

**NELSON MANDELA**  
UNIVERSITY



**SHORT LEARNING PROGRAMMES  
TRAINING CALENDAR 2018**

*UNIT FOR CONTINUING EDUCATION*

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

**[www.mandela.ac.za/continuingeducation](http://www.mandela.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: SoMAD	Roxane van Wyk / Nomsa Xubane	041 504 3379/3247
Arts Languages	Faizah Samaai	041 5043791
Business Economic Sciences: Leadership Academy	Kavita Govindjee	041 504 4386
Business Economic Sciences: HR	Kim Weatherall-Thomas	041 504 3798
Business Economic Sciences: Logistics	Shirley Ngcosini	041 504 3875
Business Economic Sciences: School of Accounting	Aadiela Abrahams	041 504 3803
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)	Amanda Jagers	041 504 3938
Engineering-Industrial	Nicole Truter	041 504 3645
Engineering-Mechanical	Madelein Brown	041 504 3285
George Campus	Kershia Jagernath	044 801 5045

<b>Health Science: Environmental Health</b>	Thembela Tsewu	041 504 3523
<b>Health Science: Human Movement Science</b>	Buhlebethu Dumbu	041504 3881
<b>Health Science: Nursing Science</b>	Sichumile Koyo	041 504 4300
<b>Law: Centre for Law in Action</b>	Marlene Holland / Tamrin January	041 504 4757 041 504 4706
<b>Law: Mercantile Law</b>	Erina Strydom	041 504 2283
<b>Science: Computing</b>	Desma van Der Walt	041 504 2092
<b>Science: InnoVenton</b>	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>	7 March – 8 May	8 weeks - Tuesday evenings	R3200
<b>Business Writing</b>	6 March – 10 April	6 weeks - Tuesday evenings	R2900
<b>Conversational English</b>	To be confirmed	To be confirmed	To be confirmed
<b>Conversational isiXhosa</b>	6 March – 24 May	10 weeks – Tuesday&Thursday evenings	R3700
<b>Minute Writing</b>	7 March – 18 April	6 weeks – Wednesday evening	R2900
<b>Professional Presentations</b>	7 March – 25 April	7 weeks – Wednesday evenings	R3000
<b>Report Writing</b>	1 March – 12 April	6 weeks –Thursday evenings	R2900

**For more information contact Faizah Samaai on 0415043791/**

**[Faizah.Samaai@mandela.ac.za](mailto:Faizah.Samaai@mandela.ac.za)**

Short course	Dates (Provisional)	Duration	Fee
<b>Basic Photography</b>	24 July – 28 August	6 weeks (Every Tuesday evening - from 5:30pm at NMU North Campus)	R2400 (10% discount to NMMU staff and registered NMMU students)
<b>Advanced Photography</b>	23 August – 18 October	9 weeks (Every Thursday evening - from 5:30pm at NMU North Campus)	R3590 (10% discount to NMMU staff and registered NMMU students)

**For more information contact Roxane van Wyk on 0415043379/**

**[Roxane.vanwyk@mandela.ac.za](mailto:Roxane.vanwyk@mandela.ac.za)**

## Faculty of Business & Economic Sciences

Short course	Dates (Provisional)	Duration	Fee
Management & Supervisory Skills	30, 31 October & 1 November	3 days (8:00 – 16:00)	R3500

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

## LEADERSHIP ACADEMY

Short course	Dates (Provisional)	Duration	Fee
Project Management (incl MS Projects)	5 – 9 November	5 days	R10555
Management Skills for 21 <sup>st</sup> Century Leaders	29 – 31 October	3 days	R6275
Report Writing Skills	03 October	1 day	R2095
Basic Financial Principles	9 & 19 October	1 days	R2095
Financial Principles (Intermediate)	23 – 25 October	3 days	R6275
Business Writing Skills	20 September;	1 day	R2095
Professional Personal Assistant	2, 9, 16, 23 June September	4 days	R4375
Basic Project Management Tools & Techniques	20 September	1 day	R2445
Fundamentals of Supply Chain Management	26 – 28 September	3 days	R6870
Leadership & Teambuilding Skills	6 – 8 November	3 days	R6275
SHE Risk Control	5 – 6 September	2 days	R3285
Human Resource Management for non practitioners	20 – 22 June; 23 – 24 August	3 days	R6880
Handling Workplace Labour Relations	20 – 22 November	3 days	R6460
SHE Management	23 – 25 October	3 days	R6275

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

## SCHOOL OF MANAGEMENT SCIENCE

Short course	Dates (Provisional)	Duration	Fee
Introduction to Logistics Management	March 2019	12 x Saturday mornings: 08:00 to 10:30	R5445
Introduction to Purchasing Management	March 2019	12 x Saturday mornings: 08:00 to 10:30	R5445
Introduction to Warehouse Management	March 2019	12 x Saturday mornings: 08:00 to 10:30	R5445

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

## SCHOOL OF ACCOUNTING

Short course	Dates (Provisional)	Duration	Fee
<b>Accounting &amp; Finance for non financial managers</b>	06 August – 22 August	2 evenings per week for 3 weeks – 5:30pm – 8:30pm	R3850
<b>Pastel Partner Version 14</b>	08 – 24 October	This course runs over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R3850
<b>Introduction to Accounting</b>	03 – 19 September (Monday & Wednesday evening)	This course runs over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R3850
<b>Principles of VAT</b>	09 – 25 April (Monday & Wednesday evening)	2 evenings per week for 3 weeks – 5:30pm – 8:30pm	R3850

*For more information contact Aadiela Abrahams on 041 5043803*

[Aadiela.Abrahams@mandela.ac.za](mailto:Aadiela.Abrahams@mandela.ac.za)

## TOURISM DEPARTMENT

Short course	Dates (Provisional)	Duration	Fee
<b>Galileo</b>	To be confirmed	8am – 5pm (excluding Saturdays)	R6000 (R3000 non-refundable deposit)

*For more information contact Sonia van Niekerk on 041 504 3778 or e-mail*

[Sonia.vanniekerk@mandela.ac.za](mailto:Sonia.vanniekerk@mandela.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>	09 – 13 July	5 Days	R6050
<b>Wind Energy</b>	15 – 19 October	5 Days	R6050
<b>Photovoltaic Systems</b>	01 – 05 October	5 Days	R6050

For more information contact Eunice Marx on 041 504 3092 / [Eunice.Marx@mandela.ac.za](mailto:Eunice.Marx@mandela.ac.za)

## DEPARTMENT OF MECHANICAL ENGINEERING

Short course	Dates (Provisional)	Duration	Fee
<b>AutoCAD Essentials/Beginners</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R3550 excl VAT
<b>AutoCAD Intermediate</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R3225 excl VAT
<b>AutoCAD Advanced</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R2995 excl VAT
<b>Revit Architecture Essentials</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R4100 excl VAT
<b>Revit Architecture Intermediate</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R3750 excl VAT
<b>Revit Architecture Advanced</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R3450 excl VAT
<b>Ionizing &amp; Radiation Safety Principles</b>	Dates to be confirmed	To be advised	To be advised
<b>Inventor Essentials</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R3705 excl VAT
<b>Inventor Intermediate</b>	Dates to be confirmed	3 days 8:30am-4:30pm	R3495 excl VAT
<b>Inventor Advanced</b>	Dates to be confirmed	8:30am – 4:30 pm days	R3335 excl VAT

**For more information contact Madelein Brown at 041 504 3285 or e-mail [Madelein.Brown@mandela.ac.za](mailto:Madelein.Brown@mandela.ac.za)**

## **CIVIL ENGINEERING**

Short course	Dates (Provisional)	Duration	Fee
<b>Practical Project Management</b>	25 July - 26 September	10 weeks (5:30pm – 8:30pm)	R4800
	& 01 – 05 October	X1 week (8:30am – 16:00pm)	
<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@mandela.ac.za](mailto:Lizelle.Pienaar@mandela.ac.za)**

## **SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY**

Short course	Dates (Provisional)	Duration	Fee
<b>CISCO Certified Network Associate Certificate (CCNA) (4 modules)</b>	March - November (Monday and Wednesday) 17:00 – 21:00	32 weeks	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@mandela.ac.za](mailto:Kerry-lynn.thomson@mandela.ac.za)**



## INDUSTRIAL ENGINEERING

Short course	Dates (Provisional)	Duration	Fee
Introduction to Operations Management	03 March – 30 June	14 Weeks (Every Saturday – 09h00 – 14h00)	R9800
NMMU Quality Assurance	9 May	17 Weeks (every Wednesday evening at 17:30)	R9800
Project Management (manufacturing)	24, 25 & 26 October	3 days	R5200
Value Stream Mapping	Dates to be confirmed in 2019	2 days	R3000
FMEA	Dates to be confirmed in 2019	1 day	R2000
Introduction to Lean	29 October	1 day (08h30 – 16h00)	R1300
Introduction to TQM	Dates to be confirmed in 2019	2 days	R3000
Basic SPC as a quality tool	Dates to be confirmed in 2019	2 days	R3000

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

## Faculty of Health Sciences

### DEPARTMENT OF ENVIRONMENTAL HEALTH

Short course	Dates (Provisional)	Duration	Fee
Audiometry	22 – 24 October	3 days	R4500
Environmental Health Impact Assessment	On request	3 days	R5500
Hazard Analysis Critical Control Points (HACCP)	03 – 06 April	4 days	R6500
Occupational Hygiene Legal Knowledge Certificate	On request	5 days	R9500

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

## HUMAN MOVEMENT SCIENCE: SPORTS MANAGEMENT CERTIFICATE

Short course	Dates (Provisional)	Duration	Fee
<b>CIES: SPORTS MANAGEMENT CERTIFICATE</b>	Block one: 1 October – 6 October 2018. Block two: 26 November – 1 December	2 block periods	Fees to be confirmed

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

## DEPARTMENT OF NURSING SCIENCE

Short course	Dates (Provisional)	Duration	Fee
<b>Basic Mechanical Ventilation</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Basic Neonatal Mechanical Ventilation</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Basic Wound Care</b>	To be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Electrocardiograph</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Evidence informed decision making</b>	Date to be confirmed	5 days (08h00-16h00)	Fees to be confirmed
<b>Mentorship</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Neonatal resuscitation</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Optimal anti-natal care and Intrapartum care</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
<b>Management of leg ulcers</b>	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed

*For more information contact Sichumile Koyo on 0415044300 or [Sichumile.Koyo@mandela.ac.za](mailto:Sichumile.Koyo@mandela.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 Janine Adams on 041 504 2429 or e-mail: [Janine.Adams@mandela.ac.za](mailto:Janine.Adams@mandela.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@mandela.ac.za](mailto:Fanus.Gerber@mandela.ac.za)*

## COMPUTER SCIENCE & INFORMATION TECHNOLOGY

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

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

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

## INNOVENTON

### NMU Institute for Chemical Technology and Downstream Chemicals Technology Station

Short course	Dates (Provisional)	Duration	Fee
Applied Biostatistics with Excel	This course can be presented at InnoVenton, Nelson Mandela University, or in-house.	3 days	R5500 (the fee for registered full time students is R3500)
Basic Chemical Engineering for Operators in the Chemical Process Industry	This short course can be presented on site.		
Basic Chemistry for Operators in the Precious Metal Industry	This short course can be presented on site.		
Data Analysis with Excel for Analysts, Scientists and Engineers	This course can be presented at InnoVenton, Nelson Mandela University, or in-house.	3 days	R5500 (the fee for registered full time students is R3500)
Quality Control with Excel for Process Operators, Analysts and Engineers	This course can be presented at InnoVenton, Nelson Mandela University, or in-house.	2 days	R3700
Sampling for Chemical Process Operators	This short course can be presented on site.		

**Please contact *Margriet Bosma* to discuss dates,**

**The option of presenting the course on site, or to request a quotation.**

**Telephone +27 (0)41 504 3613 | [margriet.bosma@mandela.ac.za](mailto:margriet.bosma@mandela.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.Jagernath@mandela.ac.za](mailto:Kershia.Jagernath@mandela.ac.za)

## FACULTY OF LAW

### Labour and Social Security Law Unit

Short course	Dates (Provisional)	Duration	Fee
Practical Labour Law Programme	21-23 February (1st block) 4-6 April (2 <sup>nd</sup> block) 23-25 May (3 <sup>rd</sup> block)	Block lectures (Feb/April/May)	R14000

*For more information contact: Erina Strydom on 0415042283 or email*

[Erina.Strydom@mandela.ac.za](mailto:Erina.Strydom@mandela.ac.za)

### CENTRE FOR LAW IN ACTION

Short course	Dates (Provisional)	Duration	Fee
Law Enforcement by Peace Officers	26 Feb – 02 March; 7 – 11 May; 03 – 07 September	5 days	R7480
Introduction to Local Government	26 – 28 March	3 days	R5060
Introduction to Criminal Investigation	15 – 19 October	5 days	R7480
Taking of Statements	21 – 25 May	5 days	R7480
Prevention of Corruption	12 – 13 June	2 days	R3190

*For more information contact: Tanya Stephens on 0415044899 or email*

[Tanya.Stephens@mandela.ac.za](mailto:Tanya.Stephens@mandela.ac.za)