G-CITI CAMPUS

PROSPECTUS

Semester Courses

I-CAN Centre

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G-CITI
BUSINESS SCHOOL

Programming Title	Office Administration – 3 Months

Description

This programme provides an opportunity for the learner to acquire progressive knowledge of management techniques, of fice administration techniques and Business communic ation skills.

Career Fields

Learners could pursue a career in one of the following career fields:

Office Administration & Management
Business | Project Administration

Programme Outline

IC3 Spark – Digital Literacy (Fundamentals of Computing | MS Word | Excel | PowerPoint, Internet & Email)
Introduction to Project Management

Introduction to Business Communication
Understanding the Office Environment
Introduction to Business Entrepreneurship

Type of Programme

Full-Time (Morning) | Part-time (Evening)
Instructor-led

Duration

3 Months | 2 Sessions per week | 2 Hours per session

Admission Requirements

Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.
Knowledge, comprehension and application of Mathema tical Literacy at NQF 3/Grade 10 or equivalent.
Grade 10

Learner Material

Textbooks are included in the tuition fees.

Pricing (Payment Options on request)

Cost: R 5 000.00
(40% Bursary Opportunity - R 2 000.00)
Total You Pay = R 3 000.00

Assessments

An integrated assessment approach, using both formative and summative methods of assessments, is used. Learners must be prepared to allocate additional time every week to complete research projects, assignments, tasks or tests as required.

Certifications

Upon successful completion of the programme and exam, student will receive International Certification for IC3 Spark Digital Literacy Certification and Genesis-CITI Campus

Programming Title	Office Administration – 6 Months

Description

This programme provides an opportunity for the learner to acquire advanced knowledge of management techniques, office administration techniques, financial accounting and reporting skills.

Career Fields

Learners could pursue a career in one of the following career fields:

  Office Administration & management
  Business | Project Administration

Programme Outline

  IC3 Spark – Digital Literacy (MS Word | Excel | PowerPoint, Internet & Email)
  Introduction to Project Management
  Introduction to Business Communication

  Understanding the Office Environment
  Introduction to Business Entrepreneurship.
  Pastel Partner Accounting V14

Type of Programme

  Full-Time / Part-time
  Instructor-led | Blended Learning | Self-Development Study

Duration

  6 Months | 2 Sessions per week | 3 Hours per session (Full-Time)
  6 Months | 2 Sessions per week | 2 Hours per session (Part-Time)

Admission Requirements

  Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.
  Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 11 or equivalent.

Learner Material

  Textbooks are included in the tuition fees.

Pricing (Payment Options on request)

Cost: R 11 150.00
(40% Bursary Opportunity - R 4 460)
Total You Pay = R 6 690.00

Assessments

An integrated assessment approach, using both formative and summative methods of assessments, is used. Learners must be prepared to allocate additional time every week to complete research projects, assignments or tasks as required.

Exams

Exam are assessment based and online through the Sage Pastel portal and Certiport Portal (Platforms)

Certifications

Upon successful completion of the programme and exam, the student will receive International Certification for Ic3 Digital Literacy Certification from Certiport, Pastel Accounting V14 from Sage Pastel and Office Administration Certification from G-CITI Campus

Programming Title — Office Administration – 1 Year

Description

This programme provides an opportunity for the learner to acquire advanced knowledge of management techniques, office administration techniques, financial accounting and reporting skills. Students will also be equipped with advanced tools of Microsoft Office applications in Word, Excel and PowerPoint.

Career Fields

Learners could pursue a career in one of the following career fields:

Office Administration & management

Business | Project Administration

Programme Outline

IC3 Spark – Digital Literacy (MS Word | Excel | PowerPoint, Internet & Email)

Introduction to Project Management

Introduction to Business Communication

Understanding the Office Environment

Introduction to Business Entrepreneurship.

Pastel Partner Accounting V14

Microsoft Office Specialist Word

Microsoft Office Specialist Excel

Microsoft Office Specialist PowerPoint

Type of Programme

Full-Time / Part-time

Instructor-led | Blended Learning | Self-Development Study

Duration

1 Year | 2 Sessions per week | 3 Hours per session (Full-Time)

1 Year | 2 Sessions per week | 3 Hours per session (Part-Time - Saturdays)

Admission Requirements

Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.

Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 11 or equivalent.

Learner Material

Textbooks are included in the tuition fees.

Pricing (Payment Options on request)

Cost: R 18 335.00

(40% Bursary Opportunity - R 7 335.00)

Total You Pay = R 11 000.00

Assessments

An integrated assessment approach, using both formative and summative methods of assessments, is used. Learners must be prepared to allocate additional time every week to complete research projects, assignments or tasks as required.

Exams

Exam are assessment based and online through the Sage Pastel portal and Certiport Portal (Platforms)

Certifications

Upon successful completion of the programme and examination students will receive International certification for IC3 - Digital Literacy from Certiport, Pastel Partner Accounting V14 from Sage Pastel, Microsoft Office Specialist Excel, Word and PowerPoint Certification and Office Administration Certification from G-CITI Campus

Programming Title	Business Management – 1 Year

Description

This course is for candidates who are looking to launch a career in marketing, finance, human resources or business management.

Candidates will learn how to manage finance, create effective marketing strategies and develop cognitive and problem-solving skills to improve your communication skills and operate effectively individually and as part of a team. Above this candidates will also have the opportunity to improve their Microsoft office skills on an advanced level for Word, Excel and PowerPoint and also Pastel Partner V14 Accounting Application skills.

Career Fields

Learners could pursue a career in one of the following career fields:

- Business Administration & management
- Business | Project Administration

Programme Outline

- IC3 Spark – Digital Literacy (MS Word | Excel | PowerPoint, Internet & Email)
- Introduction to Project Management
- Entrepreneurial Business Management
- Pastel Partner Accounting V14

- Meeting Procedures
- Report Writing
- Microsoft Office Specialist Word
- Microsoft Office Specialist Excel
- Microsoft Office Specialist PowerPoint

Type of Programme

- Full-Time / Part-time
- Instructor-led | Blended Learning | Self-Development Study

Duration

- 1 Year | 2 Sessions per week | 3 Hours per session (Full-Time)
- 1 Year | 2 Sessions per week | 3 Hours per session (Part-Time - Saturdays)

Admission Requirements

- Knowledge, comprehension and application of English language at NQF 3/Grade 1 0 or equivalent.
- Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 11 or equivale nt.
- Bookkeeping NQF Level 2 qualification or Standard 8/Grade 10 Bookkeeping (Optional)
- Computer Literacy (Optional)

Learner Material

Textbooks are included in the tuition fees.

Pricing (Payment Options on request)

Cost: R 25 000.00

(40% Bursary Opportunity - R 10 000)

Total You Pay = R 15 000.00

Assessments

An integrated assessment approach, using both formative and summative methods of assessments, is used. Learners must be prepared to allocate additional time every week to complete research projects, assignments or tasks as required.

Exams

Exam are assessment based and online through the Sage Pastel portal and Certiport Portal (Platforms)

Certifications

Upon successful completion of the programme and examination students will receive International certification for IC3 - Digital Literacy from Certiport , Pastel Partner Accounting V14 from Sage Pastel, Microsoft Office Specialist Excel, Word and PowerPoint from Microsoft, Entrepreneurial Small Business Management certificate from Certiport and Business Management Certification from G-CITI Campus

G-CITI
Technical School

Programming Title	IT Technician – 6 Months

Description

The It Technician course is designed to provide learners with knowledge of computer hardware and software as well as to support and fully implement Windows in a networked environment. Learners will be able to perform post installation and day to day administration tasks of an existing Windows based network.

Career Fields

Learners could pursue a career in one of the following career fields:

> End User Support Technician
> IT Technician
> Network Technician

Programme Outline

> IC3 Spark – Digital Literacy (MS Word | Excel | PowerPoint, Internet & Email)
> CompTIA IT Fundamentals
> Microsoft Technology Associate Networking Fundamentals

> Introduction to Entrepreneurship
> Introduction to Project Management

Type of Programme

> Full -Time (Mornings) | Part-Time (Evenings)
> Instructor-led & Blended Online Learning | Self-Development Study

Duration

> 6 Months | 2 Sessions per week | 3 Hours per session (Full-Time) | 2 Hours per session (Part-Time)

Admission Requirements

> Knowledge, comprehension and application of English language at NQF 3/Grade 1 0 or equivalent.
> Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 1 0 or equivalent.
> Grade 10
> Ability to use a personal computer competently

Learner Material

> Textbooks are included in the tuition fees.

Pricing (Payment Options & Discount Opportunities)

Cost: R 11 150.00
(40% Bursary Opportunity - R 4 460.00)
Total You Pay = R 6 690.00

Assessments

Formative and summative assessments will assess all specific outcomes and adhere to all assessment criteria of the learning programme.
Exams are assessment based and online through Certiport Portal and Pearson VUE Portal (Platforms)

Certifications

On successful completion of the programme and examination students will receive various International Certification based on modules completed, e.g. Microsoft Technical Associate (MTA), IC3 Spark, CompTIA IT Fundamentals

Programming Title	IT Server Engineer – 1 Year

Description

The IT Server Engineer course is designed to provide learners with knowledge of computer hardware and software as well as to support and fully implement Windows in a networked environment. Learners will be able to perform post installation and day to day administration tasks of an existing Windows based network. Learners will be able to install, administer and manage windows server environment with necessary security policies.

Career Fields

Learners could pursue a career in one of the following career fields:

> End User Support Technician
> IT Technician
> Network Technician
> Server Engineer Assistant

Programme Outline

IC3 Spark – Digital Literacy (MS Word | Excel | PowerPoint, Internet & Email)
CompTIA IT Fundamentals
MTA Networking Fundamentals

Introduction to Entrepreneurship
Introduction to Project Management
MTA Security Fundamentals
MTA Server Fundamentals

Type of Programme

Full -Time (Mornings) | Part-Time (Evenings)
Instructor-led & Blended Online Learning | Self-Development Study

Duration

1 Year | 2 Sessions per week | 3 Hours per session (Full-Time) | 2 Hours per session (Part-Time)

Admission Requirements

Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.
Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 10 or equivalent.
Grade 10
Ability to use a personal computer competently
IT Fundamentals / Essentials
Networking Fundamentals

Learner Material

Textbooks are included in the tuition fees.

Pricing (Payment Options & Discount Opportunities)

Cost: R 30 000.00
(40% Bursary Opportunity - R 12 000.00)
Total You Pay = R 18 000.00

Assessments

Formative and summative assessments will assess all specific outcomes and adhere to all assessment criteria of the learning programme.
Exams are assessment based and online through Certiport Portal and Pearson VUE Portal (Platforms)

Certifications

Upon successful completion of the programme and examination students will receive International certification for IC3 Spark – Digital Literacy Certification from Certiport, MTA Networking Fundamentals, Security Fundamentals and Server Fundamentals from Microsoft, CompTIA IT Fundamentals Certification from CompTIA and IT Server Engineer Certification from G-CITI Campus
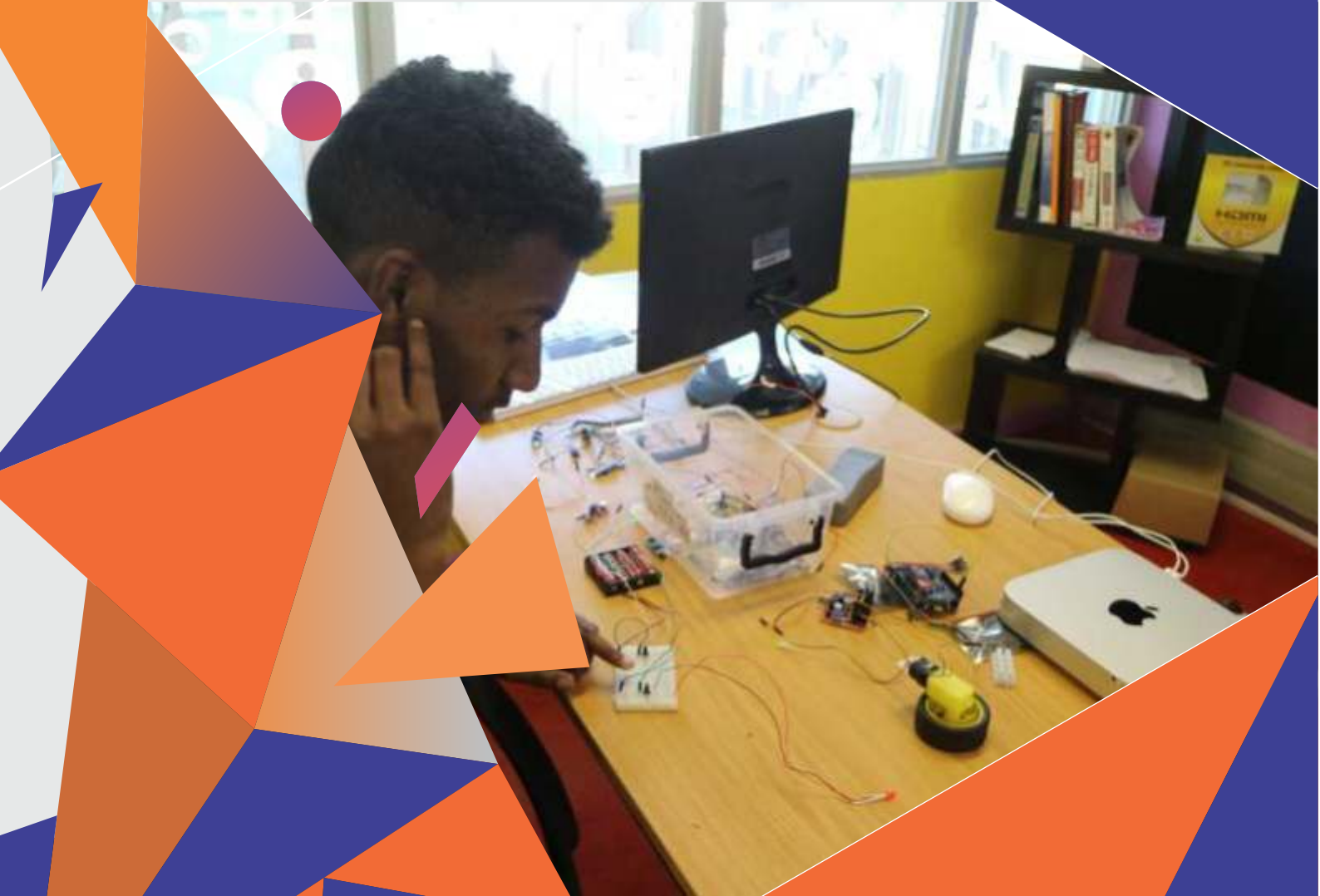
Creative
School

Programming Title	IT Web Specialist – 6 Months

Description

Web technicians set up and maintain Internet and intranet websites and web server hardware and software, and monitor and optimize network connectivity and performance.

Career Fields

Learners could pursue a career in one of the following career fields:

Internet and Web Designer
Web Developer
Graphics Designer

Programme Outline

Web Design | Microsoft Technology Associate (MTA)
HTML5
Web Development | Adobe Dreamweaver CS6
Graphic Design – Image Editing | Fire Works

Digital Entrepreneurship – Google Garage
Introduction to Entrepreneurship
Introduction to Project Management

Type of Programme

Full –Time (Mornings)
Instructor-led | Blended Learning

Duration

6 Months | 2 Sessions per week | 3 Hours per session

Admission Requirements

Knowledge, comprehension and application of English language at NQF 3/Grade 10 or equivalent.
Knowledge, comprehension and application of Mathematical Literacy at NQF 3/Grade 1 0 or equivalent.
Ability to use a personal computer competently

Learner Material

Textbooks are included in the tuition fees.

Pricing (Payment Options on request)

Cost: R 14 150.00
(40% Bursary Opportunity - R 5 660.00)
Total You Pay = R 8 490.00

Assessments

Formative and summative assessments will assess all specific outcomes and adhere to all assessment criteria of the learning programme. Final exams are online through the Certiport portal.

Certifications

Upon successful completion of the programme and examination students will receive International certification from Certiport – MTA HTML5, Adobe Dreamweaver CS6,

and from Google - Google Garage Certification