

NELSON MANDELA
UNIVERSITY



Training Calendar 2022

Short Learning Programmes

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Faculty Administrators – contact information

Faculty	Administrator	Contact
Arts: Photography	Roxane van Wyk	041 504 3379
Arts: Applied Languages	Faizah Samaai	041 5043791
Business Economic Sciences: Leadership Academy	Venean Bosch	041 504 4010
Business Economic Sciences: HR	Kim Alexander	041 504 3798
Business Economic Sciences: Logistics	Chantell Vögts	041 504 4694
Business Economic Sciences: School of Accounting	Aadiela Abrahams	041 504 3803
Education	Gishma Daniels-Smith	041 504 1195
Engineering-AMTC	René Pittaway	041 504 3092
Engineering-Civil	Lizelle Pienaar	041 504 3297
Engineering-ICT (CISCO Academy courses)	Kerry-lynn Thompson	041 504 3408

Faculty Administrators – contact information

Faculty	Administrator	Contact
Engineering-Industrial	Nicole Truter	041 504 3645
Engineering-Mechanical	Madelein Brown	041 504 3285
George Campus	Kershia Jagernath	044 801 5045
Health Science: Environmental Health	Thembele Tsewu	041 504 3523
Health Science: Human Movement Science	Buhlebethu Dumbu	041 504 3881
Health Science: Nursing Science	Sichumile Koyo	041 504 4300
Law: Centre for Law in Action	Megan Appollis	041 504 4775
Law: Mercantile Law	Tamrin January	041 504 4706
Science: Computing	Erina Strydom	041 504 2283
Science: InnoVenton	Desma van Der Walt	041 504 2092
	Louise Hamilton	041 504 3935

Payment information

All payments are made payable to Nelson Mandela University.

Students are required to pay before they are admitted to the course.

Cheques are made payable to Nelson Mandela University; payment can be made at Cashiers or a Direct Bank Deposit/EFT can be made

Banking details:

Standard Bank - Port Elizabeth

Branch Code: 050417

Account No: 080263011

Reference No: enquire with relevant SLP administrator

CANCELLATIONS/REFUNDS

Course fees are not refundable unless cancellation has been made at least seven days prior to course commencement.

A 30% admin/cancellation fee is levied.

If the course is fully booked or cancelled by the Nelson Mandela University, a full refund of fees will be made.

Nelson Mandela University students applying for this course must ensure that their student account is settled.

Online application process

Complete the online application process on the following link - <http://slp.mandela.ac.za/>

Payment process for online applications:

If you are responsible for payment:

Click “I will pay”, please proceed to upload your proof of payment

If your company is responsible for payment:

Click “Company will pay”

Kindly ensure you have your company’s HR representative’s contact details.

Should the company be responsible for payment of the account, a signed letter from an authorized person confirming the arrangements must be sent on a company letterhead to the relevant SLP administrator

The following information should be on the letterhead:

Delegate/Learner’s full name/s and ID Number

Company name and physical address

VAT registration number

Contact details of the person responsible for payment

Please inform the relevant SLP administrator if you are needing a quotation or invoice

Short Learning Programmes – Humanities

Short course	Dates (Provisional)	Duration	Fee
Basic Photography	To be confirmed	6 weeks (Every Tuesday evening - from 5:30pm at NMU North Campus)	To be confirmed
Advanced Photography	To be confirmed	6 weeks (Every Thursday evening - from 5:30pm at NMU North Campus)	To be confirmed

*For more information contact Roxane van Wyk on 0415043379/
Roxane.vanwyk@mandela.ac.za*

Short Learning Programmes – Humanities

Short course	Dates (Provisional)	Duration	Fee
Beginner Conversational Arabic	Dates to be confirmed in 2022	8 weeks - Tuesday evenings	To be confirmed
Business Writing	Dates to be confirmed in 2022	6 weeks - Tuesday evenings	To be confirmed
Conversational English	Dates to be confirmed in 2022	To be confirmed	To be confirmed
Conversational isiXhosa	Dates to be confirmed in 2022	10 weeks – Tuesday&Thursday evenings	To be confirmed
Minute Writing	Dates to be confirmed in 2022	6 weeks – Wednesday evening	To be confirmed
Professional Presentations	Dates to be confirmed in 2022	7 weeks – Wednesday evenings	To be confirmed
Report Writing	Dates to be confirmed in 2022	6 weeks –Thursday evenings	To be confirmed
Beginner Conversational Arabic	Dates to be confirmed in 2022	8 weeks - Tuesday evenings	To be confirmed

For more information contact Faizah Samaai on 0415043791/ Faizah.Samaai@mandela.ac.za

Short Learning Programmes – Faculty of Business and Economic Sciences

Short course	Dates (Provisional)	Duration	Fee
Management & Supervisory Skills	16 – 18 August 11 – 13 October	3 days (8:00 – 16:00)	R4550
Ethics and Integrity: A UNODC Education for Justice Initiative (E4J)	To be confirmed	5 Days 09:00 - 16:00 (full day) or 17:00 - 20:00 (evenings)	R6000

For more information contact: Kim Alexander on 041 504 3798 or e-mail kimw@mandela.ac.za

Short Learning Programmes – Faculty of Business and Economic Sciences

Short course	Dates (Provisional)	Duration	Fee
Introduction to Logistics Management	20 August 2022	12 x Saturday mornings: 08:00 to 10:30	R7990
Introduction to Purchasing Management	20 August 2022	12 x Saturday mornings: 08:00 to 10:30	R7990
Introduction to Warehouse Management	20 August 2022	12 x Saturday mornings: 08:00 to 10:30	R7990

For more information contact Chantell Vogts on 0415044694 or Chantell.Vogts@mandela.ac.za

Short Learning Programmes – Faculty of Business and Economic Sciences

Short course	Dates (Provisional)	Duration	Fee
Accounting & Finance for non-financial managers	Date to be confirmed (Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R5126
Pastel Partner version 50c	13 August – 17 September 2022	Saturdays (6 weeks) 09:00 – 12:00 in venue Z213 2 nd Avenue Campus	R5126
Introduction to Accounting	Date to be confirmed (Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R5126
Principles of VAT	Date to be confirmed (Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R5126

For more information contact Aadiela Abrahams on 041 5043803 Aadiela.Abrahams@mandela.ac.za

Short Learning Programmes – Faculty of Business and Economic Sciences

Short course	Dates (Provisional)	Duration	Fee
Galileo	To be confirmed	To be confirmed	To be confirmed

For more information contact Sonia van Niekerk on 041 504 3778 or e-mail Sonia.vanniekerk@mandela.ac.za

Leadership Academy – Business School

Short course	Dates (Provisional)	Duration	Method of Delivery	Fee
Project Management (incl MS Projects)	02 – 31 August 01 – 29 November	40 hours	Online	R6285
Management Skills for 21 st Century Leaders	10 – 23 August	24 hours	Online	R4485
Finance for Non-Financial Managers	13 June – 14 July	39 hours	Online	R6285

Short Learning Programmes – Faculty of Business and Economic Sciences

Leadership Academy

Short course	Dates (Provisional)	Duration	Method of Delivery	Fee
Effective Office Administration	08 – 17 March	16 hours	Online	R3425
Assessor (US 115753)	10 – 25 May	24 hours	Online	R5040
Facilitator (US 117871)	27 September – 13 October	28 hours	Online	R5530
Moderator (US 115759)	26 July – 10 August	20 hours	Online	R4465
Monitoring & Evaluation for Organisational Performance	04 October – 01 November	40 hours	Online	R8215
Strategic Management	16 May – 07 June	33 hours	Online	R5400
Human Resource Management for non practitioners	17 October – 01 November	24 hours	Online	R4485
SHE Management	20 – 30 June	18 hours	Online	R3645

For more information contact:

Venean Bosch on 041 5044000 / ExecEdPE@mandela.ac.za

Short Learning Programmes – Faculty of Business and Economic Sciences

Business Management

Short course	Dates (Provisional)	Duration	Fee
Planning & Designing a Masters or Doctoral Research Proposal	Cycle 1: Ends 29 April Candidates can register anytime from 7 January to 1 April Fully online on Moodle platform	3 sessions 5 – 8 hours per week self paced	R4500 R4000 for registered Nelson Mandela University students & staff

For more information contact:

Storm Watson – Storm.Watson@mandela.ac.za

Faculty of Engineering, the Built Environment and Information Technology

Department of Advanced Mechatronics Technology Centre (AMTC)

Short course	Dates (Provisional)	Duration	Fee
Renewable Energy Technology	Dates to be confirmed	5 Days	To be confirmed
Wind Energy	Dates to be confirmed	5 Days	To be confirmed
Photovoltaic Systems	Dates to be confirmed	5 Days	To be confirmed

For more information contact René Pittaway on 041 504 3092 / Rene.Pittaway@mandela.ac.za

Faculty of Engineering, the Built Environment and Information Technology

Department of Mechanical Engineering

Short course	Dates (Provisional)	Duration	Fee
AutoCAD Essentials/Beginners	Dates to be confirmed	3 days 8:30am-4:30pm	Kindly contact the SLP administrator
AutoCAD Intermediate	Dates to be confirmed	3 days 8:30am-4:30pm	Kindly contact the SLP administrator
AutoCAD Advanced	Dates to be confirmed	3 days 8:30am-4:30pm	Kindly contact the SLP administrator

For more information contact Madelein Brown at 041 504 3285 or e-mail Madelein.Brown@mandela.ac.za

Faculty of Engineering, the Built Environment and Information Technology

Department of Civil Engineering

Short course	Dates (Provisional)	Duration	Fee
Practical Project Management	Second semester 2022 Kindly contact SLP administrator for dates	10 weeks (5:30pm – 8:30pm) X1 week (8:30am – 16:00pm)	R4800.00 pp / R3800.00 for staff and 2022 registered students

For more information contact Lizelle Pienaar on 041 504 3297

Lizelle.Pienaar@mandela.ac.za

Department of Information & Communication Technology

Short course	Dates (Provisional)	Duration	Fee
CISCO Certified Network Associate Certificate (CCNA) (4 modules)	March - November (Monday and Wednesday) 17:00 – 21:00	32 weeks	R21000

For all Cisco Academy Courses contact Kerry-lynn Thomson on 041504 3408/

Kerry-lynn.thomson@mandela.ac.za

Faculty of Engineering, the Built Environment and Information Technology

Department of Industrial Engineering

Short course	Dates (Provisional)	Duration	Fee
Introduction to Operations Management	16 March & 06 July	14 weeks (offered online)	R9800
NMMU Quality Assurance	14 May – 14 September	17 weeks (evening sessions, every Thursday - online)	R9800
Project Management (manufacturing)	7, 14, 21, 28 July, 04 August	5 Weeks (evening sessions- online)	R5500
Value Stream Mapping	Kindly contact the SLP administrator	2 days	R3200
FMEA	Kindly contact the SLP administrator	1 day	R2200
Introduction to Lean	Kindly contact the SLP administrator	1 day	R1300
Introduction to TQM	Kindly contact the SLP administrator	2 days	R3200
Basic SPC as a quality tool	Kindly contact the SLP administrator	2 days	R3200

For more information contact Nicole Truter on 0415043645 or Nicole.Truter@mandela.ac.za

Faculty of Health Sciences

Department of Environmental Health

Short course	Dates (Provisional)	Duration	Fee
Audiometry	Dates to be confirmed	3 days	R5000
Basic Food Hygiene Training for Food Handlers	Dates to be confirmed	1 day	R1000
Food Hygiene Training for a person-in-charge	10 – 11 February	2 days	R2000
Environmental Health Impact Assessment	Dates to be confirmed	3 days	R5500
Hazard Analysis Critical Control Points (HACCP)	Dates to be confirmed	4 days	R6000
Occupational Hygiene Legal Knowledge Certificate	Dates to be confirmed	5 days	R9500
Poultry Meat Examiners Course	Dates to be confirmed	5 – 6 Months	R9000

For more information contact **Thembela.Tsewu** on 0415043523 / Thembela.Tsewu@mandela.ac.za

Faculty of Health Sciences

Department of Human Movement Science: Sports Management

Short course	Dates (Provisional)	Duration	Fee
CIES: SPORTS MANAGEMENT CERTIFICATE	Block one: September 2022	4 block periods (2022/2023)	R14700

For more information contact Buhlebethu Dumbu on 0415043881 or Buhlebethu.Dumbu@mandela.ac.za

Department of Nursing Science

Short course	Dates (Provisional)	Duration	Fee
Basic Mechanical Ventilation	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
Basic Neonatal Mechanical Ventilation	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed

Faculty of Health Sciences

Department of Nursing Science

Short course	Dates (Provisional)	Duration	Fee
Basic Wound Care	Date to be confirmed	2 days (08h00-16h00)	R1000/day = R2000 full course
Electrocardiograph	Date to be confirmed	2 days (08h00-16h00)	R1000/day = R2000 full course
Evidence informed decision making	Date to be confirmed	5 days (08h00-16h00)	Fees to be confirmed
Mentorship	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
Neonatal resuscitation	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
Optimal anti-natal care and Intrapartum care	Date to be confirmed	2 days (08h00-16h00)	Fees to be confirmed
Management of leg ulcers	Date to be confirmed	2 days (08h00-16h00)	R1000/day = R2000 full course

For more information contact **Sichumile Koyo** on 0415044300 or Sichumile.Koyo@mandela.ac.za

Faculty of Sciences

Department of Botany & Polymer Technology

Short course	Dates (Provisional)	Duration	Fee
BOTANY			
Management of Estuaries in SA	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

Computer Science and Information Technology

Short course	Dates (Provisional)	Duration	Fee
Advance Web Design	June/November	2 days	R3600
Introduction to MS Access 2013	June/November	2 days	R3000pp
Introduction to MS Word 2013	June/November	1 day	R1500pp

Faculty of Science

Computer Science and Information Technology

Short course	Dates (Provisional)	Duration	Fee
Introduction to MS Excel 2013	June/November	1 day	R1500
Introduction to MS PowerPoint 2013	June/November	1 day	R1500
Introduction to HTML & CSS	June/November	2 days	R3600
Introduction to Computers, Email & Internet	June/November	1 day	R1500
Intermediate MS Access 2013	June/November	2 days	R3000
Intermediate MS Word 2013	June/November	1 day	R1500
Intermediate MS Excel 2013	June/November	1 day	R1500

For more information contact Hayley Irvine on 0415042092 / Hayley.Irvine@mandela.ac.za

Faculty of Science

INNOVENTON

NMU Institute for Chemical Technology and Downstream Chemicals Technology Station

Short course	Dates (Provisional)	Duration	Fee
Applied Biostatistics with Excel	TBC	3 days	TBC
Basic Chemical Engineering for Operators in the Chemical Process Industry	TBC	TBC	TBC
Basic Chemistry for Operators in the Precious Metal Industry	TBC	TBC	TBC
Data Analysis with Excel for Analysts, Scientists and Engineers	TBC	3 days	TBC
Quality Control with Excel for Process Operators, Analysts and Engineers	TBC	2 days	TBC
Sampling for Chemical Process Operators	TBC	TBC	TBC

For more information contact Louise Hamilton on 041 504 3953 / Louise.Hamilton@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 Jagernath on 0448015045 or email Kershia.Jagernath@mandela.ac.za

Faculty of Law

Labour and Social Security Law Unit

Short course	Dates (Provisional)	Duration	Fee
Practical Labour Law Programme	To be confirmed	Block 1: 9-11 February Block 2: 16-18 March Block 3: 4-6 May	R16500

For more information contact: Erina Strydom on 0415042283 or email Erina.Strydom@mandela.ac.za

Centre for Law in Action

Short course	Dates (Provisional)	Duration	Fee
Law Enforcement by Peace Officers	To be confirmed	5 days	To be confirmed
Introduction to Local Government	To be confirmed	3 days	To be confirmed
Identification of Marine Species and Vessels and Gear used in Illegal Fishing	To be confirmed	5 days	To be confirmed

Centre for Law in Action

Short course	Dates (Provisional)	Duration	Fee
Taking of Statements	To be confirmed	5 days	To be confirmed
Criminal Investigation: Investigation of Municipal Health Offences	To be confirmed	2 days	To be confirmed

For more information contact: Tamrin or Megan on 0415044706 / 0415044775 or email Tamrin.January@mandela.c.za or Megan.Appollis@mandela.ac.za

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