



**Nelson Mandela  
Metropolitan  
University**  
*for tomorrow*  
Port Elizabeth & George

## Unit for Continuing Education



# Training Calendar **2017**

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***Adult Learning – an education for life***

**[www.nmmu.ac.za/continuingeducation](http://www.nmmu.ac.za/continuingeducation)**

# Message from the Unit for Continuing Education

**Dear future client, Skills Development Facilitators or interested individual.**

Short Learning Programmes (SLP's) from a credible institution remain an excellent pathway to upgrading your skills. By selecting one of these SLP's you have chosen a flexible route to other learning avenues. This is also a recognized tool for advancing your career prospects. You have chosen a reputable provider who operates within the law and who pledges to deliver an outstanding product accredited by the Council for Higher Education.

**Yours in adult learning**

**The Unit for Continuing Education**

## Mission, Vision and Values of the Unit for Continuing Education

### VISION STATEMENT

Our vision as a unit is to be: A centre which contributes and enables adult learning by providing learners with the opportunities to study via the Short Learning Programme (SLP) model and in so doing assist them to grow as individuals.

### MISSION STATEMENT

The Unit provides a one stop centre for the enabling of adult learning via short learning programmes (SLP's).

### VALUES AND PRINCIPLES

**The Unit endorses the values and principles of NMMU:**

- Respect for diversity • Excellence • Ubuntu • Integrity
- Respect for the natural environment • Taking responsibility

## Faculty Administrators for Short Learning Programmes

FACULTY	ADMINISTRATOR	Contact
Arts	Faizah Samaai	041 504 3791
Business Economic Sciences	Shirley Ngcosini	041 504 3875
Education	Gishma Daniels-Smith	041 504 1195
Engineering-AMTC	Eunice Marx	041 504 3092
Engineering-Civil	Lizelle Pienaar	041 504 3297
Engineering-ICT (CISCO Academy courses)	Kerry-lynn Thompson	041 504 3408
Engineering-ICT (GIS Certificate courses)	Margaret Brittain	041 504 3938
Engineering-Industrial	Nicole Truter	041 504 3645
Engineering-Mechanical	Madelein Brown	041 504 3285
George Campus	Kershia Ramoo	044 801 5045
Health Science: Environmental Health	Thembela Tsewu	041 504 3523
Health Science: Human Movement Science	Buhlebethu Dumbu	041 504 3881
Health Science: Nursing Science	Sanet Page	041 5043948
Institute for Law in Action (ILA)	Marlene Holland / Tamrin January	041 504 4757 041 504 4706
Law	Erina Strydom	041 504 2283
Leadership Academy	Kavita Govindjee@nmmu.ac.za	041 504 4386

Science: Computing	Hayley Irvine	041 504 2092
Science: InnoVenton	Margriet Bosma	041 5043613
<b>PLEASE NOTE: All Short Learning Programmes (SLPs) requires 10 or more delegates for any SLP to commence.</b>		

# Faculty Short Learning Programmes

## Faculty of Arts

Short course	Dates (Provisional)	Duration	Fee
<b>Beginner Conversational Arabic</b>	To be confirmed	To be confirmed	R2 635
<b>Business Writing</b>	15 – 16 August	2 days	R2 196
<b>Conversational English</b>	To be confirmed	To be confirmed	To be confirmed
<b>Conversational isiXhosa</b>	23 February -18 May 27 July – 12 October	Thursdays 5:30 PM – 7:30PM	R2 805
<b>isiXhosa – English Translation</b>	21 – 23 February	3 days	
<b>Language Rules</b>	To be confirmed	To be confirmed	R2 196
<b>Minute Writing</b>	To be confirmed	To be confirmed	R2 196
<b>Professional Presentations</b>	To be confirmed	To be confirmed	R2 343
<b>Read and Write Arabic</b>	To be confirmed	To be confirmed	R2 343
<b>Report Writing</b>	5 – 6 September	2 days	R2 196

**For more information contact Faizah Samaai on 041504 3791 / [dals-slp@nmmu.ac.za](mailto:dals-slp@nmmu.ac.za)**

Short course	Dates (Provisional)	Duration	Fee
<b>Basic Photography</b>	17 January – 21 February 7 March – 11 April	6 weeks (Every Tuesday evening from 5:30pm)	R2180 (10% discount to NMMU staff and registered NMMU students)
<b>Advanced Photography</b>	12 October – 16 November	6 weeks (Every Wednesday - 5:40pm – 8:40 pm)	R2180 (10% discount to NMMU staff and registered NMMU students)

**For more information contact Roxane van Wyk on 0415043379/  
[Roxane.vanWyk@nmmu.ac.za](mailto:Roxane.vanWyk@nmmu.ac.za)**

## Faculty of Business & Economic Sciences

Short course	Dates (Provisional)	Duration	Fee
<b>Management &amp; Supervisory Skills</b>	28 – 30 March 30 May – 1 June 29 – 31 August	3 days (8:00 – 16:00)	R3200

**For more information contact: Kim Weatherall-Thomas on 041 504 3798 or e-mail  
[Kim.Weatherall-Thomas2@nmmu.ac.za](mailto:Kim.Weatherall-Thomas2@nmmu.ac.za)**

## LEADERSHIP ACADEMY

Short course	Dates (Provisional)	Duration	Fee
<b>Project Management (incl MS Projects)</b>	20 – 24 February; 3 – 7 April; 5 – 9 June	5 days	R9920
<b>Management Skills for 21<sup>st</sup> Century Leader</b>	11 – 13 April	3 days	R5900
<b>Finance for Non-Financial Managers</b>	13 – 17 March	5 days	R9590
<b>Professional Personal Assistant</b>	June	4 Saturdays	R4115
<b>Leadership &amp; Teambuilding Skills</b>	23 – 25 May	3 days	R5900

Handling Workplace Labour Relations	28 – 30 March; 20 -22 June	3 days	R5900
Women in Leadership	15 – 17 May	3 days	R5900

**For more information contact Nina Crause on 0415044006 / [Nina.Crause@nmmu.ac.za](mailto:Nina.Crause@nmmu.ac.za) or Kavita Govindjee on 041 5044386 / [Kavita.Govindjee@nmmu.ac.za](mailto:Kavita.Govindjee@nmmu.ac.za)**

## SCHOOL OF MANAGEMENT SCIENCE

Short course	Dates (Provisional)	Duration	Fee
Introduction to Logistics Management	4 <sup>th</sup> March (2 <sup>nd</sup> Ave Campus)	12 x Saturday mornings: 08:00 to 10:30	R4950
Introduction to Purchasing Management	4 <sup>th</sup> March (2 <sup>nd</sup> Ave Campus)	12 x Saturday mornings: 08:00 to 10:30	R4950
Introduction to Warehouse Management	4 <sup>th</sup> March (2 <sup>nd</sup> Ave Campus)	12 x Saturday mornings: 08:00 to 10:30	R4950

**For more information contact Shirley Ngcosini on 041 5043875**  
[Shirley.Ngcosini@nmmu.ac.za](mailto:Shirley.Ngcosini@nmmu.ac.za)

## TOURISM DEPARTMENT

Short course	Dates (Provisional)	Duration	Fee
Galileo	Please enquire	8am – 5pm (excluding Saturdays)	Please enquire

**For more information contact Kimrochey Goliath on 041 504 3778 or e-mail**  
[Kimrochey.Goliath@nmmu.ac.za](mailto:Kimrochey.Goliath@nmmu.ac.za)

## SCHOOL OF ACCOUNTING

Short course	Dates (Provisional)	Duration	Fee
Accounting & Finance for non financial managers	8 – 24 May	2 evenings per week for 3 weeks – 5:30pm – 8:30pm	R3500
Pastel Partner Version 14	Any time provided we have 8 candidates or more	This course runs over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R3500
Introduction to Accounting	5 – 21 June	This course runs over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R3500
Principles of VAT	Any time provided we have 8 candidates or more.	2 evenings per week for 3 weeks – 5:30pm – 8:30pm	R3500

**For more information contact Aadiela Abrahams on 041 5043929**  
[Aadiela.Abrahams@nmmu.ac.za](mailto:Aadiela.Abrahams@nmmu.ac.za)

# Faculty of Engineering, the Built Environment and Information Technology

## DEPARTMENT OF ADVANCE MECHATRONICS TECHNOLOGY CENTRE (AMTC)

Short course	Dates (Provisional)	Duration	Fee
<b>Renewable Energy Technology</b>	13 - 17 March	5 Days	R5500
<b>Wind Energy</b>	22 – 26 May	5 Days	R5500
<b>Photovoltaic Systems</b>	29 May – 2 June	5 Days	R5500
<b>Renewable Energy Finance &amp; Policy</b>	6 – 10 March	5 Days	R5500

*For more information contact Joshna Daya on 041 504 3092 / [Joshna.Daya@mmu.ac.za](mailto:Joshna.Daya@mmu.ac.za)*

## DEPARTMENT OF MECHANICAL ENGINEERING

Short course	Dates (Provisional)	Duration	Fee
<b>AutoCAD Essentials/Beginners</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>AutoCAD Intermediate</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>AutoCAD Advanced</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>Revit Architecture Essentials</b>	Please enquire	3 days 8:30am-4:30pm	Please enquireT
<b>Revit Architecture Intermediate</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>Revit Architecture Advanced</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>Ionizing &amp; Radiation Safety Principles</b>	Please enquire	To be advised	To be advised
<b>Inventor Essentials</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>Inventor Intermediate</b>	Please enquire	3 days 8:30am-4:30pm	Please enquire
<b>Inventor Advanced</b>	Please enquire	8:30am – 4:30 pm days	Please enquire

For more information contact Madelein Brown at 041 504 3285 or e-mail

[Madelein.Brown@nmmu.ac.za](mailto:Madelein.Brown@nmmu.ac.za)

## CIVIL ENGINEERING

Short course	Dates (Provisional)	Duration	Fee
<b>Practical Project Management</b>	15 February – 19 April 19 July – 20 September & 3 – 7 July 30 October – 3 November	10 weeks (5:30pm – 8:30pm)  1 week (8:00am – 4:00pm)	R4800
<b>Problem Solving (PDCA – A3) Approach</b>	TBC	x5 Weeks, every Tuesday evening – 2 17:00 – 20:00pm  2 days (8am – 4pm)	TBC

For more information contact Lizelle Pienaar on 041 504 3297 [Lizelle.Pienaar@nmmu.ac.za](mailto:Lizelle.Pienaar@nmmu.ac.za)

## SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY

Short course	Dates (Provisional)	Duration	Fee
<b>CISCO Certified Network Associate Certificate (CCNA) (4 modules)</b>	End February to end November (Monday and Wednesday) 17:00 – 21:00	32 weeks	R4850 per module R19400

\*\* Commencement of courses is determined by the number of students enrolled.

For all Cisco Academy Courses contact Kerry-lynn Thomson on 041504 3408/ [Kerry-Lynn.Thomson@nmmu.ac.za](mailto:Kerry-Lynn.Thomson@nmmu.ac.za)

## Geographical Information Systems (GIS) Short Learning Programme

To register for GIS, contact Margaret Brittain on 041 504 3938 or e-mail

[Margaret.Brittain@nmmu.ac.za](mailto:Margaret.Brittain@nmmu.ac.za)

## INDUSTRIAL ENGINEERING

Short course	Dates (Provisional)	Duration	Fee
Introduction to operations management	4 March – 1 July	17 Weeks	R9800
NMMU Quality Assurance	10 May – 6 September	17 Weeks (every Wednesday evening at 17:30)	R9800
Project Management (manufacturing)	21 – 23 June	3 days	R5200
Value Stream Mapping	Please enquire	2 days	Please enquire
FMEA	Please enquire	1 day	Please enquire
Introduction to Lean	26 June & 19 October	1 day	R1300
Introduction to TQM	Please enquire	2 days	Please enquire
Basic SPC as a quality tool	Please enquire	2 days	Please enquire

For more information contact Nicole Truter on 0415043645 or [Nicole.Truter@nmmu.ac.za](mailto:Nicole.Truter@nmmu.ac.za)

## Faculty of Health Sciences

### DEPARTMENT OF ENVIRONMENTAL HEALTH

Short course	Dates (Provisional)	Duration	Fee
Audiometry	24 – 26 April	3 days	R4000
Environmental Health Impact Assessment	31 May – 2 June	3 days	R6000
Hazard Analysis Critical Control Points (HACCP)	27 – 30 June	4 days	R6500
Occupational Hygiene Legal Knowledge Certificate	On request	5 days	On request

For more information contact Thembela Tsewu on 0415043523 / [Thembela.Tsewu@nmmu.ac.za](mailto:Thembela.Tsewu@nmmu.ac.za)



## HUMAN MOVEMENT SCIENCE: SPORTS MANAGEMENT CERTIFICATE

Short course	Dates (Provisional)	Duration	Fee
<b>CIES: SPORTS MANAGEMENT CERTIFICATE</b>	29 August 2016 – June/July 2017 (block release system)	Four one-week block periods	R12500 R13550 (International students)

*For more information contact Buhlebethu Dumbu on 0415043881 or [Buhlebethu.Dumbu2@nmmu.ac.za](mailto:Buhlebethu.Dumbu2@nmmu.ac.za)*

## DEPARTMENT OF NURSING SCIENCE

Short course	Dates (Provisional)	Duration	Fee
<b>Basic Mechanical Ventilation &amp; Ventilator Graphics</b>	Date to be confirmed	2 days (08h00-16h00)	R750 pppd
<b>Basic Wound Care</b>	Date to be confirmed	2 days (08h00-16h00)	R750 pppd
<b>Conflict Management for Healthcare Managers</b>	Date to be confirmed	2 days	R750 pppd
<b>Performing and Analysis of a 12-Lead Electrocardiogram</b>	Date to be confirmed	2 days (08h00-16h00)	R750 pppd
<b>Integrating Technology in the Teaching of Health Professionals</b>	Date to be confirmed	2 days	R750 pppd
<b>Management of Leg Ulcers</b>	Date to be confirmed	3 days	R750 pppd
<b>Mentorship in Nursing</b>	Date to be confirmed	2 days (08h00-16h00)	R750 pppd
<b>Moderation in Health Science Education</b>	Date to be confirmed	2 days	R750 pppd
<b>Renal Function and Renal Failure in Children</b>	Date to be confirmed	4 days	R750 pppd

*For more information contact Sanet Page on 0415043946 or [Sanet.Page@nmmu.ac.za](mailto:Sanet.Page@nmmu.ac.za)*

## Faculty of Sciences

### DEPARTMENT OF BOTANY & POLYMER TECHNOLOGY

Short course	Dates (Provisional)	Duration	Fee
<b>BOTANY Management of Estuaries in SA</b>	On request of sponsorship depending on subsidy received	8:00 – 16:30, 2 or 3 days with field trip	Please enquire

*For more information on Management of Estuaries SA contact Meredith Fernandes on 041 504 2429 or e-mail: [Meredith.Fernandes@nmmu.ac.za](mailto:Meredith.Fernandes@nmmu.ac.za)*

Short course	Dates (Provisional)	Duration	Fee
<b>POLYMER Rubber Technology</b>	To be confirmed	Once a week for 15 weeks	Please enquire

*For more information on Rubber Technology contact: Fanus Gerber on 041504 3460/2286/ [Fanus.Gerber@nmmu.ac.za](mailto:Fanus.Gerber@nmmu.ac.za)*

## COMPUTER SCIENCE & INFORMATION TECHNOLOGY

Short course	Dates (Provisional)	Duration	Fee
Advance Web Design	June & November	2 days	Please enquire
Introduction to MS Access 2013	June & November	2 days	Please enquire
Introduction to MS Word 2013	June & November	1 day	Please enquire
Introduction to MS Excel 2013	June & November	1 day	Please enquire
Introduction to MS PowerPoint 2013	June & November	1 day	Please enquire
Introduction to HTML & CSS	June & November	2 days	Please enquire
Introduction to Computers, Email & Internet	June & November	1 day	Please enquire
Intermediate MS Access 2013	June & November	2 days	Please enquire
Intermediate MS Word 2013	June & November	1 day	Please enquire
Intermediate MS Excel 2013	June & November	1 day	Please enquire

**Contact: Course coordinator for computer courses:**

**Ms. Hayley Irvine on 041 504 2092 or email [Hayley.Irvine@nmmu.ac.za](mailto:Hayley.Irvine@nmmu.ac.za)**

## INNOVENTON

**NMMU Institute for Chemical Technology  
and Downstream Chemicals Technology Station**

Short course	Dates (Provisional)	Duration	Fee
Applied Biostatistics with Excel	Upon request	3 days	R5300 (the fee for registered full time students is R3200)
Data Analysis with Excel for Analysts, Scientists and Engineers	Upon request	3 days	R5300 (the fee for registered full time students is R3200)
Statistical Process Control with MS Excel for Process Operators, Analysts and Engineers	Upon request	2 days	R3700

**For more information contact Margriet Bosma, Tel: 041 504 3281/3613**

**e-mail: [Margriet.Bosma@nmmu.ac.za](mailto:Margriet.Bosma@nmmu.ac.za) or visit <http://innoventondcts.nmmu.ac.za>**

# George Campus

## NATURAL RESOURCES MANAGEMENT

Short course	Dates (Provisional)	Duration	Fee
Work study and productivity	TBC	TBC	TBC
FSC Certification Course – forestry managers and contractors	TBC	TBC	TBC
Cable yarding	TBC	TBC	TBC

For more information contact: Kershia Ramoo on 0448015045 or email

[Kershia.Ramoo@nmmu.ac.za](mailto:Kershia.Ramoo@nmmu.ac.za)

## SCHOOL OF BUSINESS AND SOCIAL SCIENCE

Option 1: Evening Classes 2 hours per evening from 18:00 – 20:00

On request only, minimum of 10 students

Short course	Dates (Provisional)	Duration	Fee (Excluding Manuals)
Windows (e.g. Vista and Windows Operating System)	Please Enquire	8 hours +	Please Enquire
MS Outlook	Please Enquire	16 hours	Please Enquire
Windows Mail	Please Enquire	6 hours	Please Enquire
MS Word – Basic to intermediate	Please Enquire	16 hours	Please Enquire
MS Excel – Basic to intermediate	Please Enquire	16 hours	Please Enquire
MS PowerPoint – Basic to intermediate	Please Enquire	16 hours	Please Enquire
MS Access – Basic to Intermediate	Please Enquire	20 hours	Please Enquire
MS Project – Practical Project Management for 1st time users	Please Enquire	24 hours	Please Enquire
Pastel Accountancy for 1st time users	Please Enquire	24 hours	Please Enquire

Contact Werner Hoppe (Pr.Tech.Eng) on 082 415 7136 or e-mail: [wernerhpp@gmail.com](mailto:wernerhpp@gmail.com)

## Higher Education Access & Development Services (HEADS)

Short course	Dates (Provisional)	Duration	Fee
Applying the principles of Emotional Intelligence to the Management of self & others	To be confirmed	2 days	Please confirm with department
Career Guidance Programme for Life Orientation teachers	To be confirmed	2 days	Please confirm with department
Career Assessment & Counseling	To be confirmed	5 hours	Please confirm with department
Employability & Job Search Skills Programme	To be confirmed	2 hours per module (4 modules in total)	Please confirm with department

*These dates are negotiable. For more information contact van Wyngaardt, Lorna (Ms) (Missionvale Campus) [Lorna.VanWyngaardt@nmmu.ac.za](mailto:Lorna.VanWyngaardt@nmmu.ac.za) or Ntlokwana, Nomalungelo (Ms) (Missionvale Campus) [Nomalungelo.Ntlokwana@nmmu.ac.za](mailto:Nomalungelo.Ntlokwana@nmmu.ac.za)*

## HIV/AIDS UNIT

Short course	Dates (Provisional)	Durat	Fee
Life Skills and Human Immune Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) for Health Workers	To be confirmed	5 days	TBC
Peer-educator training	To be confirmed	5 days	TBC

*For more information contact Anri Van Der Merwe on 0415042876 / [Anri.vanderMerwe@nmmu.ac.za](mailto:Anri.vanderMerwe@nmmu.ac.za)*