology
- **BEST IN STAFFING: TECHNOLOGY EDUCATION**  
Loyal, dedicated industry experts

# FACULTY OF INFORMATION TECHNOLOGY

The Faculty of Information Technology will equip students with problem-solving skills; teach them how to think critically and how to apply knowledge through basic research methods and practice. IT specialists are in demand and require special training and skill to make this a viable career path. The world of computing requires students to have a critical mind and the ability to think systematically and coherently. Students will learn how to write programmes in a variety of computer knowledge and understand how networks work.

- **Diploma:** Information & Communications Technology
- **Higher Certificate:** Computers & Administration
- **Higher Certificate:** Business Analysis
- **National Certificate:** Information Technology
- **FET Certificate:** Information Technology: Technical Support
- **FET Certificate:** Information Technology: Systems Development
- **Occupational Certificate:** Internet-of-things Developer
- **Occupational Certificate:** Artificial Intelligence Software Developer
- **Occupational Certificate:** Software Engineer
- **Occupational Certificate:** Cloud Administrator
- **Occupational Certificate:** Cybersecurity Analyst
- **Occupational Certificate in:** Data Science Practitioner
- **Occupational Certificate:** Design Thinking Innovation Lead
- **Occupational Certificate:** Design Thinking Practitioner
- **Occupational Certificate:** Quality Test Automator
- **Occupational Certificate:** Software Developer
- **Occupational Certificate:** Computer Technician



# Diploma in Information & Communications Technology

**Theory:** 3 years

**Modes of Learning:** Full time, part time and distance.

## Course Overview

This Diploma aims to provide both theoretical and professional skills to enable a graduate to conceptualize, design, implement and test software solutions to address industry and societal challenges. The program is carefully structured to meet this purpose. We conceptualize software development comprising of 4 key elements: computer programming, project management, IT infrastructure and data management.

## Admission Requirements

- A Grade 12 Certificate with admission to diploma studies.
- An NQF level 4 qualification or equivalent
- Applicants who do not meet the minimum admission requirements as set out above may be eligible for admission on the basis of relevant life and/or work experience in accordance with institution policy on Recognition of Prior Learning (RPL).

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Diploma in Information and Communications Technology. All Examinations are set by Berea College of Technology. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities:

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

- Applications developer
- Database administrator
- Systems analyst
- Cloud practitioner
- Data scientist, IT Governance and compliance officer

CREDITS	SAQA ID	NQF
360	122510	6

## Programme Outline

### Year 1 - Semester 1

Fundamentals of Computer Programming  
Introduction to Computer Networks  
Business Communication  
Fundamentals of Web Technologies

### Year 1 - Semester 2

Object-Oriented Programming  
Scaling Networks  
Discrete Mathematics  
Emerging Technologies for the 4th Industrial Revolution

### Year 2 - Semester 1

IT Project Management  
Principles of Databases 621  
Applications Development 621  
Business Analysis

### Year 2 - Semester 2

Fundamentals of Cloud Computing  
Principles of Databases 622  
Applications Development 622  
Computer and Information Security

### Year 3 - Semester 1

Applications of Data Science  
Cloud Computing  
Design thinking  
Software Development Project

### Year 3 - Semester 2

Machine Learning  
IT Governance and Compliance  
Software Testing  
Work Integrated Learning

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

# Higher Certificate in Computers and Administration

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

Companies depend on their networks and computer programmes for most of their work. Technical problems that arise need to be fixed quickly. The computer and administration staff are the go-to people to solve these problems and oversee the daily operations of the computer networks. They are also responsible for keeping equipment and software up to date.

This qualification trains students to perform elementary functions both theoretically and practically. Students will learn the various software packages used in the modern office environment. They are well-prepared to enter this exciting career which requires multi-tasking, analytical thinking, problem-solving and people skills.

## Admission Requirements

The minimum entry requirement for this qualification is: National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies.

or Senior Certificate, NQF Level 4.

or National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Computers and Administration. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Office Secretary
- Administrative Assistant
- Personal Assistant
- Customer Relations Officer
- Front Office Clerk

CREDITS	SAQA ID	NQF
120	118441	5

## Programme Outline

### Semester 1

Business Communication  
Office Computing  
Introduction to Business Management

### Semester 2

Call Centre Administration  
Office Administration  
Business Practice

“Sooner or later, those who win are those who think they can.”



# Higher Certificate in Business Analysis

**Theory:** 1 year

**Modes of Learning:** Full time, part time or distance

## Course Overview

This qualification will equip students with business and information technology skills to work at entry level in a business. It provides learners with the requisite skills to function optimally in a business environment by using the information technology tools and solutions at hand to solve business problems. With supervision, the student will be able to analyse business environments and design and create reliable and cost effective specifications for ICT solutions to facilitate the alignment and integration of ICT with business processes. The generic learning offerings in the curriculum ensure a high degree of portability and enable learners to enter multiple job roles and careers in their quest to meet individual and organisational requirements.

## Admission Requirements

• Grade 12

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Business Analysis. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Enquire at one of the campuses for post certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Range of business analysis
- IT development and support
- Web development
- General IT support
- Database administration

CREDITS	SAQA ID	NQF
128	119195	5

## Programme Outline

### Semester 1

Business Communication  
Introduction to Business Analysis  
Project Management Basics  
Fundamentals of Business Management  
Business Information Systems

### Semester 2

Web Development Technologies  
Solutions Design and Development  
Database Administration and Support  
Information Technology Practice

“Education is the ability to listen to almost anything without losing your temper or your self-confidence.”

– Robert Frost



# National Certificate: End-User Computing

**Theory:** 1 year

**Modes of Learning:** Full time

## Course Overview

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

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

## Admission Requirements

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

## Certification and Examination Authority

Learners will receive the following:-

- National Certificate in End-User Computing

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

## Further Studies

Completion of the National Certificate, you may progress to the next level. Enquire at our campuses.

## Campus of Delivery

This course is offered at Berea College of Technology only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

## Employment Opportunities

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

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

CREDITS	SAQA ID	NQF
130	49077	3

## Programme Outline

### Modules

Intro to PCs  
Word Processing  
Spreadsheets  
Database  
Office Skills  
Presentations  
Internet and Email  
Reading and Writing  
Numeracy

“ For a product to really be sustainable, it's really got to deliver the goods for the end user. That drives the whole rest of the equation ”  
- Chris Kilham

# National Certificate: Information Technology

**Theory:** 1 year

**Modes of Learning:** Full time

## Course Overview

This programme is designed to prepare learners to initiate the fundamentals of marketing, management, system software, hardware, databases and communication technology. The qualification aims to develop an integrated conceptual understanding, synthesis and application of information technology principles.

## Admission Requirements

- Grade 11
- Learners who register for this qualification must be able to read, comprehend and discuss information in English; write sentences, use and analyse data, number, measurement and shape.

## Certification and Examination Authority

The National Certificate in Information Technology qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Certificates are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a National Certificate in Information Technology qualification. The National Certificate in Information Technology is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

## Employment Opportunities

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

- Desktop Support Technician
- IT Support Technician
- Computer or Network Support Technician

CREDITS	SAQA ID	NQF
120	21188	4

## Programme Outline

- Explain what design considerations are pertinent to a network.
- Explain the benefits of using a network and what strategies are available.
- Discuss the role and function of a network manager.
- Apply the fundamental principles of marketing and business management and communication.
- Use information on the latest trends of telecommunications to make management decisions.
- Identify the strengths and limitations of contemporary technology.
- Discuss the functions of database management in terms of end users and database management applications.
- Explain how information systems support the various business functions.
- Propose how information technology can be used to meet a company's strategic business opportunities.
- Explain how information technology is affecting the structure and activity of organisations.
- Discuss the ways to control the performance and security of end user computer systems.
- Articulate the ethical issues facing information systems and technologies.
- Explain the role and function of computer hardware components.
- Describe the five step programming procedure.
- Compare the strengths and limitations of various operating systems.
- Explain the uses of application software

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

# FET Certificate: Information Technology: Technical Support

**Theory:** 1 year

**Modes of Learning:** Full time

## Course Overview

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

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

## Admission Requirements

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

## Certification and Examination Authority

Learners will receive the following:-

- FET Certificate in Technical Support
- Certificates are issued and verified by The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA).

## Further Studies

On completion of the National Certificate, you may progress to the next level. Enquire at our campuses.

## Campus of Delivery

This course is offered at Berea College of Technology only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

## Employment Opportunities

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

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

CREDITS	SAQA ID	NQF
163	78964	4

## Programme Outline

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

# FET Certificate: Information Technology: Systems Development

**Theory:** 1 year

**Modes of Learning:** Full time

**Distance or Online**

## Course Overview

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

## Admission Requirements

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

## Certification and Examination Authority

Learners will receive the following:-

- FET Certificate in Systems Development

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

## Further Studies

On completion of the National Certificate, you may progress to the next level. Enquire at our campuses.

## Campus of Delivery

This course is offered at Berea College of Technology only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training. .

## Employment Opportunities

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

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

CREDITS	SAQA ID	NQF
165	78965	4

## Programme Outline

Principles of Information Systems  
Principles of Information Technology  
Principles of Computer Networks  
Mathematics Literacy  
Programming Concepts  
Teamwork Skills  
Business Communication  
Application Programming  
Web Development  
Systems Analyst and Design

“

*Programming isn't about what you know; it's about what you can figure out*

- Chris Pine

”

# Occupational Certificate in Internet-of-things Developer

**Theory:** 1 year

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

- [Data Analytics](#)
- [Network and Networking Structure](#)
- [Security](#)
- [Sensors and Actuators](#)
- [Embedded Programme Engineer](#)

## Course Overview

The purpose of this qualification is to prepare a learner to function as an Internet of Things Developer. An Internet-of-things Developer coordinates all components of an Internet of Things (IoT) solution that includes sensors, devices, actuators, networks, and other infrastructure to aggregate and disseminate data, store the data on the cloud and make it available to the data scientist for decision making, thus being responsible for the full cycle from data collection to data delivery. In the broadest sense, the term Internet of Things (IoT) encompasses everything connected through the internet, but it is increasingly being used to define objects that “talk” to each other. Simply, the Internet of Things is made up of devices, from simple sensors to smartphones and wearables - connected together. The IoT is one of the fastest growing fields in the world of digitalisation.

## Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Internet of things Developer from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

CREDITS	SAQA ID	NQF
141	119262	4

## Programme Outline

### Knowledge Modules

- Introduction to Internet of Things
- Computers, Devices and Computing Systems
- Building Blocks of Internet of Things
- Internet of Things Design and Development Considerations
- Data, Databases and Visualisation
- 4IR and Future Skills
- Design Thinking Principles for Innovation
- Basic Electronic Principles

### Practical Skill Modules:

- Apply Basic Scriptwriting for Internet of Things Toolsets
- Access, Analyse and Visualise Structured Data using Spreadsheets
- Implement the Internet of Things Solution Infrastructure and Deploy Edge Devices
- Provision and Manage Devices
- Process and Manage Data in an Internet of Things Solution
- Monitor, Troubleshoot and Optimise Internet of Things Solutions
- Implement Security Measures for Internet of Things Solutions
- Participate in a Design Thinking for Innovation Workshop
- Function Ethically and Effectively in the Workplace

### Work Experience Modules:

- Internet of Things Solution Deployment Processes
- Data Collecting, Aggregating, Disseminating and Storing Processes
- Data Integration Systems and Processes

# Occupational Certificate in Artificial Intelligence Software Developer

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

- Artificial Intelligence Software Developer
- Software Developer
- Machine learning engineer
- Robotics engineer
- Computer vision engineer

## Course Overview

The purpose of the Occupational Certificate: Artificial Intelligence Software Developer is to prepare a learner to operate as an Artificial Intelligence Software Developer. Artificial Intelligence Software Developers build Artificial Intelligence (AI) functionality into software applications through integrating and implementing AI algorithms and logic into the deliverables of an Information Technology (IT) project. Developers teach the machine to solve problems the way a human would through programming. They create, test and deploy codes. These developers also assist in converting machine learning Application Programming Interface (APIs) so that other applications can use them.

## Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Artificial Intelligence Software Developer from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

CREDITS	SAQA ID	NQF
209	118792	5

## Programme Outline

### Knowledge Modules

- Overview of Artificial Intelligence
- Introduction to Mathematics and Statistics
- Analytical Thinking and Problem Solving
- Data, Databases and Data Visualisation Computing Theory
- Introduction to Artificial Intelligence, Machine Learning, Deep Learning
- Introduction to Governance, Legislation and Ethics
- Fundamentals of Design Thinking and Innovation
- IR and Future Skills
- Artificial Intelligence
- Machine Learning
- Deep Learning

### Practical Modules

- Mathematics and Statistics for Programming
- Problem Definition, Analytical Thinking and Decision-Making
- Access, Analyse and Visualise Structured Data Using Spreadsheets
- Use SQL to Communicate with a Database
- Build a simple AI solution using Python
- Use Python Data Scraping to Populate Database Table in SQL
- Use Machine Learning to Build an AI solution in Python
- Use Deep Learning to Build an AI Neural Network Architecture in Python
- Use Deep Learning to Build an AI Neural Network Architecture in TensorFlow
- Function Ethically and Effectively as a Member of a Multidisciplinary Team
- Participate in a Design Thinking for Innovation Workshop

### Work Experience Modules

- AI Solution Design Interpretation and Development
- AI Solution Performance Testing
- AI Solution Deployment, Modification and Improvement

# Occupational Certificate in Software Engineer

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

- Computer Programmer
- Software Engineer
- Database Administrator
- Network Administrator
- Web Designer

## Course Overview

The purpose of this qualification is to prepare a learner to function as a Software Developer. A Software Engineer researches, analyses, and evaluates requirements for existing or new software applications and designs, develops, deploys, tests within scope of work (debugs) and maintains software applications. Typical learners to enrol for this qualification are people with workplace experience in the systems development areas who would like to formalise their training; other professionals, school leavers and qualifying learner, who have already been exposed to the system development area and want to pursue a career towards Software Engineers. Upon completion of this qualification, learners may gain employment in the Software Engineering field within the Information and Communication Technology (ICT) industry and all other industries that require ICT services.

## Admission Requirements

The minimum entry requirement for this qualification is:  
• Any NQF Level 4 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Software Engineer from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

CREDITS	SAQA ID	NQF
240	119458	6

## Programme Outline

### Knowledge Modules

Software Engineering  
Programming  
Database Design and Information Systems  
Fundamentals of Project Management in Relation to Software Engineering  
Digital and Business Mathematics

### Practical Skill Modules

Document System Design  
Design and Manipulate Databases  
Programme and Deploy Applications  
Test or Debug Source Code to Ensure Client's needs are met,

### Work Experience Modules

Software Design  
Database Design and Manipulation  
Software Development  
Software Testing

“Sooner or later, those who win are those who think they can.”



# Occupational Certificate in Cloud Administrator

**Theory:** 1 year

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

## Course Overview

The purpose of this qualification is to prepare a learner to function as a Cloud Administrator. A Cloud Administrator monitors, maintains, and troubleshoots networks of cloud platforms and computing. Cloud computing is the delivery of computing services; including servers, storage, databases, networking, software, analytics, and intelligence over the Internet ("the cloud") to offer faster innovation, flexible resources, and economies of scale.

Rather than owning their own computing infrastructure or data centres, companies can rent access to anything from applications to storage from a cloud service provider (vendor). This has enabled several businesses, especially SMMEs, who could not afford IT Infrastructure to access these cloud services and conduct their business "virtually" anywhere.

## Admission Requirements

The minimum entry requirement for this qualification is:  
• NQF Level 3 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Cloud Administrator from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

- Cloud administrator
- Cloud security analyst
- Cloud network engineer
- Cloud automation engineer

CREDITS	SAQA ID	NQF
149	118699	4

## Programme Outline

### Knowledge Modules:

- Introduction to Cloud Computing
- Cloud Computing Elements
- Containers, Cloud Native and Kubernetes
- Cloud Security, Risks, Vulnerabilities and Mitigation
- Data and Databases in the Cloud
- Fundamentals of Cloud Computing Platforms
- Introduction to Cloud Computing Governance, Legislation and Ethics
- 4th Industrial Revolution (4IR) and Future Skills
- Design Thinking Principles for Innovation

### Practical Skill Modules:

- Conduct Effective Server Maintenance and Optimisation
- Monitor On-Demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet,
- Provide Cloud Network Administration and Support for Optimal Performance
- Ensure Integrity of the Cloud Ecosystem by Implementing Security Measures
- Access and Visualise Structured Data Using Spreadsheets
- Participate in a Design Thinking for Innovation Workshop
- Function Ethically and Effectively in the Workplace

### Work Experience Modules:

- On-Demand Availability of Server Resources and Services over the Internet
- On-Demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet
- Ensure Availability and Reliability of Network Connection According to Workflow and Security Protocols

# Occupational Certificate in Cybersecurity Analyst

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

- Security Engineer
- Incidence Response
- Management and Administration
- Testing and Hacking

## Course Overview

This qualification prepares Students for Cybersecurity Analyst roles. Cybersecurity analysts protect networks, computer systems, and data from malicious attacks. They identify vulnerabilities, assess risks, and mitigate intrusions. To ensure legal compliance, they study existing security management techniques for workplace information and system security. The learner will be able to investigate cybersecurity issues and challenges affecting legal compliance, communities, society, the ICT sector, and the economy. After completing this qualification, the student will learn how cybercrime disrupts businesses, how to respond to vulnerabilities and threats, and how to analyse their effects. Effective security solution design and compliance are also assessed by the learner.

## Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Cybersecurity Analyst from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

CREDITS	SAQA ID	NQF
173	118986	5

## Programme Outline

### Knowledge Modules:

- Introduction to Cybersecurity
- Fundamentals of Network Security and Defence
- Cybersecurity and Cyber Threats and Attacks
- Introduction to Cybersecurity Governance, Legislation and Ethics
- Fundamentals of Design Thinking and Innovation
- Logical Thinking and Basic Calculations
- Computers, Devices and Computing Systems
- Data and Database Vulnerabilities
- Introduction to 4IR and Future Skills

### Practical Skill Modules:

- Ensure Compliance in terms of Legal Cybersecurity Requirements and National and International Standards
- Assess Risks and Vulnerabilities and Current Security Measures
- Implement Protection, Prevention and Detection Measures to Mitigate Risk, Violations and Vulnerabilities
- Apply Logical Thinking and Maths
- Apply Basic Scriptwriting for Cybersecurity Toolsets
- Access and Visualise Structured Data Using Spreadsheets
- Apply Design Thinking Methodologies
- Function Ethically and Effectively as a Member of a Multidisciplinary Team

### Work Experience Modules:

- Compliance with Legal Cybersecurity Requirements
- Cybersecurity Risk Assessment and Mitigation
- Cybersecurity Detection, Protection and Prevention Processes

# Occupational Certificate in Data Science Practitioner

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

## Course Overview

The purpose of this qualification is to prepare a learner to operate as a Data Science Practitioner. Data Science Practitioners take custody of data and make the data available in a structured form for the Data Scientist to use. They support the data life cycle by collecting, transforming, and analysing data and communicating results to solve elementary business problems. They transform data into robust, comprehensive data sets, aligned with the problem identified in the statement of work and ready for storage.

## Admission Requirements

The minimum entry requirement for this qualification is:  
• NQF Level 4 with Mathematics.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Data Science Practitioner from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

- [Data Analyst](#)
- [Data Engineers](#)
- [Database Administrator](#)
- [Machine Learning Engineer](#)
- [Data Scientist](#)
- [Data Architect](#)
- [Statistician](#)
- [Business Analyst](#)

CREDITS	SAQA ID	NQF
185	118708	5

## Programme Outline

### Knowledge Modules:

- Introduction to Data Science and Data Analysis
- Logical Thinking and Basic Calculations: Refresher
- Computers and Computing Systems
- Computing Theory
- Basic Statistics for Data Analytics
- Statistics Essentials for Data Analytics
- Data Science and Data Analysis.
- Data Analysis and Visualisation
- Introduction to Governance, Legislation and Ethics
- Fundamentals of Design Thinking and Innovation
- 4IR and Future Skills

### Practical Skill Modules:

- Apply Logical Thinking and Maths Refresher
- Code to Use a Software Toolkit/Platform in the Field of Study or Employment
- Use Spreadsheets to Analyse and Visualise Data
- Use a Visual Analytics Platform to Analyse and Visualise Data
- Apply Statistical Tools and Techniques
- Collect and Pre-Process Large Amounts of Unruly Data
- Apply Data Analysis Techniques to Uncover Patterns and Trends in Datasets
- Prepare and Present Descriptive Analytic Reports for Decision Making
- Participate in a Design Thinking for Innovation Workshop
- Collaborate Ethically and Effectively in the Workplace

### Work Experience Modules:

- Data Collection and Pre-processing Processes
- Data Analysis Processes
- Data Visualisation and Reporting Processes
- Capstone Project Using an Appropriate Toolkit

# Occupational Certificate in Design Thinking Innovation Lead

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Course Overview

This certification prepares students to be Design Thinking Innovation Leads. A Design Thinking Innovation Lead coaches teams to use design thinking methods to understand and solve complex problems and meet needs. They help teams immerse themselves in the problem or need, approach it from multiple perspectives, and collaboratively analyse and synthesise data from multiple sources in a coherent and relevant way.

Design thinking's people-centered, creative, hands-on approach to interacting with consumers and suppliers to understand challenges and innovate solutions helps organisations transform digitally. As businesses go digital, design thinking skills are in demand. Innovation leadership allows the Design Thinking Innovation Lead to lead teams to innovative solutions to complex problems and create a culture that embraces digitalisation.

## Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 3 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Design Thinking Innovation Lead from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

## Employment Opportunities

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

- Design Thinking Champions
- Design Thinking Practitioners
- Design Thinking Innovation Specialists
- Design Thinking Facilitators
- Design and Innovation Coaches in public private small enterprise and communities.

CREDITS	SAQA ID	NQF
160	118788	4

## Programme Outline

### Knowledge Modules:

- Human Centred Innovation
- Design Thinking Fundamentals
- Collaboration
- Fundamentals of Positive Psychology for Design Thinking
- Research to Inform Design Thinking Processes
- Benefits of Design Thinking
- Innovation Leadership for Design Thinking
- Coaching Workshops for Design Thinking
- Introduction to Project Management for Design Thinking
- Introduction to Design Thinking Governance, Legislation and Ethics
- 4IR and Future Skills
- Beginner, Intermediate and Advanced Computer Technology and Utilisation

### Practical Skill Modules:

- Conduct Applied Ethnographic Research
- Lead Group Interaction for Innovative Solutions
- Apply Design Thinking for Innovation Principles and Methodologies
- Beginner, Intermediate and Advanced Computer Technology and Utilisation
- Apply Ethics and Effectiveness in the Workplace

### Work Experience Modules:

- Applied Ethnographic Research
- Design Thinking Innovation Coaching
- Creative Innovation Solution Design

# Occupational Certificate in Design Thinking Practitioner

**Theory:** 1 year

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

### Course Overview

The purpose of this part-qualification is to prepare a learner to operate as a Design Thinking Practitioner. Design Thinking Practitioners apply design thinking approaches and methodologies to understand and address complex challenges and to collaboratively create innovative solutions that address human needs. They immerse themselves in the environment and context of the problem and approach it from multiple perspectives and collaboratively analyse, synthesise, and make sense of data to inform the development of relevant and innovative solutions.

### Admission Requirements

The minimum entry requirement for this qualification is:  
• NQF Level 3 with Mathematics.

### Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Design Thinking Practitioner from the QCTO.

### 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

- Design Thinking Practitioner
- UX Designer
- Co-creator
- Team Leader: Design Thinking

CREDITS	SAQA ID	NQF
100	118705	5

### Programme Outline

#### Knowledge Modules:

- Human Centred Innovation
- Design Thinking Fundamentals
- Collaboration
- Fundamentals of Positive Psychology for Design Thinking
- Research to Inform Design Thinking Processes
- Benefits of Design Thinking
- Innovation Leadership for Design Thinking
- Coaching Workshops for Design Thinking
- Introduction to Project Management for Design Thinking
- Introduction to Design Thinking Governance, Legislation and Ethics
- 4IR and Future Skills,
- Beginner, Intermediate and Advanced Computer Technology and Utilisation

#### Practical Skill Modules:

- Conduct Applied Ethnographic Research
- Lead Group Interaction for Innovative Solutions
- Apply Design Thinking for Innovation Principles and Methodologies
- Beginner, Intermediate and Advanced Computer Technology and Utilisation
- Apply Ethics and Effectiveness in the Workplace

#### Work Experience Modules:

- Applied Ethnographic Research
- Design Thinking Innovation Coaching
- Creative Innovation Solution Design

# Occupational Certificate in Quality Test Automator

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

### Course Overview

The purpose of this qualification is to prepare a learner to function as a Quality Test Automator. A Quality Test Automator is responsible for the quality of software development and deployment. Qualifying learners are involved in performing automated and manual tests to ensure the software created by developers is fit for purpose and any bugs or issues are identified within a product and reported to the relevant person before it gets deployed to everyday users. Some of the duties include analysis of software, mitigation of risk, prevention of software issues and testing of any changes.

### Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

### Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Quality Test Automator from the QCTO.

### 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

### Work Experience Modules:

- System Specifications Analysis and Test Case Development
- Test Environment Setup
- Test Execution and Test Closure

- Automation Tester
- Junior QA Engineer
- Quality Analyst Training
- Software Testing Training
- DevOps Training
- Automation QA Training

CREDITS	SAQA ID	NQF
179	118789	5

### Programme Outline

#### Knowledge Modules:

- Software Testing in Context
- Basic Calculations and Logical Thinking
- Computers and Computing Systems
- Computing Theory
- The Role of Testing in Software Efficiency
- Software Testing Principles, Methodologies and Techniques
- Data and Databases
- Introduction to Computer Database Management Systems
- Introduction to Enterprise Resource Management Systems and Mobile Application Testing
- Introduction to Governance, Legislation and Ethics
- 4IR and Future Skills
- Design Thinking Principles for Innovation

#### Practical Skill Modules:

- Basic Calculations for Programming
- Basic Programming
- Scrape Data and Access, Analyse and Visualise using Spreadsheets
- Gather Information and Systematically Analyse Requirements for Testing
- Plan Software Testing Activities and Develop a Test Design and Test Case
- Set up the Software Test Environment
- Apply Current State-of-the-Art Tools and Techniques to Test a Software System
- Execute Computer Software Program Testing against Expected Results
- Participate in a Design Thinking for Innovation Workshop
- Function Ethically and Effectively in the Workplace

#### Work Experience Modules:

- System Specifications Analysis and Test Case Development
- Test Environment Setup,
- Test Execution and Test Closure

# Occupational Certificate in Software Developer

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

- Software Developer
- Software Engineer
- Information Systems Manager

## Course Overview

The purpose of this qualification is to prepare a learner to operate as a Software Developer. A Software Developer analyses a set of requirements and translates these into a working software solution using a programming language. They test, implement and maintain software applications to meet client specifications as well as functional and technical requirements.

## Admission Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Software Developer from the QCTO.

## 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 only. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

## Work Experience Modules

- Technical Requirement Analysis and Refinement.
- Modelling Processes
- Programming for Software Solution Development.
- Capstone project

CREDITS	SAQA ID	NQF
220	118707	5

## Programme Outline

### Knowledge Modules

- Computers and Computing Systems
- Desktop and Professional Software to Communicate and Visualise Information
- Automated Web Scraping as a Data Source
- Logical Thinking and Basic Calculations
- Computing Theory
- Software Development with HTML5, Opensource Frameworks and Libraries
- UML as Standard Modelling Language for Software and Systems Development
- Obtaining, Querying, Manipulating and Presenting Data with and without MVC
- Software Development Life Cycle, Programming Languages, Algorithms and Security
- Introduction to Governance, Legislation and Ethics
- 4IR and Future Skills
- Design Thinking Principles for Innovation

### Practical Skill Modules

- Use Software to Communicate and Visualise Information
- Use and Manage Spreadsheets and Workbooks
- Use Desktop Applications to Analyse, Visualise and Report on Data
- Use a Visual Analytics Platform and Visualisation Tools to Analyse, Visualise and report on Data
- Query and Message Data
- Apply Logical Thinking and Maths
- Apply Code to use a Software Toolkit/Platform in the Field of Study or Employment
- Develop Software using HTML5, Opensource Frameworks and Libraries
- Design and Build Web Applications, Desktop Graphical User Interfaces or Mobile Apps
- Use a Cloud Automation Platform to Create Solutions
- Develop Software using Python
- Apply the Development Cycle when Developing Software
- Participate in a Design Thinking for Innovation
- Function Ethically and Effectively in a Team
- Technical Requirement Analysis and Refinement
- Modelling Processes
- Programming for Software Solution Development
- Capstone project

# Occupational Certificate in Computer Technician

**Theory:** 2 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

## Course Overview

Students will learn computer hardware and software troubleshooting to become computer technicians. Students will also have computer repair skills. Computer technicians answer questions, fix problems, and maintain a company's network, software, and hardware. They're also called desktop support technicians or computer specialists. Support is available in-person, by phone, or online. Their issues span network systems to desktops. Computer software and hardware companies employ computer technicians to assist customers.

A company's IT department can employ computer technicians to support employees. These technicians manage the company's computer network and equipment. They may troubleshoot technical issues and install or update hardware and software. For company productivity, they can recommend computer products or equipment.

## Admission Requirements

The minimum entry requirement for this qualification is:

- Any NQF Level 4 qualification.

## Certification

On successful completion of the programme, the student will receive a statement of result from Berea College of Technology and upon meeting the EISA requirements, receive an Occupational Certificate: Computer Technician from the QCTO.

## 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.

- Enterprise Administrator
- Computer Technician
- Service Desk Technician
- Systems Administrator
- Server Administrator
- Network Administrator

CREDITS	SAQA ID	NQF
282	101408	5

## Programme Outline

### Knowledge Modules:

- Introduction to Data Communication and Networking
- Basics of Computer Architecture: Hardware
- Basics of Computer Architecture: Software
- Basic Concepts of Sustainable Computer Environment and Green Technologies
- Social Media and Digital Literacy
- End-User Computing
- Business communication and customer services
- Ready for work standards

### Practical Skill Modules:

- Troubleshoot computer and network faults
- Maintain computer and network security
- Provide support to End-Users
- Install computer software and hardware

### Work Experience Modules:

- Respond to user enquiries regarding fault request
- Set up equipment for users, check operating system performance and ensure proper installation of cables and software
- Processes of maintaining computer systems and peripherals
- Identify the potential green technologies, processes and procedures for cost effective application and create a sustainable computer environment to reduce e-waste
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities

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





# FACULTY OF MANAGEMENT & COMMERCE

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 Commerce Studies** will groom learners to become future leaders in the private and public sector with these qualifications.

- **Bachelor of Commerce:** Accounting
- **Bachelor of Commerce:** Human Resource Management
- **Diploma:** Accounting
- **Diploma:** Human Resource Management
- **Diploma:** Public Relations (with Journalism specialisation)
- **National N Diploma:** Medical Secretary
- **National N Diploma:** Public Management
- **Higher Certificate:** Accounting
- **Higher Certificate:** Marketing Management
- **Higher Certificate:** Human Resource Management

# Bachelor of Commerce in Accounting

**Theory:** 3 years

**Modes of Learning:** Full time, part time and distance

## Employment Opportunities

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

- Junior Accounts Manager
- Business Client Account Manager
- Senior Bookkeeper
- Debtors and Creditors Clerk

## Course Overview

The Bachelor of Commerce in Accounting focuses on developing skills like calculations, auditing, computation, and problem-solving throughout the three or four years of study. This course aims to give undergraduate students specialised knowledge in accounting and finance. Graduates will be well-prepared to work in these fields and fill the need for skilled professionals.

In the first year, the programme covers Business Communication, Micro Economics, Business Statistics, Financial Accounting and Macro Economics, with a rich choice of subjects over the balance of the three years.

## Admission Requirements

The minimum entry requirement for the Bachelor of Commerce in Accounting is the following:

- a) A National Senior Certificate (NSC) with Bachelor pass, or
- b) An equivalent NQF level 4 qualification with proven proficiency in English, or
- c) A National Certificate Vocational (NCV) at NQF Level 4 with Degree endorsement, or
- d) Amended Senior Certificate (ASC), with Degree endorsement, or
- e) A Senior Certificate (SC), with University Exemption or Degree endorsement, or
- f) Foreign School leaving Certificate that complies with minimum admission requirements for Degree study as gazetted by the Matriculation Board (Equivalency evaluation is completed with the Matriculation Board)
- g) A Higher Certificate; an Advanced Certificate or Diploma
- h) It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL)

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Bachelor of Commerce in Accounting. All examinations are set and administered by Berea College of Technology. 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).

## 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.

CREDITS	SAQA ID	NQF
360	120985	7

## Programme Outline

### Year 1 - Semester 1

Financial Accounting  
Micro Economics  
Business Statistics  
Business Management  
Business Communication

### Year 1 - Semester 2

Financial Accounting  
Macro Economics  
Business Statistics  
Business Management  
Information Systems in Accounting

### Year 2 - Semester 1

Financial Accounting  
Auditing  
Management Accounting  
Taxation  
Business Law

### Year 2 - Semester 2

Financial Accounting  
Auditing  
Management Accounting  
Taxation  
Business Ethics

### Year 3 - Semester 1

Financial Accounting  
Auditing  
Management Accounting  
Taxation

### Year 3 - Semester 2

Financial Accounting  
Auditing  
Management Accounting  
Taxation

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

# Bachelor of Commerce in Human Resource Management

**Theory:** 3 years

**Modes of Learning:** Full time, part time and distance

## Course Overview

The degree of BCom Human Resources Management is arguably one of the most preferred qualifications both locally and internationally. To pass, one needs to prove that one understands the key value adds that Human Resources Management bring to the table in an organisation especially during this unforeseen and unpredictable labour market, novelty in work culture and business environment.

The purpose of the BCT's BCom (Human Resources Management) is to afford students with the quality education and skills required to be an efficient and effective Human Resources manager/officer or for that matter, any manager that leads a team. The graduate will have the appropriate knowledge and skill set to successfully bridge the gap between the new skills requirement within the discipline and the demand for qualified experts that bank the new age skills as HR decision makers.

## Admission Requirements

The minimum entry requirement for the Bachelor of Commerce in Accounting is the following:

- A National Senior Certificate (NSC) with Degree endorsement, or
- An equivalent NQF level 4 qualification with proven proficiency in English
- A National Certificate Vocational (NCV) at NQF Level 4 with Degree endorsement, or
- Amended Senior Certificate (ASC), with Degree endorsement, or
- A Senior Certificate (SC), with University Exemption or Degree endorsement, or
- Foreign School leaving Certificate that complies with minimum admission requirements for Degree study as gazetted by the Matriculation Board (Equivalency evaluation is completed with the Matriculation Board),
- A Higher Certificate; an Advanced Certificate or Diploma
- It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL)

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Bachelor of Commerce in Human Resources Management. All examinations are set and administered by Berea College of Technology. 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).

## Employment Opportunities

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

- HR Manager
- Industrial Relations Manager
- Recruitment Officer
- HR Administrator
- Placement Consultant

CREDITS	SAQA ID	NQF
360	122726	7

## Programme Outline

### Year 1 - Semester 1

Fundamentals of Financial Accounting	
Business Communication	
Principles of Business Management	
Human Resources Management	101

### Year 1 - Semester 2

Introduction to Information Technology	
Training and Development	
Entrepreneurship and Small Business Management	
Human Resources Management	102

### Year 2 - Semester 1

Micro Economics	
Business Law	
Payroll Management	
Human Resources Management	

### Year 2 - Semester 2

Macro Economics	
Business Statistics	
Employee Health and Wellness	
Human Resources Management	

### Year 3 - Semester 1

Project Management	
Organisational Development and Change Management	
Human Resources Information Systems	
Strategic Human Resources Management	301

### Year 3 - Semester 2

Strategic Management	
Group Dynamics and Leadership	
Ethics and Corporate Governance	
Strategic Human Resources Management	302

## 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.

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

# Diploma in Accounting

**Theory:** 3 years

**Modes of Learning:** Full time, part time and distance

## Employment Opportunities

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

- Junior Bookkeeper
- Assistant to Financial Manager
- Junior Accountant Assistant
- Accounts Clerk

## Course Overview

The Diploma in Accounting provides a solid grounding in the skills of accounting and prepares students to become assistants to accountants/bookkeepers or financial assistants and managers. In the three-year programme, the student will become competent in financial accounting, cost and management, economics, management, communication skills, end-user computing, internal auditing and taxation. A critical component of this course is the work-based module, which equips students with the practical skills on how to apply the theory learnt in the classroom to the working world. The programme is also designed for further studies, as the student explores the philosophy of life-long learning.

## Admission Requirements

- Grade 12 Certificate with admission to diploma studies
- Grade 12 Accountancy and English
- NQF level 4 qualification or equivalent

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Diploma in Accounting. All examinations are set and administered by Berea College of Technology. 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).

## 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 only, full-time, part-time or via distance learning.

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

CREDITS	SAQA ID	NQF
360	24414	6

## Programme Outline

### Year 1 - Semester 1

Financial Accounting	101
Cost & Management	101
Economics	101
Management	101
End User Computer	101
Communication	101

### Year 1 - Semester 2

Financial Accounting	101
Cost & Management	101
Economics	101
Management	101
End User Computer	101
Communication	101

### Year 2 - Semester 1

Financial Accounting	201
Cost & Management	201
Internal Auditing	201
Principles of Law	101

### Year 2 - Semester 2

Financial Accounting	202
Cost & Management	202
Internal Auditing	202
Principles of Law	102

### Year 3 - Semester 1

Financial Accounting	301
Cost & Management	301
Internal Auditing	301
Taxation	301
Work-based Learning	301

### Year 3 - Semester 2

Financial Accounting	302
Cost & Management	302
Internal Auditing	302
Taxation	302
Corporate law	300
Pastel Accounting	300
Work-based Learning	302

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

# Diploma in Human Resource Management

**Theory:** 3 years

**Mode of Learning:** Full time and distance

## Course Overview

The purpose of this qualification is to provide students the opportunity to acquire skills required to perform basic and elementary functions in the Human Resource Management field. Training for this programme is both theoretical and practical. It allows students to grasp fundamental knowledge in the workings of various software packages and the modern office environment and select Human Resources software packages.

## Admission Requirements

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

- Grade 12 Certificate with admission to diploma studies
- NQF level 4 qualification or equivalent

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Diploma in Human Resource Management. All Examinations are set and administered by Berea College of Technology.

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).

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Labour relations, data capture, training and development),
- HR clerical,
- General office administrators, and related positions.

CREDITS	SAQA ID	NQF
360	96400	6

## Programme Outline

### Year 1 - Semester 1

Human Resource Development	101
Human Resource Management	101
Labour Relations	101
Business Management	101
End User Computer	101
Communication	101

### Year 1 - Semester 2

Human Resource Development	102
Human Resource Management	102
Labour Relations	102
Business Management	102
End User Computer	102
Communication	102

### Year 2 - Semester 1

Human Resource Development	201
Human Resource Management	201
Labour Relations	201
Organisational Behaviour	201

### Year 2 - Semester 2

Human Resource Development	201
Human Resource Management	201
Labour Relations	201
Organisational Behaviour	201

### Year 3 - Semester 1

Human Resource Development	301
Human Resource Management	301
Labour Relations	301
Principles of Law	301
Work-based Learning	301

### Year 3 - Semester 2

Human Resource Development	302
Human Resource Management	302
Labour Relations	302
Principles of Law	302
Work-based Learning	302

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

# Diploma in Public Relations (with Journalism specialisation)

**Theory:** 3 years

**Modes of Learning:** Full time and distance

## Employment Opportunities

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

- Public Relations Practitioner
- Junior Public Relations Officer
- Public Relations representative

## Course Overview

This qualification focuses on the learner becoming a fully fledged public relations practitioner all organisations need to increase and sustain their market share and the role of this person is to promote the organisation. The Qualification is regarding the achievement of 2-way communication between an organisation and the public. The sole purpose is to promote business products and only an effective public relations person can perform this service.

## Admission Requirements

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

- A Grade 12 Certificate with admission to diploma studies.
- An NQF level 4 qualification or equivalent
- Prior learning is taken into consideration on the merit of each learner and the unique circumstances of each learner.

## Certification & Examination Authority

Upon successful completion, students will receive a Berea College of Technology Diploma in Public Relations. All Examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

CREDITS	SAQA ID	NQF
360	24407	6

## Programme Outline

### Year 1 - Semester 1

Public Relations	511
Communication Science	511
Media Studies	511
Journalism	511
End User Computer	511
Production	511

### Year 1 - Semester 2

Public Relations	512
Communication Science	512
Media Ethics	500
Journalism	512
End User Computer	512
Production	512

### Year 2 - Semester 1

Public Relations	511
Communication Science	201
Content Writing	101
Industrial Relations	101
Media Studies	
Production	201

### Year 2 - Semester 2

Public Relations	512
Media Studies	612
Content Writing	612
Media Ethics	600
Communication Science	202
Industrial Relations	102
Production	202

### Year 3 - Semester 1

Public Relations	631
Communication Science	301
Industrial Relations	201
Production	301
Work Readiness Programme	301

### Year 3 - Semester 2

Public Relations	632
Communication Science	632
Production	632
Industrial Relations	632
Work Integrated Learning	632

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

# 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 Practice
- Medical Administration
- Front Office
- Medical Aids

## 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



# Higher Certificate in Accounting

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The Higher Certificate in Accounting is designed to provide students with broad and thorough understanding of accounting principles and financial reporting practices, to keep students abreast of innovations in the field, to enhance proficiency in accounting related functions.

## Admission Requirements

The minimum entry requirement for the Higher Certificate in Public Relations is the following:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies.

Or

- Senior Certificate, NQF Level 4.

Or

- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

Or

- Non-traditional applicants may gain admission via RPL for Alternative Access assessment

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Accounting. All Examinations are set and administered by Berea College of Technology. 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).

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Further Studies

After you complete the Higher Certificate in Accounting, learners may join the BCom programme. Enquire at the college on how you may qualify for a degree.

## Employment Opportunities

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

- Assistant Accountant.
- Auditing Assistant.
- Accounts Receivable Administrator.
- Accounts Payable Administrator.

CREDITS	SAQA ID	NQF
120	121159	5

## Programme Outline

### Semester 1

Economics  
Business Communication  
Business Management Fundamentals  
Financial Accounting  
Cost and Management Accounting

### Semester 2

Auditing  
Taxation  
End User Computing  
Business Law  
Accounting Practice

Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

“ Learning is not attained by chance, it must be sought for with ardor and diligence. ”

– Abigail Adams

# Higher Certificate in Marketing Management

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The purpose of this qualification is to provide students the opportunity to acquire skills required to perform basic and elementary functions in the Marketing field. Training for this programme is both theoretical and practical. It allows students to grasp fundamental knowledge in the workings of various software packages and the commercial environment and select Marketing and general IT software packages. The skills, knowledge and understanding demonstrated within this qualification are essential for social and economic transformation and contribute to the upliftment and economic growth within the business sector. The students are trained to assist management with various administrative duties.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Marketing Management. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Email Marketing Assistant/Administrator
- E-Commerce Assistant/Administrator
- Social Media Consultant Administrator

CREDITS	SAQA ID	NQF
132	121176	5

## Programme Outline

### Semester 1

Marketing Management  
Business Communication  
Business Management Fundamentals  
Marketing Metrics

### Semester 2

Marketing Practice  
End User Computing  
Consumer Behaviour  
Digital Marketing Environment  
Social Media and Communication  
Marketing Metrics

“The great aim of education is not knowledge but action.”  
– Herbert Spencer

# Higher Certificate in Human Resource Management

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The purpose of this qualification is to provide students the opportunity to acquire skills required to perform basic and elementary functions in the Human Resource Management field. Training for this programme is both theoretical and practical. It allows students to grasp fundamental knowledge in the workings of various software packages and the modern office environment and select Human Resources software packages.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Human Resource Management. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Please enquire at the nearest campus for post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

## Employment Opportunities

With a qualification in Human Resource Management the career paths you may consider include:-

- Range of entry level human resource management and administration (including health and safety, recruitment, labour relations, data capture, training and development),

CREDITS		NQF
128	120200	5

## Programme Outline

### Semester 1

Economics  
Business Communication  
Business Management Fundamentals  
Human Resources Management

### Semester 2

Labour Relations  
End Using Computing  
Human Resources Development  
Human Resources Management Practice

“Education is simply the soul of a society as it passes from one generation to another.”

– Gilbert K. Chesterton



## FACULTY OF HOSPITALITY

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:

- **Diploma:** Hospitality Management
- **National N Diploma:** Hospitality and Catering
- **National N Diploma:** Travel and Tourism
- **Diploma:** Fitness & Nutrition
- **Certificate:** Fitness & Nutrition

# Diploma in Hospitality Management

**Theory:** 3 years

**In-service Training:** 3 months

**Modes of Learning:** Full time

## Course Overview

The hospitality industry is vast and encompasses various sectors, including hotels, restaurants, travel and tourism, event planning, and more. This diversity allows graduates to explore numerous career paths and specialisations. Professionals can work in different cultures and environments, enriching their personal and professional experiences. The hospitality industry is fast-paced and constantly evolving, creating a stimulating work environment. Every day can present new challenges and opportunities, making it an attractive choice for those who thrive on variety and interaction.

For those interested in entrepreneurship, hospitality management provides a solid foundation for starting and managing a business, whether it is a restaurant, hotel, or travel agency. Join this exciting and in-demand career and enjoy the practical lessons in the kitchen, and explore foreign languages of French, German and Mandarin and take your career around the globe.

## Admission Requirements

Applicants wishing to enrol for the Diploma in Hospitality Management are required to meet the following minimum entry requirements:

National Senior Certificate (NSC): with a diploma endorsement, and English (home language) or English (1st additional language): a minimum rating of 4, and OR

Senior Certificate: a minimum symbol of E for English on the higher grade, or D for English on the standard grade, and OR

National Certificate (Vocational): a minimum of 40% for Communication or English, and vocational subjects relevant to hospitality/catering.

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Diploma in Hospitality Management. All Examinations are set by Berea College of Technology. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

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

## Employment Opportunities:

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

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

CREDITS	SAQA ID	NQF
360	122088	6

## Programme Outline

### Year 1 - Semester 1

Hospitality Management 1  
Office Management and Operations  
Introduction to Tourism and Hospitality  
Professional Communication  
Accommodation Management 1

### Year 1 - Semester 2

Information Systems for Hospitality  
Financial Management for Hospitality 1  
Culinary Studies and Nutrition  
Business Management  
Food and Beverage Management 1  
Choose 1 module:  
Tourism and Hospitality Languages 1A: French  
OR  
Tourism and Hospitality Languages 1B: German

### Year 2 - Semester 1

Industry Law for Hospitality  
Events Planning 2  
Catering 1  
Culinary Studies and Menu Planning  
Accommodation Management 2  
Hospitality Management 2

### Year 2 - Semester 2

Service Excellence and Customer Satisfaction  
Financial Management for Hospitality 2  
Food and Beverage Management 2  
Fundamentals of Entrepreneurship  
Marketing for Tourism and Hospitality  
Choose 1 module: Tourism and Hospitality Languages 1C:  
Mandarin OR Tourism and Hospitality Languages 1D: isiZulu

### Year 3 - Semester 1

Hospitality Management 3  
Accommodation Management 3  
Food and Beverage Management 3  
Catering 2  
Preparation for Workplace Training

### Year 3 - Semester 2

Events Planning 3  
Workplace Practice

## Campus of Delivery

This course is offered at Berea College of Technology. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

# 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

# Diploma: Fitness & Nutrition

**Theory:** 2 years  
**Modes of Learning:** Full time

## Employment Opportunities

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

- Fitness Trainers and Aerobics Instructors
- Athletic Trainers
- Nutritionist

## Course Overview

The primary purpose of the qualification is to provide knowledge and skills qualifying learners with the ability to exercise, tone and build muscles; design a sports programme; understand the importance of diet in maintaining health; and/or work as a fitness instructor, assisting clients in the gym.

## Admission Requirements

- Std. 10 (Grade 12).

## Certification and Examination Authority

The Diploma in Fitness & Nutrition qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Certificates are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Diploma in Fitness and Nutrition qualification. The Diploma in Fitness and Nutrition is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

CREDITS	SAQA ID	NQF
240	16690	6

## Programme Outline

### 1st Year 1st Semester Subjects

Anatomy and physiology	101
Biomechanics	101
Fundamental and nutrition	101
Physical assessments	101

### 1st Year 2nd Semester Subjects

Health screening	102
Motivation techniques	102
Entrepreneurship in the fitness industry	102
Exercise programme design	102

### 2nd year 1st Semester Subjects

Coaching disabilities in sport and exercise	201
Training special populations	201
(pregnancy, elderly clients)	201
Anatomy and physiology	201
Biomechanics	201

### 2nd year 2nd Semester Subjects

Health screening	202
Entrepreneurship in the fitness industry	202
Biomechanics	202
Fundamental and advanced nutrition	202

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



# Certificate: Fitness & Nutrition

**Theory:** 1 year

**Modes of Learning:** Full time

## Course Overview

Are you a health and fitness fanatic looking to professionalise your skills? A fitness and nutrition certificate will enhance your knowledge of nutrition and help build the foundation for optimal health for yourself and potential customers. Improving behaviour change is what nutritional training is all about. With this course, you can keep up with trends in the health industry and mould the lifestyles of many people with menu planning for fitter and healthier individuals.

Learn how to begin your fitness programme and manage all aspects of your health. @ Muscles in motion: Learn the difference between the physiology and kinesiology of your muscles, as well as the effects of the muscular system on the cardio-pulmonary, cardio-respiratory and skeletal systems. @ Exercise and how it affects the body: Build on your knowledge of muscle movement and contractions, and discover how exercise affects your body.

## Certification and Examination Authority

The Certificate in Fitness & Nutrition qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Certificates are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Certificate in Fitness and Nutrition qualification. The Certificate in Fitness and Nutrition is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Employment Opportunities

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

- Personal Trainer
- Assistant Nutritionist

CREDITS	SAQA ID	NQF
120	16690	4

## Programme Outline

Introduction to managing personal health  
Muscles in motion  
Exercise and how it affects the body  
Injury prevention and first aid  
Nutrition and General Health  
Sports nutrition  
Promoting lifestyle changes  
Stress management and reduction  
Designing a Conditioning/Fitness programme  
Movement repertoire for a fitness class  
Exercise testing and evaluation  
The fitness leader in class

## Campus of Delivery

This course is offered at Berea College of Technology (BCT) or Berea Technical College (BTC). Enquire on registration.

## Student Support Services

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

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



## FACULTY OF EDUCATION & LEGAL STUDIES

This course offers a range of options such as Labour Law, Entrepreneurial Business Law and Property Law. Explore our education and legal programmes and transform your career with our practical-based learning that will enrich your knowledge and experience.

- **Post Graduate Certificate Education (PGCE) in Further Education and Training teaching**
- **Diploma: Psychology - General Developmental and Industrial**
- **National N Diploma: Legal Secretary**
- **Diploma: Paralegal**
- **Diploma: Law and Taxation**
- **Higher Certificate: Educational Technology**
- **FET Certificate: Municipal Finance and Administration**

# Post Graduate Certificate Education (PGCE) in Further Education and Training teaching

**Theory:** 2 years

**Modes of Learning:** Part time

## Course Overview

The Postgraduate Certificate in Education (PGCE) in FET teaching holds significant importance for South African students aspiring to embark on careers in teaching and lecturing. The programme prepares students to adapt to the evolving educational needs, promoting a deeper understanding of curriculum development, classroom management, and assessment techniques.

## Admission Requirements

(i) An appropriate NQF level 7 bachelor's degree with sufficient disciplinary content learning in the appropriate fields leading to a teaching specialisation; or

(ii) An appropriate 360 credit NQF level 6 Diploma with sufficient disciplinary content learning in the appropriate fields leading to a teaching specialisation.

(iii) In cases where students do not have the requisite level of disciplinary content knowledge leading to a teaching specialisation, he / she would be required to take additional disciplinary subject content knowledge modules concurrently.

## Certification and Examination Authority

On successful completion of the programme, the student will receive a certificate from Berea College of Technology in Post Graduate Certificate in Education.

The Post Graduate Certificate in Further Education is accredited by the Higher Education Quality Committee [HEQC] of the Council on Higher Education [CHE] and is registered on the National Qualifications Framework [NQF] with the South African Qualifications Authority [SAQA].

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

## Teaching Practice

This course is offered at Berea College of Technology, based on Experiential Learning at Secondary Schools. Berea College of Technology is registered as a private higher education institution with the Department of Higher Education and Training.

Competency subjects of isiZulu, English and Information Communication Technology (ICT) are included in the course fee.

## Employment Opportunities

A qualified learner will be able to pursue a career as a:-

- Further education lecturer
- Technical School teacher
- Special needs education teacher

CREDITS	SAQA ID	NQF
128	122513	7

## Programme Outline

### Year 1 - Semester 1

Education Foundations 101 (Teaching, Learning, Curriculum and Assessment) Schooling in South Africa

### Year 1 - Semester 2

ELECTIVE MODULE 1 (Annual) - Teaching Practice 1 (Term 3)

### Year 2 - Semester 1

Education Foundations 102 (Sociology and Philosophy )  
ELECTIVE MODULE 2 (Annual) Teaching Practice 2 (Term 2)

### Year 2 - Semester 2

ELECTIVE MODULE 1 (Annual)  
ELECTIVE MODULE 2 (Annual)

## Elective Modules

Teaching Methods in Engineering and Graphic Design	32 Credits
Teaching Methods in Business Studies	32 Credits
Teaching Methods in Computer Application Technology	32 Credits
Teaching Methods in Hospitality Studies	32 Credits
Teaching Methods in English	32 Credits
Teaching Methods in History	32 Credits
Teaching Methods in Information Technology	32 Credits
Teaching Methods in isiZulu	32 Credits
Teaching Methods in Mathematics	32 Credits
Teaching Methods in Tourism	32 Credits

# Diploma: Psychology - General Developmental and Industrial

**Theory:** 2 years  
**Modes of Learning:** Full time

## Employment Opportunities

The qualification in Psychology - General Developmental and Industrial has various career options that you will enjoy. These include:-

- Counselling Services
- Development Psychology
- Industrial Psychology

## Course Overview

Psychology focuses on the mind and behaviour of humans. This course focuses on the general principles of psychology and children's physical, emotional and intellectual development and human behaviour in the workplace. It is the study of human behaviour and experience and the ways in which individuals relate to each other and their environment.

## Admission Requirements

Grade 12 or equivalent

## Certification and Examination Authority

The Diploma in Psychology General Developmental and Industrial qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Certificates are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Diploma in Psychology General Developmental and Industrial. This Diploma is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

CREDITS	SAQA ID	NQF
240	21135	6

## Programme Outline

### 1st Year 1st Semester Subjects

Organizational Behavior	101
Communication Skills	101
Computer Practice	101
Advance Psychology	101
Developmental Psychology	101

### 1st Year 2nd Semester Subjects

Educational psychology	102
Employee and Organisational Wellness	102
Intro to Basic Health Care and Counselling	102
Personality Theories	102
Communication Skills	102
Employment Relations	102

### 2nd Year 1st Semester Subjects

Personality in Work Context	201
Personnel and Career Psychology	201
Individual Differences and Work Performance	201
Adulthood and Maturity	201
Cognition: Thinking	201
Introduction to Research and Statistics	201

### 2nd Year 2nd Semester Subjects

Psychology in Society	202
Mental Health Encounters	202
Counselling Skills	202
Workforce Diversity	202
Gender Studies and HIV/AIDS Counselling	202
Research Project	202
Psychology in Society	202

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

# National N Diploma: Legal Secretary

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

## 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

## 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.

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

# Diploma: Paralegal

**Theory:** 2 years

**Modes of Learning:** Full time | Part Time

## Course Overview

Paralegal Studies is an exciting entry into the field of law. If you enjoy going to court and preparing for court cases, then a field in paralegal studies is a great foundation. With Paralegal Studies, you can find yourself being employed by a lawyer, governmental agency or law office. The course is an open book to various types of laws such as Labour Law, Entrepreneurial Business Law and Property Law. Learners will graduate having acquired the various general principles of law and how to be a pillar of strength to those in the legal field.

## Admission Requirements

- Grade 12

## Certification and Examination Authority

The Diploma in Paralegal qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Certificates are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Diploma in Paralegal. The Diploma in Paralegal is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

## Employment Opportunities

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

- Paralegal Secretary
- Legal Advisor to Estate Agents
- Court Administrative Assistant

CREDITS	SAQA ID	NQF
240	21138	6

## Programme Outline

### 1st Year 1st Semester Subjects

Communication	101
Office Management for Legal Practices	101
Introduction to South African Law	101
Computer Practice	101
Introduction to Research Methodology for Law	101

### 1st Year 2nd Semester Subjects

Labour Law	102
Law of Properties	102
Debt Collecting Process	102
Law of Persons	102
Communication	102

### 2nd Year 1st Semester Subjects

General Principles of Criminal Law	201
General Principles of Civil Procedure	201
Corporate Law	201
Family Law	201
Interpretation of Statutes	201

### 2nd Year 2nd Semester Subjects

Constitutional Law	202
Law of Evidence	202
Criminal Law: Specific Crimes	202
Law of Succession	202
Work Intergrated Learning	202

“I am not a product of my circumstances. I am a product of my decisions”

Stephen Covey

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

# Diploma: Law and Taxation

**Theory:** 2 years  
**Modes of Learning:** Full time

## Employment Opportunities

Students can pursue a career in the following:

- Tax Calculation and Submission
- Tax Consultation
- Financial Management of Tax Requirements within an Organisation

## Course Overview

Nothing is certain except death and taxes," said Benjamin Franklin in 1789, and it still rings true. No business and few employees can escape taxation, it is, therefore, imperative individuals, business owners and finance people to know and understand South African taxation and the law. This course teaches tax legislation, knowledge and skills so graduates will feel at home in this technical environment. Students will get a handle on personal and business income tax, capital gains tax, donations tax and the taxation of trusts. As the tax law is frequently changed, this field of law is an exciting one. The qualification is designed for those who already have a basic grounding in tax law and wish to refine their skills and improve their career options.

## Admission Requirements

- Grade 12 with Mathematics and English

## Certification and Examination Authority

The Diploma in Law and Taxation qualification is accredited by the Quality Council of Trade and Occupations (QCTO). Certificates are issued by Berea Technical College (BTC). Berea Technical College is accredited by the Quality Council for Trade and Occupations. Programmes are fully accredited with the Department of Higher Education and Training (DHET).

## Further Studies

On successful completion, learners will receive a Diploma in Law and Taxation. This Diploma is a foundation for further studies. Learners may enquire at the Berea College campuses for post-graduate qualifications.

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

CREDITS	SAQA ID	NQF
240	15538	6

## Programme Outline

### 1st Year 1st Semester Subjects

Communications	101
Office Management	101
Intro to South African Law	101
Computer Practice	101

### 1st Year 2nd Semester Subjects

Communications	102
Labour Law	102
Property Law	102
Debt Collecion	102
Entrepreneurial Business Law	102

### 2nd Year 1st Semester Subjects

Business Law	201
Principles of Taxation	201
Auditing	201
Financial Accounting	201

### 2nd Year 2nd Semester Subjects

Auditing	202
Business Calculation	202
Financial Accounting	202
Taxation	202

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

# Higher Certificate in Educational Technology

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

Education Technology uses a combination of computer hardware, software and educational theory and practice for teamwork and an active learning environment. Via technology, there is quick access to information making teaching easier and learning fun for students. Classrooms equipped with digital learning tools such as computers and hand-held devices is the norm today.

This qualification has great value as it provides potential or practicing teachers, lecturers and corporate trainers with the knowledge and tools to understand the evolution of technology in education. Students will be taught the basic and elementary functions in the Educational Technology field, theoretically and practically.

## Admission Requirements

The minimum entry requirement for this qualification is: National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies.

or Senior Certificate, NQF Level 4.

or National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Educational Technology. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

Enquire at the nearest campus on progression options after completion of the Higher Certificate in Education Technology.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Computer Instructor.
- Educational Technology Trainer
- Technology Teacher
- Educational Technologist

CREDITS	SAQA ID	NQF
132	118627	5

## Programme Outline

### Semester 1

Business Communication  
Business Management Fundamentals  
Educational Technology Applications  
Education Fundamentals

### Semester 2

Educational Media Design  
End Using Computing  
Human Resources Development  
Educational Technology Practice

“ For a product to really be sustainable, it's really got to deliver the goods for the end user. That drives the whole rest of the equation ”

- Chris Kilham



# FET Certificate Municipal Finance and Administration

**Theory:** 1 year

**Modes of Learning:** Full time | Part Time

## Course Overview

The purpose of the FETC Municipal Finance and Administration Qualification at Level 4 is to provide a structured programme for municipal officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. The FETC: Municipal Finance and Administration is aimed at practitioners working in or wishing to work in the Municipal sector. It is a Qualification in a career pathway towards an accomplished municipal financial management specialist.

## Admission Requirements

All learners accessing this Qualification must be in possession of a Further Education and Training Certificate or equivalent Qualification, bearing in mind the learning assumed to be in place. Learners must have completed a Grade 12 (Matric) Qualification or grade 11 with two years work experience. Learners will have competences in a First and Second Language, as well as Communication NQF Level 3, Mathematical Literacy as per the NQF level 3 and Computer Literacy NQF Level 3.

## Certification and Examination Authority

- Certificates are issued by LG SETA
- Qualifications are nationally recognised by industry.

Upon successful completion of this programme, learners will receive a:

Further Education and Training Certificate: Municipal Finance and Administration, NQF 04

## Further Studies

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.

## Campus of Delivery

This course is offered at the Berea College of Technology (BCT) campus.

## Employment Opportunities

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

- Financial Services
- Administration
- Management
- Accounting
- Project/Public Entity Management

CREDITS	SAQA ID	NQF
157	50372	4

## Programme Outline

1. Discuss and implement selected legislative and regulatory guidelines governing the public sector management and administration environment.
2. Apply accounting principles and procedures for municipal resource management.
3. Conduct revenue and cost analysis in the context of multi-year revenue and expenditure management in municipalities.
4. Explain and apply management information systems in a municipal environment.
5. Manage self and projects in a municipal environment.
6. Design and apply administrative principles, procedures and systems in municipal office administration.



*A true police officer fights not because he hates what's in front of him, but because he loves who stands behind him*



- Unknown



# RELATIVE



## FACULTY OF MEDIA AND CREATIVE STUDIES

The media and creative industries attracts the imaginative, innovative learner as this course requires multi-disciplinary skills, such as being able to tell a story and use technology as a tool to promote fresh ideas.

### Media Studies

Media Studies is diverse and students learn to analyse the content, history and impact of the media on society. The internet and social media have opened new playing fields where opportunities are endless. So, whether you choose a career in film, radio, television, in business or in the corporate world, you will be well-equipped to thrive.

### Creative Studies

If you have artistic flair, energy and can imagine the possibilities and wonders of the world, then Creative Studies was designed to harness your potential. Creative Studies refers to a range of activities that generate and commercialise creativity, ideas and information. The creative industries have the potential to regenerate economies and create jobs and wealth.

- **Higher Certificate:** Digital Marketing
- **Higher Certificate:** Journalism
- **Higher Certificate:** Social Media and Communication
- **National Certificate:** Radio Production
- **National Certificate:** Sound Technology
- **Certificate:** Graphic Web Design and Multimedia

# Higher Certificate in Digital Marketing

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The growing trend to digitalise business creates a need for a new marketer who knows the art of digital marketing. The Digital Marketer is at home in cyberspace where he/she uses the power of the Internet to create effective and successful campaigns including email letters, blogs, webpages and social media posts. The student is taught to measure the effectiveness of marketing campaigns using Google Analytics and Search Engine Optimisation (SEO); important as more consumers research products online. The theoretical and practical training means students understand how to confidently navigate the various software packages and experience real-world Digital Marketing work.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Digital Marketing. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

After you completed a Higher Certificate on Digital Marketing you can join the BCom programme enquire with our College on how you can qualify for a Degree.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities:

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

- Digital Marketing Assistant
- Digital Marketing Administrator
- Email Marketing Assistant

CREDITS	SAQA ID	NQF
128	118440	5

## Programme Outline

### Semester 1

Digital Marketing  
Business Communication  
Business Management Fundamentals  
Marketing Management

### Semester 2

End Using Computing  
Digital Marketing Environment  
Social Media and Communication  
Consumer Behaviour  
Digital Marketing Practice

“ It always seems impossible until it's done.

Nelson Mandela

”

# Higher Certificate in Journalism

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The purpose of the Higher Certificate in Journalism provides students with the fundamental knowledge, conceptual and interpersonal skills to prepare them for an entry level role or a career in journalism and media, and to teach theory and principles that will develop learners into competent individuals who can assist organisations to reach their mission and goals. This qualification is the start of a career path in Journalism. The skills, value attributes, and knowledge reflected in this qualification are building blocks that will prepare students for progression along the learning ladder.

This programme will contribute to the full development of the student within the Journalism environment by providing recognition and further mobility within the field. The qualification supports the philosophy of life-long learning because students will be able to increase their access to employment since this programme also caters for individuals who are employed but lack the certification to perform efficiently or to be promoted.

## Admission Requirements

- The minimum entry requirement for the Higher Certificate in Journalism is the following:
- A National Senior Certificate (NSC) with a Higher Certificate endorsement

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Journalism. All examinations are set and administered by Berea College of Technology. 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).

## 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 only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- **Print or Broadcast Journalist.**
- **Photojournalist.**
- **News Presenter.**
- **Communications Officer**

CREDITS	SAQA ID	NQF
130	122922	5

## Programme Outline

### Semester 1

Business Management Fundamentals  
Print Journalism  
Social Media and Communication  
End User Computing  
Entrepreneurship  
Media Studies

### Semester 2

Business Communication  
Photo Journalism  
Languages for Journalism A: isiZulu  
OR  
Languages for Journalism A: French  
English for Journalism  
Media Law and Ethics  
Journalism Practice

“ We don't go into journalism to be popular. It is our job to seek the truth and put constant pressure on our leaders until we get answers ”

# Higher Certificate in Social Media and Communication

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Employment Opportunities

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

- E-Commerce Assistant/Administrator,
- Social Media Consultant/Administrator,
- Communication Specialist – Social Media

## Course Overview

The purpose of this qualification is to provide students the opportunity to acquire skills required to perform basic and elementary functions in the Social Media and Communication field. Training for this programme is both theoretical and practical. It allows students to grasp fundamental knowledge in the workings of various software packages and the commercial environment and select Social Media and Communication and general IT software packages. The skills, knowledge and understanding demonstrated within this qualification are essential for social and economic transformation and contribute to the upliftment and economic growth within the business sector.

## Admission Requirements

- The minimum entry requirement for the Higher Certificate in Journalism is the following:
- A National Senior Certificate (NSC) with a Higher Certificate endorsement

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Social Media and Communication.

All examinations are set and administered by Berea College of Technology. 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).

## 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 only, full-time, part-time or via distance learning.

CREDITS	SAQA ID	NQF
120	120240	5

## Programme Outline

### Semester 1

Business Communication  
Business Management Fundamentals  
Fundamentals of Social Media and Communication

### Semester 2

Social Media and Communication Environment  
End Using computing  
Public Relations Management  
Social Media and Communication Practice

“Don't limit a child to your own learning, for he was born in another time.”  
-Rabindranath Tagore

# National Certificate: Radio Production

**Theory:** 1 year

**Modes of Learning:** Full time

## Course Overview

The purpose of this qualification is for learners to be able to produce radio programmes. The National Certificate in Radio Production at NQF Level 5 is generic across commercial, public and community service fields. The community impact of this qualification includes the presentation of job opportunities to which all cultural groups have access, through community radio broadcasting. The qualification is also wide-ranging, cutting across a broad spectrum of the economy. The qualification was designed to accommodate radio programmes relevant to all audiences.

## Admission Requirements

- Language and communication competence at NQF Level 4
- Mathematical literacy at NQF Level 4
- Computer literacy at NQF Level

## Certification and Examination Authority

Learners will receive a Certificate in Radio Production.

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

## Further Studies

On completion of the Certificate, you may progress to the next level. Enquire at our campuses.

## Campus of Delivery

This course is offered at Berea College of Technology only.

## Employment Opportunities

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

- Radio Announcer
- Disc Jockey

CREDITS	SAQA ID	NQF
159	62069	5

## Programme Outline

- Operate within relevant legislative frameworks.
- Research content for radio broadcasts.
- Write scripts for radio broadcasts.
- Build resource networks relevant for radio productions.
- Generate and pitch ideas for programmes and items for transmission.
- Work in teams in the radio context.
- Operate a variety of studio and field recording and production audio equipment.
- Produce live and studio programmes and items for transmission.
- Edit and mix features, programmes and items to meet broadcasting requirements.
- Present radio programmes/items that meet specified requirements.
- Interview guests/panels/content providers in a broadcasting context.

“

*Radio is the most intimate and socially personal medium in the world.*

”

-Harry Von Zell

# Certificate: Graphic Web Design and Multimedia

**Theory:** 1 year  
**Modes of Learning:** Full time

## Course Overview

Graphic Design professionals work alongside marketing, advertising and media teams, using their skills in visual communication to market products, thereby maximising profit growth for the client's business. This Certificate programme focuses on website design, production and interactivity. You will use state-of-the-art multimedia authoring and layout packages to bring your creative ideas to life. You will learn how to design, edit code, customise and enhance a variety of web design features

## Admission Requirements

Grade 11, and Computer Literacy.

## Certification and Examination Authority

- Upon successful completion of this programme, learners will receive a:
- Certificate: Graphic web design and multimedia
- Certificates and diploma are issued by the Berea Technical College.
- All qualifications are nationally recognised by industry and universities.

## Further Studies

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.

## Campus of Delivery

This course is offered at Berea College of Technology only.

## Employment Opportunities

The Certificate in Broadcast Engineering has various career options that you will enjoy. These include:-

- Art Director
- Creative Director
- Drafter (Architecture and Engineering)
- Film and Video Editor
- Industrial/Product Designer
- Digital Marketing Manager
- Multimedia Artist/Animator

CREDITS	SAQA ID	NQF
136	71591	4

## Programme Outline

### Fundamental:

- First Language Communication; 4; 20.
- Second Language Communication; 3; 20.
- Mathematical Literacy; 4; 16.

### Core:

- Introduction to Computers and the Web; 4; 20.
- Principles of Design; 4; 20.

### Elective (Select any 1 stream):

Elective Stream 1-Computer Graphic Artist:

- Use Adobe Photoshop as a Design Tool; 4; 20.
- Use CorelDraw as a Design Tool; 4; 20.

### Elective Stream 2-Web Design:

- Use Dreamweaver as Web Design Tool; 4; 20.
- Use Flash in Website Design; 4; 20.

### Elective Stream 3-Multimedia Design:

- Use Adobe Photoshop for Multimedia Design; 4; 20.
- Use Flash in Multimedia Design; 4; 20.

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

# FACULTY OF TRANSPORT & LOGISTICS

The exciting world of transport and logistics includes careers in road, air and sea freight. The field consists of a range of specialised skills in supply chain administration and management and learning the delivery chain of different organisations. Careers extend to purchasing, inventory management, logistics, sales and customer service.

The Maritime industry will not only take you across different shores but can earn you excellent salaries and perks as you venture from country to country. Transport and logistics departments are part of nearly every organisation today, whether small scale or large. You have the potential to grow from an analyst to a manager with the knowledge gained in this course.

Venture into one of these programmes and see your career move forward.

- **Bachelor of Commerce** in Supply Chain Management
- **Higher Certificate:** Supply Chain Management
- **Higher Certificate:** Maritime Studies
- **Higher Certificate:** Project Management
- **Higher Certificate:** Logistics Management
- **Higher Certificate:** Operations Management





# Bachelor of Commerce in Supply Chain Management

**Theory:** 3 years

**Modes of Learning:** Full time, part time or distance

## Employment Opportunities

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

- Supply Chain Manager
- Procurement Officer
- Warehouse Manager
- Supply Chain Officer

## Course Overview

The Bachelor of Commerce in Supply Chain Management is a gateway to your future career. The programme focuses on preparing students for highly sought-after roles in the supply chain field including logistics managers, planners, general management and business analysis positions. If you're passionate about overseeing critical business processes like transportation, operations, procurement, and warehousing, this degree equips you with the necessary skills, and will shape you into a versatile business professional who understands organisational structures and mechanisms.

## Admission Requirements

The minimum entry requirement for the Bachelor of Commerce in Supply Chain Management is the following:

- a) A National Senior Certificate (NSC) with Bachelor pass, or
- b) An equivalent NQF level 4 qualification with proven proficiency in English, or
- c) A National Certificate Vocational (NCV) at NQF Level 4 with Degree endorsement, or
- d) Amended Senior Certificate (ASC), with Degree endorsement, or
- e) A Senior Certificate (SC), with University Exemption or Degree endorsement, or
- f) Foreign School leaving Certificate that complies with minimum admission requirements for Degree study as gazetted by the Matriculation Board (Equivalency evaluation is completed with the Matriculation Board)
- g) A Higher Certificate; an Advanced Certificate or Diploma
- h) It is possible in some cases, to gain entry into the programme on the basis of Recognition of Prior Learning (RPL)

## Senior Certificate:

A minimum symbol of E for English on the higher grade, or D for English on the standard grade, and OR

## National Certificate (Vocational):

A minimum of 40% for Communication or English, and vocational subjects relevant to hospitality /catering.

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Bachelor of Commerce in Supply Chain Management. All examinations are set and administered by Berea College of Technology. 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).

CREDITS	SAQA ID	NQF
360	122089	7

## Programme Outline

### Year 1 - Semester 2

Fundamentals of Financial Accounting	
Business Communication	
Fundamentals of Business Management	
Introduction to Supply Chain Management	101

### Year 1 - Semester 2

Introduction to Information Technology	
Business Statistics	
Business Management	
Introduction to Supply Chain Management	102

### Year 2 - Semester 1

Operations Management	
Business Law	
Micro Economics	
Supply Chain Management	201

### Year 2 - Semester 2

Digital Transformation	
Warehousing Management	
Macro Economics	
Supply Chain Management	202

### Year 3 - Semester 1

Project Management	
Transport and Logistics Management	
Quantitative Analytics	
Supply Chain Management	301

### Year 3 - Semester 2

Strategic Management	
Total Quality Management	
Ethics and Corporate Governance	
Supply Chain Management	302

## 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.

Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

# Higher Certificate in Supply Chain Management

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

Supply Chain Management handles the flow of goods and services from the manufacturing of the product to the consumer. The supply chain has to be effective to improve profits by reducing costs. It also plays a vital role in customer satisfaction through the timely delivery of products and services.

This course prepares students for supply chains of the future, teaching strategic thinking and dynamic training to adapt to technological changes and customers' needs. Training is, therefore, both theoretical and practical. The skills, knowledge and attributes taught have value to prepare students for progression along the learning ladder.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Supply Chain Management. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

After you complete the Higher Certificate in Supply Chain Management, learners may join the BCom programme. Enquire at the college on how you may qualify for a degree.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Logistics Administrator
- Warehouse Administrator
- Inventory Controller
- Warehouse Manager
- Buyer
- Purchasing and Inventory Clerk
- Procurement Manager/Specialist
- Commodities Manager
- Category Manager

CREDITS	SAQA ID	NQF
132	119054	5

## Programme Outline

### Semester 1

Economics  
Business Communication  
Business Management Fundamentals  
Supply Chain Principles & Key Criteria  
Introduction to Purchasing

### Semester 2

Introduction to Supply Chain Management  
Information Systems  
Operation Management for Public sector  
Supply Chain Management Practice



*Looking at the world through a sustainability lens not only helps us 'future proof' our supply chain, it also fuels innovation and drives brand growth*



Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

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

# Higher Certificate in Maritime Studies

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

Maritime Studies opens doors to adventurous careers at sea and interesting positions on land as the maritime industry is so prolific. This makes sense considering that, according to statistics, as much as 90% of the world's trade is carried on ships. A maritime career path embraces engineering, technical, commercial and industrial options.

Maritime Studies is an interdisciplinary, broad-based academic field and students learn a range of subjects including Maritime Economics and Nautical Science. Maritime Economics prepares students for careers in the maritime industry ashore; while Nautical Science prepares students for careers at sea. This qualification prepares students for work in the Maritime Industry regionally, nationally and internationally.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Maritime Studies. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

After you complete the Higher Certificate in Maritime Studies, learners may join the BCom programme. Enquire at the college on how you may qualify for a degree.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

**\* Enquire** about subjects offered via Distance Learning.

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

## Employment Opportunities

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

- Shore Based Supervisor
- Forwarding controller
- Port Operations Supervisor
- Imports Coordinator
- Port Administrator

CREDITS	SAQA ID	NQF
135	115548	5

## Programme Outline

### Semester 1

Business Communication  
Maritime Health and Safety Management  
Economics  
Introduction to Maritime Studies  
Introduction to Shipping

### Semester 2

Fundamentals of Shipping  
Information Systems  
Ship Chartering and Brokering  
Maritime Law for Navigation  
Port Terminal Management  
Work Integrated Learning



*The winds and waves  
are always on the side  
of the ablest navigators*

- Edward Gibbon



Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

# Higher Certificate in Project Management

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The Project Management's role is to plan, organise and control activities to complete projects successfully, on time, and within a budget. The Project Manager must also predict possible problems and dangers and use good communication, motivation and people skills. A qualifying student will be well-rounded with foundational technical skills in management, administration, planning and organisation. Training for this qualification is theoretical and practical and includes project management methods, approaches and tools used in the modern work environment.

The future of project management is bright with an increasing demand for practitioners with upcoming software such as blockchain, AI, human/machine collaboration, mobile and remote access.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Project Management. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

After you complete the Higher Certificate in Project Management, learners may join the BCom programme. Enquire at the college on how you may qualify for a degree.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

## Employment Opportunities

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

- Project Manager
- Project Management Supervisor
- Project Planner
- Operations Manager
- Business Manager

CREDITS	SAQA ID	NQF
123	117954	5

## Programme Outline

### Semester 1

Business Communication  
Business Management Fundamentals  
Project Management fundamentals  
Project Scheduling  
Project Resources Management

### Semester 2

Project Quality Management  
Information Systems  
Project Cost and Management  
Project Procurement Management  
Project Management Practice

“Project Management can be defined as a way of developing structure in a complex project, where the independent variables of time, cost, resources and human behaviour come together

Rory Burke

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

# Higher Certificate in Logistics Management

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The logistics industry is going through a fast, unprecedented transformation. Once considered to be a low-skilled industry, it has become a sought-after sector for employment as a result of emerging technology such as 3D printing, drone delivery, driverless vehicles, and the Internet of Things (IoT). The future of logistics aims to increase speed, decrease waste and reduce costs.

Logistics Management forms part of the supply chain management that plans, implements and controls the structured flow and storage of goods and services to meet customers' needs. This includes production, shipment and warehousing. This qualification equips students to operate in both manufacturing and non-manufacturing businesses.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

Upon successful completion, students will receive a Berea College of Technology Higher Certificate in Logistics Management. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

After you complete the Higher Certificate in Logistics Management, learners may join the BCom programme. Enquire at the college on how you may qualify for a degree.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Logistics and Supply Chain Administrators
- Logistics / Transport Controller
- Operations Administrator
- Dispatcher

CREDITS	SAQA ID	NQF
140	119052	5

## Programme Outline

### Semester 1

Economics  
Business Communication  
Business Management Fundamentals  
Logistics Management  
Operations Management Fundamentals

### Semester 2

Introduction to Supply Chain Management  
Quality Management Basics  
Information Systems  
Logistics Purchasing Management  
Logistics Management Practice

“The line between disorder and order lies in logistics”

\* **Enquire** about subjects offered via Distance Learning.

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

Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

# Higher Certificate in Operations Management

**Theory:** 1 year

**Modes of Learning:** Full time, part time and distance

## Course Overview

The purpose of this qualification is to provide entry into the field of Operations Management. This qualification will equip students with Operations Management skills to work at entry level in a business and industry. Students will acquire the requisite knowledge and skills to operate in both manufacturing and non-manufacturing businesses. The qualification provides students who are already in the manufacturing industry or wish to find employment in manufacturing industry, with the knowledge of the principles, concepts and techniques that underlie the disciplines necessary for effective management of the operating system. The qualification will improve the student's efficiency and effectiveness, which are key components in an office and manufacturing environment for ensuring that the organisation runs smoothly. This contributes to higher productivity and improved service delivery. A qualifying student will be a well-rounded practitioner with foundational technical skills in management, administration, planning and organisation.

## Admission Requirements

The minimum entry requirement for this qualification is:

- National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies, or
- Senior Certificate, NQF Level 4, or
- National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.

## Certification and Examination Authority

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Operations Management. All examinations are set and administered by Berea College of Technology. 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).

## Further Studies

After you complete the Higher Certificate in Operations Management, learners may join the BCom programme. Enquire at the college on how you may qualify for a degree.

## Campus of Delivery

This course is offered at Berea College of Technology only, full-time, part-time or via distance learning.

## Employment Opportunities

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

- Production Manager
- Production Planner
- Operations Manager
- Production Scheduler
- Production Supervisor

CREDITS	SAQA ID	NQF
124	119050	5

## Programme Outline

### Semester 1

Economics  
Business Communication  
Business Management Fundamentals  
Purchase Management

### Semester 2

Introduction to Supply Chain Management  
Information Systems  
Quality Management Basics  
Project Management Basics  
Operation Management Practice

“ Management is doing things right; leadership is doing the right things.

– Peter Drucker



Didn't get a Bachelor's pass, complete a Higher Certificate and enter the degree programme.

# EMPLOYED

OUR GRADUATES HAVE BEEN SUCCESSFULLY PLACED AT THE FOLLOWING COMPANIES



**Diploma**  
in Electrical  
Engineering

**Aveshen** Moodley



**Diploma**  
in Information  
Technology

**Phindile** Dlamini



**TOYOTA**



**Diploma**  
in Mechanical  
Engineering

**Nqobile** Jaca



**Diploma**  
in Information  
Technology

**Slindile** Chili



**Diploma**  
in Electrical  
Engineering

**Kamran** Moodley



**Hirt&Carter**



**Diploma**  
in Financial  
Management

**Snoxolo** Nokwethemba



**Diploma**  
in Human Resource  
Management

**Thokozile** Mthabela



**Diploma**  
in Chemical  
Engineering

**Tyller** Pillay



**Diploma**  
in Mechanical  
Engineering

**Levi** Bunselal



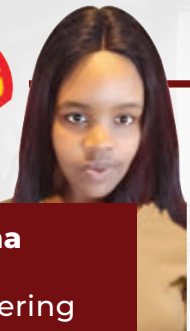
**Diploma**  
in Civil  
Engineering

**Lihle** Sishi



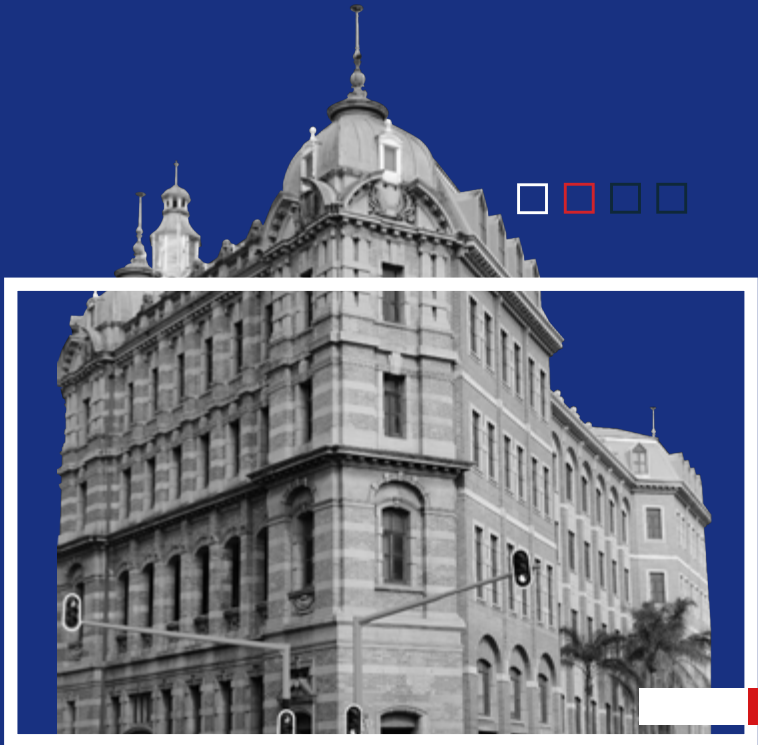
**Diploma**  
in Human Resource  
Management

**Nokulunga** Zuma



**Diploma**  
in Civil  
Engineering

**Maphoka** Palaki



## BEREA GROUP OF COLLEGES



**Berea  
Technical  
College**

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**Berea  
College Of  
Technology**

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 Web: [www.bereagroup.co.za](http://www.bereagroup.co.za)

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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).