

MILPARK
EDUCATION

M

College

Learn to thrive in College



Qualifications & future careers

Human Resource
Management

Generic Management

Business Management

Financial Accounting

Public Sector Accounting

Office Administration

Entrepreneurship

Computer Studies

Assessor Training

Chat to us about
available Learnerships

Message from the Principal



Milpark College has an impeccable reputation for excellence. We are committed to equipping students for career success through our excellent education solutions that are tailored to meet the demands of modern life. Our flexible learning modes make it easy for you to choose how and when you want to study.

We offer a wide range of accredited courses designed to give you access to most courses without having a Grade 12.

We have a variety of accessible learning resources you can use to assist you in your studies. Our quality educators and staff look forward to welcoming you as a student of the Milpark College family.

Make Milpark College your first choice of excellent education solutions.

Course details

Human Resource Management

Milpark College has been awarded the TOP LEARNING PROVIDER (Blended Learning) for 2018



All courses in this section are accredited by SABPP

FET CERTIFICATE IN HUMAN RESOURCE MANAGEMENT & PRACTICE SUPPORT

(SAQA ID 67463)

Support and participate in human resources management and practices.

Admission requirements:

Grade 11

Mode of delivery:

Distance Learning
Learnership

Duration:

1 year min.

Certifying body:

SABPP

Modules

1. Fundamental Communication (NQF 3)
2. Fundamental Communication (NQF 4)
3. Fundamental Numeracy
4. Business Environment
5. Human Resource Environment, Education & Training
6. Employee Wellness

DIPLOMA IN HUMAN RESOURCE MANAGEMENT & PRACTICE

(SAQA ID 61592)

Become a strategic human resource partner in your organisation.

Admission requirements:

Grade 12

Modes of delivery:

Contact Learning
Distance Learning
Distance Learning Online
Learnership

Duration:

18 months

Certifying body:

SABPP

Modules

1. Communication
2. Administration
3. Legal Framework
4. Human Resource Management
5. Labour Relations
6. Team Dynamics
7. Skills Development Facilitator
8. Education & Training/Skills Development
9. Management

NATIONAL CERTIFICATE: GENERIC MANAGEMENT

(NQF LEVEL 5, SAQA ID 59201) (162 CREDITS)

Admission requirements:

Grade 12

Modes of delivery:

Contact Learning
Distance Learning Online

Duration:

18 months

Certifying body:

SABPP

Modules

1. Business Strategy
2. Building High-Performance Teams
3. Customer Delight
4. Financial Management

5. Managing Performance
6. Process Management & Innovation
7. Working with People (Human Resources)
8. Business Ethics & Risk
9. Elective Learning

Course details

Business Administration Services



NATIONAL CERTIFICATE: BUSINESS ADMINISTRATION SERVICES NQF 3

The qualification is designed to meet the needs of those learners who are already involved, or wish to become involved, in the field of Administration.

Admission requirements:

Grade 10

Mode of delivery:

Contact Learning
Learnership

Duration:

1 year min.

Certifying body:

Services Seta

Modules

1. The Business Environment
2. Business Communication
3. Business Reception
4. Business Writing Skills
5. Numeracy skills
6. Financial Administration
7. PC Skills
8. Teamwork Skills
9. Meeting Administration
10. Business Administration

FET CERTIFICATE: BUSINESS ADMINISTRATION SERVICES NQF 4

The Core Component of the Qualification offers the learner knowledge and skills in the Management of Records, Comprehension of written and verbal texts, Business Writing, Problem Solving, Ethics, Cultural Awareness, Self-Management and Self-Development, Project Teamwork and Business Policies and Procedures.

Admission requirements:

Grade 11

Modes of delivery:

Contact Learning
Learnership

Duration:

1 year min.

Certifying body:

Services Seta

Modules

1. Work and Career Orientation
2. Business Communication
3. Second Language Communication
4. Maths Literacy
5. Administration
6. Finance for Office Administrators
7. Customer Care



#LearnToThrive

Course details

The Institute of Certified Bookkeepers (ICB)



The ICB is the quality assurance partner for these qualifications

FINANCIAL ACCOUNTING PROGRAMME

This is the course for you! It will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research.

Admission requirements:
Grade 10

Modes of delivery:
Distance Learning
Contact Learning

Duration:
1-3 years

Certifying body:
ICB

Foundation level
NATIONAL CERTIFICATE:
BOOKKEEPING
(NQF L3; SAQA ID: 58375)

Modules

1. Bookkeeping to Trial Balance
2. Payroll & Monthly SARS Returns
3. Computerised Bookkeeping
4. Business Literacy

Intermediate level
FURTHER EDUCATION & TRAINING CERTIFICATE
BOOKKEEPING
(NQF L4; SAQA ID: 58376)

Modules

5. Financial Statements
6. Cost & Management Accounting

Upper intermediate level
NATIONAL DIPLOMA:
TECHNICAL FINANCIAL ACCOUNTING
(NQF L5; SAQA ID: 36213)

Modules

7. Income Tax Returns
8. Business Law & Accounting Control

Advanced level
NATIONAL DIPLOMA
FINANCIAL ACCOUNTING
(NQF L6; SAQA ID: 20366)

Modules

9. Corporate Strategy
10. Management Accounting Control Systems
11. Financial Reporting & Regulatory Frameworks
12. Accounting Theory & Practice (by short dissertation; topic: Financial Accounting)

ENTREPRENEURS PROGRAMME

Every entrepreneurial venture needs someone who is financially savvy, and that'll be you if you study this programme.

Admission requirements:
Grade 11

Mode of delivery:
Distance Learning

Duration:
1-3 year

Certifying body:
ICB

Foundation level
NATIONAL CERTIFICATE:
SMALL BUSINESS
FINANCIAL MANAGEMENT
(NQF L4; SAQA ID 48736)

Modules

1. Entrepreneurship 1
2. Bookkeeping to Trial Balance
3. Business Literacy

Intermediate level
HIGHER CERTIFICATE:
OFFICE ADMINISTRATION
(NQF L5; SAQA ID 23619)

Modules

4. Office and Legal Practice
5. Entrepreneurship 2
6. Marketing Management & Public Relations

7. Financial Statements
8. Human Resources Management & Labour Relations

Advanced level
NATIONAL DIPLOMA:
FINANCIAL ACCOUNTING
(NQF L6; SAQA ID 20366)

Modules

9. Entrepreneurship 3
10. Financial Management & Control
11. Financial Reporting & Regulatory Frameworks
12. Research Theory & Practice (by short dissertation; topic: Entrepreneurship)

Course details

The Institute of Certified Bookkeepers (ICB)

BUSINESS MANAGEMENT PROGRAMMES

This is just the ticket if you have ambitions to manage a business and its finances.

Admission requirements:
Grade 11

Mode of delivery:
Distance learning

Duration:
1-3 years

Certifying body:
ICB

Foundation level
NATIONAL CERTIFICATE:
SMALL BUSINESS FINANCIAL
MANAGEMENT
(NQF L4; SAQA ID: 48736)

Modules

1. Business Management 1
2. Bookkeeping to Trial Balance
3. Business Literacy

Intermediate level
HIGHER CERTIFICATE
OFFICE ADMINISTRATION
(NQF L5; SAQA ID: 23619)

Modules

4. Office & Legal Practice
5. Business Management 2
6. Marketing Management & Public Relations
7. Financial Statements
8. Human Resources Management & Labour Relations

Advanced level
NATIONAL DIPLOMA
FINANCIAL ACCOUNTING
(NQF L6; SAQA ID: 20366)

Modules

9. Business Management 3
10. Financial Management & Control
11. Financial Reporting & Regulatory Frameworks
12. Research Theory & Practice (by short dissertation; topic: Business Management)

OFFICE ADMINISTRATION PROGRAMMES

The knowledge you gain in each successive qualification builds on the last, allowing you to take on key functions and increased responsibility in your workplace.

Admission requirements:
Grade 12

Mode of delivery:
Distance Learning

Duration:
1-3 years

Certifying body:
ICB

Foundation level
CERTIFICATE: OFFICE
ADMINISTRATION
(NQF L5; SAQA ID: 23618)

Modules

1. Business Literacy
2. Business & Office Administration 1
3. Bookkeeping to Trial Balance
4. Marketing Management & Public Relations

5. Business Law & Administrative Practice
6. Cost & Management Accounting

Intermediate level
HIGHER CERTIFICATE:
OFFICE ADMINISTRATION
(NQF L5; SAQA ID: 23619)

Modules

7. Business & Office Administration 2
8. Human Resources Management & Labour Relations
9. Economics

Advanced level
NATIONAL DIPLOMA:
OFFICE ADMINISTRATION
(NQF L6; SAQA ID: 35958)

Modules

10. Business & Office Administration 3
11. Financial Statements
12. Management

PUBLIC SECTOR ACCOUNTING PROGRAMMES

Work in government or municipalities' accounting departments.

Admission requirements:
Grade 11

Mode of delivery:
Distance Learning

Duration:
1-3 years

Certifying body:
ICB

Foundation level
NATIONAL CERTIFICATE:
PUBLIC SECTOR ACCOUNTING
(NQF L4; SAQA ID: 20352)

Modules

1. Bookkeeping to Trial Balance
2. Public Accounting Administration
3. Computerised Bookkeeping
4. Business Literacy

Intermediate level
DIPLOMA:
PUBLIC SECTOR ACCOUNTING
(NQF L5; SAQA ID: 20353)

Modules

5. Financial Statements
6. Cost & Management Accounting
7. Technical Public Accounting
8. Business Law & Accounting Control

Advanced level
NATIONAL DIPLOMA:
FINANCIAL ACCOUNTING
(NQF L6; SAQA ID: 20366)

Modules

9. Corporate Strategy
10. Management Accounting Control Systems
11. Financial Reporting & Regulatory Frameworks
12. Research Theory & Practice (by short dissertation; topic: Business Management)

Course details

Computer Studies



Certiport is the international certifying body for these courses, except for the National Certificate in End-User Computing that are certified by MICTSETA.

ADOBE ILLUSTRATOR CC (2018): PART 1 [ACA + ACE CERTIFICATION]

Upon successful completion of this course, you will be able to use Adobe Illustrator CC to create illustrations that include graphics and text.

Mode of delivery:
Contact Learning

Duration:
2 Days

Modules

1. Introducing Illustrator CC
2. Creating Documents Containing Basic Shapes
3. Creating Documents Containing Customized Paths
4. Creating Graphics Containing Customized Text
5. Customizing Objects
6. Customizing Basic Shapes
7. Preparing Documents for Deployment

ADOBE ILLUSTRATOR CC (2018): PART 2 [ACA + ACE CERTIFICATION]

Upon successful completion of this course, students will be able to use Adobe Illustrator CC to create complex illustrations, format illustrations and type, and prepare documents for print and web.

Mode of delivery:
Contact Learning

Duration:
2 Days

Modules

1. Drawing Complex Illustrations
2. Enhancing Artwork Using Painting Tools
3. Customizing Colors and Swatches
4. Formatting Type
5. Enhancing the Appearance of Artwork
6. Preparing Content for Deployment
7. Setting Project Requirements

MICROSOFT OFFICE SPECIALIST (MOS) 2016 CERTIFICATION

The Microsoft Office Specialist (MOS) Certification is part of the Microsoft Business Certification Programme, and identifies specific skills covering the most in-demand Microsoft Office system products.

Duration:
Contact Learning:

2 Days per core module
2 Days per expert module

Certifying body:
Certiport

MOS 2016 Modules
1. Word Core and Expert
2. Excel Core and Expert
3. PowerPoint

NATIONAL CERTIFICATE IN END USER COMPUTING (NQF LEVEL 3, SAQA ID 61591)

The National Certificate: Information Technology: End User Computing – NQF Level 3, is designed to meet the needs of learners who require end-user computing skills in all sectors of the economy, as end-user computing is an essential skill in any business today.

Duration:
Contact Learning: 12 months

Certifying body:
MICTSETA

Modules

1. Using ICT in the Organisation (30 credits)
2. Using Microsoft Office Word (13 credits)
3. Communication (25 credits)
4. Mathematical Literacy (22 credits)
5. Using a Web Browser (10 credits)
6. Using Microsoft Office PowerPoint (10 credits)
7. Using Microsoft Office Excel (13 credits)
8. Using Microsoft Office Outlook (4 credits)
9. Using Microsoft Office Access (9 credits)

IC3 DIGITAL LITERACY CERTIFICATION (GC55)

With the IC3 Digital Literacy certification, students and job seekers can learn the skills they need now while earning credentials for their future. From school to career to life's pursuits, IC3 can help you go farther.

Duration:
Contact Learning: 12 Days

Certifying body:
Certiport

Modules

1. **Computing Fundamentals**
 - Operating Systems
 - Hardware
 - Networks and Mobile
 - File Management
 - Software
 - Cloud Computing
 - Security and Maintenance
2. **Living online**
 - Apps and Applications
 - Using Microsoft Word
 - Using Microsoft Excel
 - Database Concepts
 - Using Microsoft
3. **Key Applications**
 - Looking at the Internet
 - Managing Media
 - Digital
 - Understanding Email, Contacts and Calendaring
 - Your Life Online

ADOBE INDESIGN CC (2018) PART 1 [ACA + ACE CERTIFICATION]

Course Objective:

In this course, you will use Adobe InDesign CC (2018) to create and deliver professional looking printed and interactive documents.

Mode of delivery:

Contact Learning

Duration:

2 Days

Modules

1. Getting Started with InDesign
2. Designing a Document
3. Customizing a Document
4. Working with Page Elements
5. Building Tables
6. Preparing a Document for Delivery

ADOBE INDESIGN CC (2018) PART 2 [ACA + ACE CERTIFICATION]

Course Objective:

In Adobe® InDesign® CC (2018): Part 2, you will learn advanced InDesign techniques to enhance the look and functionality of your documents.

Mode of delivery:

Contact Learning

Duration:

2 Days

Modules

1. Preparing Documents for Multiple Formats
2. Managing Advanced Page Elements
3. Managing Styles
4. Building Complex Paths
5. Managing External Files and Creating Dynamic Documents
6. Managing Long Documents
7. Publishing InDesign Files for Other Formats and Customising Print Settings

Course details Assessor Training



CONDUCT OUTCOMES-BASED ASSESSMENT

This generic and/or vocational learning programme is intended for all persons who need to conduct outcomes-based assessment. This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments

Mode of delivery:
Contact Learning

Duration:
5 Days

Certifying body:
ETDP Seta

Modules

1. Demonstrate understanding of outcomes-based assessment
2. Prepare for assessments
3. Conduct assessments
4. Provide feedback on assessments
5. Review assessments

Any questions?

Milpark Education. Learn to Thrive.

Business / College / Commerce / Financial Planning & Insurance
/ Government & Public Management / Investment & Banking

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