



Part-time Courses

Department of Part-time Studies
Tygerberg Campus

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Welcome!

Dear Part-time Student

Welcome to the Department of Part-time Studies of Northlink College.

Our mission is to provide quality, relevant and accredited education and training on a part-time basis, which will address the skills and developmental needs of all stakeholders.

All students must be in possession of the following documentation at registration:

- ID document / valid passport
- Proof of qualifications (certificates / statement of results)
- Proof of residential address
- Subject fees / official company letter stating that they will pay the tuition fees.
- Registration and administration fees
- Northlink College offers part-time courses on five of their seven campuses - each campus has a dedicated part-time head / supervisor / coordinator.
- Part-time business studies are offered at our Tygerberg-, and Protea campuses whilst part-time engineering studies are offered at our Goodwood- and Bellville campuses.

We wish you success with your studies.

Freddie Viviers,
Head: Part-time Department
Tygerberg Campus



For more information / queries please contact us on:

Tel: (021) 524 2214

Fax: (021) 558 2592

E-mail: part-time@northlink.co.za / fviviers@northlink.co.za

Admission requirements

National N4–N6 Certificates

The minimum admission requirement is a Senior Certificate with five subjects or an equivalent qualification.

Language requirements

Prospective students must bear in mind that Afrikaans and/or English is used as the medium of instruction at Northlink College and no guarantee can be given that lectures will necessarily be offered in a student's language of preference. Students thus have to be able to read and understand both languages as a minimum requirement. Examinations can be written in either Afrikaans or English.

Examination and registration

National N4–N6 Certificates

The examination fees for these courses are included in the class fees and will be paid to the Department by Northlink College on behalf of the candidates. Students register for the examinations in these courses at Northlink College.


Registration for Sub-Examination

Registration for sub-examination closes on the **10th of March (for June exams) and the 1st of August (for November exams) respectively. It is your duty to ensure that you are registered for the correct offerings/subjects.**



Hours of tuition

Part-time classes at the Tygerberg campus are from 17:30 to 20:30 with a 15 minute break from 18:45 to 19:00.



17:30 to
20:30

The timetables for part-time studies are available on registration and indicate dates and other information related to contact sessions. The different campuses have their own timetables and lecturing times.

Prescribed books/notes

Particulars of the titles and prices of prescribed textbooks, which students have to buy, are available at the Northlink College's bookshop (on the Tygerberg Campus) or from the lecturers involved.

Semester marks, criteria for evaluation and promotion

Semester Marks

The semester mark is determined by tests and assignments. Students must obtain a semester mark of 40% in order to be admitted to the final exam.



Semester
mark of
40%

A medical certificate must prove absence from a test or an examination. If no such certificate is handed in, a "0" mark will be recorded. No supplementary tests will be set.

Discontinuation of studies

Should a student decide to discontinue his/her studies, he/she is required to notify the Part-time Department of the campus in writing, stating the reasons for this decision. Reimbursement will be done only in very exceptional cases. If a student fails to notify the college in writing, he/she will be liable for all class fees.

Absenteeism policy

According to the policy of the college, the student is responsible to catch up any work or handouts lost during the time of absenteeism.

General information

- It is the responsibility of every student to ensure that he/she registers for the correct subjects.
- Any requests concerning a change of subjects or of language preference must be made in writing. If such a request is not put in writing, the information on the enrolment form will be accepted as correct.
- The language preference that you indicate on your enrolment form is the language that your exam paper will be set in.
- Please note that Management Communication (Eng) and Bestuurskommunikasie (Afr) are two different subjects. Make sure that you register for the correct subject.
- Exam enrolments should take place before **10 March** for the first semester and **1 August** for the second semester. **No changes or late enrolments will be accepted after these dates.**
- Examination admission forms and examination numbers can be collected at the Part-time Department **± two weeks** before the examination commence, **provided that ALL class fees have been settled.**



10 March
1 August

- All applications for certificates /diplomas are dealt with by the examination officer at each campus.
- The designated undercover parking is not available for students during working hours. Wheels will be clamped and a release fee will be payable.
- Bookshops are available on campus.



Tygerberg- and Protea campuses make use of Nu Horison Books –
021 558 6336/558 7471

Examination timetables are placed on the notice board of the Part-time Department early in the year. Please familiarise yourself with the dates on which you will be writing your specific subjects.



Tygerberg Campus

Tel: +27 21 524 2214/5/6

Fax: +27 21 558 2592

Head Part-time Department:

Mr Freddie Viviers - fviviers@northlink.co.za

Physical Address:

Rothschild Boulevard

Panorama

7500



National certificate and diploma courses

Introduction

The Department of National Examination (Pretoria) issues the National Certificates and Diplomas. These are national career-orientated qualifications and are very popular with the private sector.

The management courses offered at Northlink College are career orientated to bridge the gap between the lecture room and the world of work with the least disruption at the end of the training period. Students who attend classes are expected to be neatly dressed at all times. It is expected of students to attend their classes regularly and to obtain a semester mark of at least 40% per subject.

Duration of courses

National N4 Certificate – 6 months

National N5 Certificate – 6 months

National N6 Certificate – 6 months

To obtain a National Diploma a learner must have a N6 Certificate and have 18 months relevant practical experience. On completion of the N6 Certificate and 18 months relevant practical experience, you can apply for the National 3-year diploma (M+3 qualification equal to any other 3 year qualification).

National external examinations take place during June and November of each year.

National Diplomas on offer

National Diploma: Management

- Financial Management
- Marketing Management
- Human Resource Management
- Business Management

National Diploma: Educare

National Diploma: Secretarial

- Management Assistant
- Legal Secretary



Management

NATIONAL DIPLOMA

Examination

Students write an external examination in each subject at the end of the semester (June/November). To gain admission to the examination, you must:

- attend contact sessions
- obtain a minimum semester mark of 40% by means of work assignments and tests.

	N4	N5	N6
Financial Management	<ul style="list-style-type: none"> - Financial Accounting - Computerised Financial Systems - Management Communication - Entrepreneurship & Bus. Management 	<ul style="list-style-type: none"> - Financial Accounting - Computerised Financial Systems - Cost & Management Accounting - Entrepreneurship & Bus. Management 	<ul style="list-style-type: none"> - Financial Accounting - Computerised Financial Systems - Cost & Management Accounting - Income Tax
Marketing Management	<ul style="list-style-type: none"> - Marketing Management - Entrepreneurship & Bus. Management - Management Communication - Computer Practice 	<ul style="list-style-type: none"> - Marketing Management - Sales Management - Entrepreneurship & Bus. Management - Computer Practice 	<ul style="list-style-type: none"> - Marketing Management - Sales Management - Marketing Research - Marketing Communication
Human Resource Management	<ul style="list-style-type: none"> - Personnel Management - Entrepreneurship & Bus. Management - Management Communication - Computer Practice 	<ul style="list-style-type: none"> - Personnel Management - Personnel Training - Labour Relations - Entrepreneurship & Bus. Management 	<ul style="list-style-type: none"> - Personnel Management - Personnel Training - Labour Relations - Computer Practice N5
Business Management	<ul style="list-style-type: none"> - Entrepreneurship & Bus. Management - Management Communication - Computer Practice - Introductory Financial Accounting N4 	<ul style="list-style-type: none"> - Entrepreneurship & Bus. Management - Computer Practice - Sales Management - Labour Relations 	<ul style="list-style-type: none"> - Entrepreneurship & Bus. Management - Marketing Communication - Personnel Management N4 - Public Relations N5



Educare

NATIONAL DIPLOMA

Introduction

You would be an ideal candidate for the course if you love babies and toddlers and take a genuine interest in the education of small children. This course provides an opportunity for people who are already working in the field to obtain a formal Educare Qualification.

Examination

Students write an external examination in each subject at the end of the semester (June/November). To gain admission to the examination, you must:

- attend contact session
- obtain a minimum semester mark of 40% by means of work assignments and tests.

Subjects

N4	<ul style="list-style-type: none">- Educare Didactics Theory & Practical- Child Health- Education- Daycare Personnel Development
N5	<ul style="list-style-type: none">- Entrepreneurship N4- Daycare Communication- Educare Didactics Theory & Practical- Educational Psychology
N6	<ul style="list-style-type: none">- Daycare Management- Daycare Communication- Educare Didactics Theory & Practical- Educational Psychology



Secretarial

NATIONAL DIPLOMA

Introduction

The skills gathered in this course will enable you to take charge of and deal with all aspects of any secretarial or administrative environment.

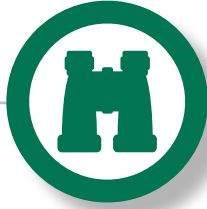
Examination

Students write an external examination on each subject at the end of the semester. To gain admission to the examinations, you must:

- attend contact sessions
- obtain a minimum year mark of 40% by means of work assignments and tests.

Subjects

	N4	N5	N6
Management Assistant	- Information Processing - Office Practice - Communication - Computer Practice	- Information Processing - Office Practice - Communication - Computer Practice	- Information Processing - Office Practice - Entrepreneurship N4 - Public Relations
Legal Secretary	- Information Processing - Office Practice - Communication - Mercantile Law	- Information Processing - Office Practice - Communication - Legal Practice	- Information Processing - Office Practice - Legal Practice - Computer Practice N4



Tourism

NATIONAL DIPLOMA

Introduction

Join our exciting world of Tourism – still a dynamic, ever-changing industry!

Examination

Students write an external examination on each subject at the end of the semester (June/November). To gain admission to the examinations, you must:

- attend all contact sessions
- obtain a minimum semester mark by means of work assignments and tests (as per syllabus).

Subjects

N4	<ul style="list-style-type: none">- Tourism Communication- Tourist Destinations- Travel Office Procedures- Travel Services
N5	<ul style="list-style-type: none">- Tourism Communication- Tourist Destinations- Travel Office Procedures- Travel Services
N6	<ul style="list-style-type: none">- Hotel Reception- Tourist Destinations- Travel Office Procedures- Travel Services



Enrichment courses offered at Tygerberg Campus

INTERNATIONAL COMPUTER DRIVERS LICENCE (ICDL)

Background

The IT Department at Northlink College is a registered Training and Test Centre for ICDL (International Computer Drivers Licence), the first institution in Africa to be accredited.

Module 1

Basic Concepts of IT

Module 2

Using Computers and Managing Files

Module 3

Word Processing

Module 4

Spreadsheets

Module 5

Databases

Module 6

Presentation

Module 7

Information and Communication
(Internet & E-mail)

ICB NATIONAL CERTIFICATE: BOOKKEEPING (NQF Level 3)

Module 1

An introduction to business, bookkeeping and accounting

Module 2

Value added Tax and source documents

Module 3

Recording cash transactions

Module 4

Recording Credit and Sundry transactions

Module 5

Inventory Systems

Module 6

Individual accounts for Debtors and Creditors

Module 7

The Bank Reconciliation process

Module 8

Reconciling suppliers' statements

SOFTLINE PASTEL PARTNER 2010

Module 1

Softline Pastel, computer fundamentals and the Windows environment

Module 2

Create a new company, auto set-up and the edit menu - customer

Module 3

Processing - edit menu, suppliers, inventory and general ledger

Module 4

Processing - process menu, suppliers, customers cashbook and petty cash

Module 5

Processing - process menu, bank reconciliation, journals and inventory count

Module 6

View menu, year-end, back-ups and report viewing



Enrichment courses offered at Tygerberg Campus *continued*

GRAPHIC DESIGN FOR PRINTED MEDIA

Module 1

Adobe Photoshop

Module 2

Adobe Illustrator

Module 3

Adobe In-Design

WEB DESIGN

Module 1

HTML

Module 2

Adobe Dreamweaver

Module 3

Adobe Flash Professional

Module 4

Adobe Fireworks

A PLUS PC TECHNICIAN

CompTIA A PLUS Essentials 100

220 - 602 (IT Technician) 90

220 - 603 (Remote Support Technician) 90

220 - 604 (Depot Technician) 90

INTERIOR DECORATING

Module 1

Budgets, layouts and space planning

Module 2

Design concepts, pattern and texture

Module 3

Colour

Module 4

Styles

Module 5

Walls, floors and windows

Module 6

Lighting art and accessories



Enrichment courses offered at Tygerberg Campus *continued*

GUESTHOUSE MANAGEMENT

Module 1

Guesthouse concept and business plan

Module 2

Financial and law requirements

Module 3

Accreditation and specifications

Module 4

Architecture, décor and personnel

Module 5

Marketing

Module 6

Daily management and handing in of task

Module 7

Visit to guesthouse

FLORISTRY

Module 1

Treatment of flowers and elements & principles of design

Module 2

Lines - Practical: symmetrical and asymmetrical

Module 3

Lines - Practical: horizontal, vertical and circle

Module 4

Principles of modern design

Module 5

Commercial approach and hospital & birthday arrangements

Module 6

Wiring of flowers and foliage, buttonholes & shoulder sprays

Module 7

Flowergirl and bridesmaids bouquets

Module 8

Bridal work

Module 9

Table arrangements and funeral work

Module 10

Presentation bouquets



Enrichment courses offered at Tygerberg Campus *continued*

PROJECT MANAGEMENT

Module 1

Contribute to project initiation, scope definition and scope change control

Module 2

Identify, organize and co-ordinate project life cycle phases for control purposes

Module 3

Schedule project activities to facilitate effective project execution

Module 4

Participate in the estimation and preparation of cost budgets for an element of work and monitor and control actual cost against budget

Module 5

Work as a project team member

Module 6

Plan, organize and support project meetings and workshops

Module 7

Conduct project documentation management to support project processes

Module 8

Implement project administration processes according to requirements

Module 9

Apply a range of project management tools

Module 10

Contribute to the management of project risk within own field of expertise

Module 11

Fulfill procurement activities and supervise procurement administration

Module 12

Monitor, evaluate and communicate project schedules

Module 13

Identify, suggest and implement corrective actions to improve quality

Module 14

Provide assistance in implementing and assuring project work is conducted in accordance with the project quality plan

Module 15

Evaluate and improve the project team's performance



Enrichment courses offered at Tygerberg Campus *continued*

XHOSA

Basic

Module 1

Introduction - greetings

Module 2

Questions, names, surnames and addresses

Module 3

Forming sentences

Module 4

Situations: garage, home, garden, etc

Module 5

Weather information

Intermediate

Module 1

Counting

Module 2

Songs and the human body

Module 3

To buy something

Module 4

Reading and translating

Module 5

Practical

Advanced

Module 1

Yesterday, today and tomorrow

Module 2

Newspaper - and magazine articles

Module 3

Legal systems and community

Module 4

Special occasions - birthdays, public holidays, etc.

Module 5

Practical

GERMAN

Basic

Module 1

Using dictionaries and nouns

Module 2

Yesterday, today and tomorrow

Module 3

Counting, time and greetings

Module 4

The restaurant

Module 5

Hotel / Guesthouse and travelling by plane, train and bus

Intermediate

Module 1

Appointment with doctor

Module 2

Visiting a bank or post office

Module 3

Vehicle problem and visiting a supermarket

Module 4

On the road, police and lost items

Module 5

Practical



Enrichment courses offered at Tygerberg Campus *continued*

COOKING COURSE

Module 1

Sanitation and hygiene, Recipes, measuring.

Module 2

Preparation of cereal dishes, e.g. scones, pan-cakes, pasta, bread.

Module 3

Preparation of stocks, soups and sauces.

Module 4

Preparation of vegetables and fish dishes.

Module 5

Preparation of Meat and Poultry dishes.

Duration: 5 weeks; 3 hours per week.

SUPPORT EVENT MANAGEMENT COURSE

63 credits

- Organize oneself in the work place
- Understand the inter-relatedness of event elements
- Support event coordination
- Operate in the National and International Event industry
- Care for customers
- Demonstrate an understanding of issues affecting people with special needs
- Contribute to sustainable tourism in South Africa
- Demonstrate an understanding of Societal Values and Ethics
- Display cultural awareness in dealing with customers and colleagues
- Introduce South Africa to Tourists

Duration: ±10 months; ±2 hours per week (max 80 hours)

ENGLISH COURSES

ENGLISH ENRICHMENT

Courses to improve English.

IELTS PREPARATION (International English Language Testing System)

Preparation for IELTS examination at the British Council after completion of level 5 or 6 of Advanced English (study visa required).

TEFL (Teach English as Foreign Language)

Preparation for teaching English.



Language School

LEARN ENGLISH AT OUR INTERNATIONAL LANGUAGE SCHOOL
(Only offered at the Tygerberg Campus)

Our Language school offers group and individual classes in:

- General English (all levels from Beginner to Advanced),
- Examination Preparation (for examinations such as IELTS)
- Business English
- Several short courses. (see international webpage)
- And other tailor-made courses (see international webpage)
- TEFL
- English Enrichment

Our courses are taught by qualified mother-tongue T.E.F.L Qualified English teachers. Our experienced teachers will help you to improve your English by focusing on the basic skills of reading, writing, listening, grammar and speaking. Lessons are based on material published by Cambridge and Oxford University Press.

When you enroll, you will be asked to undertake a Placement Test. Your listening, grammar and speaking abilities will be assessed. This will help us place you in a class suited to your level.

You will receive the appropriate study materials.

Continual assessments will determine whether you can progress to the next level.

Course information

You can select the length of your stay:

- 12 weeks
- 18 weeks
- 36 weeks
- Other options available



Language School *continued*

Class times

Monday - Friday

Either in the morning or afternoon, depending.

Fees - See International webpage for quotes.

International Webpage on www.northlink.co.za

International office

We have a well established International Office who will assist you with any visa/ passport or study guidance.

Private, one-on-one classes are also available on request.

International student's liaison officer

Willem Rall

Tel: +27 21 930 3918

Fax: +27 21 930 3944

Email: wral@northlink.co.za

international@northlink.co.za

language@northlink.co.za

Non-formal (Short) Courses

SUBJECT	COST	WEEKS	PERIOD
Interior Decorating	R1 400	6	18:30 - 20:30 (Tues)
ICB National Certificate: Bookkeeping (NQF Level 3)	R2 500	16	17:30 - 20:30 (Mon)
GRAPHIC DESIGN	R3 850	10	18:30 - 20:30 (Mon)
WEB DESIGN	R3 850	12	17:30 - 20:30 (2 evenings per week)
ICDL	R3 300	18	17:30 - 20:30 (2 evenings per week)
PASTEL	R3 000	5	17:30 - 20:30 (Thurs)
XHOSA - Basic - Intermediate - Advanced	R 850 R 800 R 800	5 5 5	18:30 - 20:30 (Wed)
GERMAN - Conversation Basics - Conversation Advanced	R 850 R 850	5 5	18:30 - 20:30 (Tues)
Project Management (NQF Level 4)	R2 800	16	17:30 - 19:30 (Wed)
Guesthouse Management	R1 300	7	18:00 - 20:00 (Wed)
Floristry (Beginners)	R1 300	10	18:00 - 20:00 (Tues)
A Plus	R4 000	8	2 evenings per week
Photography	R2 450	5	18:30 - 20:30
IELTS	R9 767	9	08:30 - 11:30
TEFL	R5 500	4	17:30 - 20:30
English Enrichment	R4 500	6	17:30 - 19:30
Cooking courses	R2 600	5	17:30 - 20:30
Events Management	R3 800	18	17:30 - 19:30
PRICES DO NOT INCLUDE APPLICATION FEE			

Class Fees 2012

STUDENT ADMINISTRATION FEE	R300 *
NATIONAL CERTIFICATES N4 - N6	R487 *
* PER SUBJECT	

BANKING DETAILS:

Bank and branch: Nedbank Business
(Tygerberg Winelands)

Account name: Northlink College
Account number: 1186 101 377
Branch code: 118 602
Type of account: Current account
Reference number: Student number



Bellville Campus

Tel: +27 21 951 2231

Fax: +27 21 951 3967

Co-ordinator:

Zielieus Mitchell - zmitchell@northlink.co.za

Physical Address:

Sackson Street

Bellville South

7530



Goodwood Campus

Tel: +27 21 591 3181

Fax: +27 21 592 2493

Co-ordinators:

Johan Robinson - jrobinson@northlink.co.za

Physical Address:

C/O Dirkie Uys & Merriman Street

Goodwood

7460



Protea Campus

Tel: +27 21 946 2250

Fax: +27 21 949 0886

Co-ordinator:

Denver Smit - dsmits@northlink.co.za

Physical Address:

80 Voortrekker Road

Bellville

7530



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