

NELSON MANDELA UNIVERSITY



Training Calendar 2025

Short Learning Programmes

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Faculty Administrators – contact information

| Faculty | Administrator | Contact |
|--|----------------------|--------------|
| Humanities: School of Language, Media and Communication | Faizah Samaai | 041 5043791 |
| Business Economic Sciences: Leadership Academy | Ilze De Lange | 041 504 4000 |
| Business Economic Sciences: Industrial Psychology and HR | Kim Alexander | 041 504 3798 |
| Business Economic Sciences: Management Sciences | 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 | Saadiqa Pandie | 041 504 3092 |
| Engineering- School of Civil Engineering & the Built Environment | Vuyokazi Mbekela | 041 504 2790 |
| 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 | Thembela Festile | 041 504 3523 |
| Health Science: Human Movement Science | Cameron Matebeni | 041 504 3881 |
| Health Science: Nursing Science | Leandre Botha | 041 504 1179 |
| Law: Centre for Law in Action | Megan Appollis | 041 504 4775 |
| Law: Centre for Law in Action | Tamrin January | 041 504 4706 |
| Law: Mercantile Law | Erina Strydom | 041 504 2283 |
| Science: Computing | Hayley Irvine | 041 504 2092 |
| Science: InnoVenton | 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 an 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: School of Language, Media and Communication

| Short course | Dates (Provisional) | Duration | Fee |
|---------------------------------------|------------------------------|--------------------------------------|-----------------|
| Beginner Conversational Arabic | Kindly contact Faizah Samaai | 8 weeks - Tuesday evenings | To be confirmed |
| Business Writing | Kindly contact Faizah Samaai | 6 weeks - Tuesday evenings | To be confirmed |
| Conversational English | Kindly contact Faizah Samaai | To be confirmed | To be confirmed |
| Conversational isiXhosa | Kindly contact Faizah Samaai | 10 weeks – Tuesday&Thursday evenings | To be confirmed |
| Minute Writing | Kindly contact Faizah Samaai | 6 weeks – Wednesday evening | To be confirmed |
| Professional Presentations | Kindly contact Faizah Samaai | 7 weeks – Wednesday evenings | To be confirmed |
| Report Writing | Kindly contact Faizah Samaai | 6 weeks –Thursday evenings | To be confirmed |
| Beginner Conversational Arabic | Kindly contact Faizah Samaai | 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 | 18 – 20 March 03 – 05 June 19 – 21 August 14 – 16 October | 3 days (8:00 – 16:00) | R6000 |

For more information contact: Kim Alexander on 041 504 3798 / Kim.Alexander@mandela.ac.za

| Short course | Dates (Provisional) | Duration | Fee |
|--|----------------------|---|-------|
| Introduction to Logistics Management | 15 March & 16 August | 12 x Saturday mornings: 08:00 to 10:30 | R8790 |
| Introduction to Purchasing Management | 15 March & 16 August | 12 x Saturday mornings: 08:00 to 10:30 | R8790 |
| Introduction to Warehouse Management | 15 March & 16 August | 12 x Saturday mornings: 08:00 to 10:30 | R8790 |

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 | Dates are set once there are 8 or more delegates | This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30 | R6200 |
| Sage Business Cloud Accounting Practitioner | Dates are set once there are 8 or more delegates | This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30 | R6200 |
| Introduction to Accounting | Dates are set once there are 8 or more delegates | This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30 | R6200 |
| Principles of VAT | Dates are set once there are 8 or more delegates | This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30 | R6200 |

For more information contact Aadiela Abrahams on 041 5043803 Aadiela.Abrahams@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: Registration open from 1 February – 30 April Cycle 2: Registration opens from 1 August – 30 September Fully online on Moodle platform | 2 cycles Participants have two months from date of registration to submission of final assessment | R5000 for non-staff/student R4000 for registered Nelson Mandela University students & staff |
| Using Artificial Intelligence in Research | 20 January 2025 01 July 2025 | Fully online on Moodle platform | R2000 for non-staff/student R1500 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 Technology

Department of Advanced Mechatronics Technology Centre (AMTC)

| Short course | Dates (Provisional) | Duration | Fee |
|--|---------------------|----------|-----|
| Renewable Energy Technology | To be advised | 5 Days | TBC |
| Wind Energy | To be advised | 5 Days | TBC |
| Introduction to Additive Manufacturing | To be advised | 1 Day | TBC |
| Rhino Introduction | To be advised | 2 Days | TBC |

For more information contact Saadiqa Pandie on 041 504 3092 / Saadiqa.Pandie@mandela.ac.za

Faculty of Engineering, the Built Environment and Technology

School of Civil Engineering

| Short course | Dates (Provisional) | Duration | Fee |
|------------------------------|-----------------------------|--|--|
| Practical Project Management | 07 April – 30 June | 10 weeks (5:30pm – 8:30pm – every Wednesday evening) | R 4000 per registered 2025 student / staff members |
| | 08 September – 12 September | X1 week (8:30am – 16:00pm) | R5000 for delegates |

For more information contact Vuyokazi Mbekela on 041 504 2790 Vuyokazi.Mbekela@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 | TBC | TBC |

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 Technology

Department of Industrial Engineering

| Short course | Dates (Provisional) | Duration | Fee |
|---------------------------------------|--------------------------------------|---|--------|
| Introduction to Operations Management | 8 March & 12 July | 14 Weeks (Every Saturday – 09h00 – 14h00) | R10200 |
| NMMU Quality Assurance | 07 May (ONLINE) | 17 Weeks (every Wednesday evening at 17:30) | R10200 |
| Project Management (manufacturing) | Evening sessions (ONLINE) | Online | R5800 |
| Value Stream Mapping | Kindly contact the SLP administrator | 2 days | R3600 |
| FMEA | Kindly contact the SLP administrator | 1 day | R2800 |
| Introduction to Lean | Kindly contact the SLP administrator | 1 day (08h30 – 16h00) | R1800 |
| Introduction to TQM | Kindly contact the SLP administrator | 2 days | R3800 |
| Basic SPC as a quality tool | Kindly contact the SLP administrator | 2 days | R3800 |

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 | TBC |
| Basic Food Hygiene Training for Food Handlers | Dates to be confirmed | 1 day | TBC |
| Food Hygiene Training for a person-in-charge | Dates to be confirmed | 2 days | TBC |
| Environmental Health Impact Assessment | Dates to be confirmed | 3 days | TBC |
| Hazard Analysis Critical Control Points (HACCP) | Dates to be confirmed | 4 days | TBC |
| Occupational Hygiene Legal Knowledge Certificate | Dates to be confirmed | 5 days | TBC |
| Poultry Meat Examiners Course | Dates to be confirmed | 5 – 6 Months | TBC |

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

Faculty of Health Sciences

Department of Human Movement Science: Sports Management Certificate

| Short course | Dates (Provisional) | Duration | Fee |
|-------------------------------------|--|-----------------------------|--------|
| CIES: SPORTS MANAGEMENT CERTIFICATE | Block one: September; Block two: December; Block three: March/April 2025; Block four: June/July 2025 | 4 block periods (2024/2025) | R14700 |

For more information contact Cameron Matebeni on 0415043881 / Cameron.Matebeni.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 | TBC | TBC | TBC |
| Electrocardiograph | TBC | TBC | TBC |
| Management of leg ulcers | TBC | TBC | TBC |
| Basic Mechanic Ventilation & Ventilator Graphics | TBC | TBC | TBC |

For more information contact Leandre Botha on 041 504 1179 / Leandre.Botha@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 | R2880 |
| Introduction to MS Access 2013 | June/November | 2 days | R2400 |
| Introduction to MS Word 2013 | June/November | 1 day | R1200 |

Faculty of Science

Computer Science and Information Technology

| Short course | Dates (Provisional) | Duration | Fee |
|--|---------------------|----------|-------|
| Introduction to MS Excel 2013 | June/November | 1 day | R1200 |
| Introduction to MS PowerPoint 2013 | June/November | 1 day | R1200 |
| Introduction to HTML & CSS | June/November | 2 days | R2880 |
| Introduction to Computers, Email & Internet | June/November | 1 day | R1200 |
| Intermediate MS Access 2013 | June/November | 2 days | R1200 |
| Intermediate MS Word 2013 | June/November | 1 day | R1200 |
| Intermediate MS Excel 2013 | June/November | 1 day | R1200 |

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

Faculty of Science

INNOVENTON

NMU Institute for Chemical Technology

| Short course | Dates (Provisional) | Duration | Fee |
|---|---------------------|----------|-----|
| Applied Biostatistics with Excel | TBC | TBC | 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 | TBC | TBC |
| Quality Control with Excel for Process Operators, Analysts and Engineers | TBC | TBC | 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 | Block 1: 12-14 February Block 2: 09 -11 April Block 3; 28-30 May | Block lectures (Feb/April/May) 3 days per block session | R17500 |

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 | 17 - 21 February 24 – 28 March 12 – 16 May 09 – 13 June 08 – 12 September | 5 days | R9800 |
| Introduction to Local Government Law | 28 – 30 July 27 – 29 October | 3 days | R6600 |
| Identification of Marine Species and Vessels and Gear used in Illegal Fishing | 21 - 25 July | 5 days | R9800 |

Centre for Law in Action

| Short course | Dates (Provisional) | Duration | Fee |
|--|-------------------------------|----------|-------|
| Introduction to Criminal Investigation | 10 – 14 March 23 – 27 June | 5 days | R9800 |

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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