

NELSON MANDELA
UNIVERSITY



Training Calendar 2024

Short Learning Programmes

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Faculty Administrators – contact information

Faculty	Administrator	Contact
Humanities: School of Visual and Performing Arts	Roxane van Wyk	041 504 3379
Humanities: School of Language, Media and Communication	Faizah Samaai	041 5043791
Business Economic Sciences: Leadership Academy	Ilze De Lange	041 504 4034
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	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
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
	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 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: School of Visual and Performing Arts

Short course	Dates (Provisional)	Duration	Fee
Basic Photography	To be advised	To be advised	To be advised
Advanced Photography	To be advised	To be advised	To be advised

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

Short Learning Programmes – Humanities: School of Language, Media and Communication

Short course	Dates (Provisional)	Duration	Fee
Beginner Conversational Arabic	Dates to be confirmed in 2024	8 weeks - Tuesday evenings	To be confirmed
Business Writing	Dates to be confirmed in 2024	6 weeks - Tuesday evenings	To be confirmed
Conversational English	Dates to be confirmed in 2024	To be confirmed	To be confirmed
Conversational isiXhosa	Dates to be confirmed in 2024	10 weeks – Tuesday&Thursday evenings	To be confirmed
Minute Writing	Dates to be confirmed in 2024	6 weeks – Wednesday evening	To be confirmed
Professional Presentations	Dates to be confirmed in 2024	7 weeks – Wednesday evenings	To be confirmed
Report Writing	Dates to be confirmed in 2024	6 weeks –Thursday evenings	To be confirmed
Beginner Conversational Arabic	Dates to be confirmed in 2024	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	5, 6 & 7 March 7, 8 & 9 May 13, 14 & 15 August 15, 16 & 17 October	3 days (8:00 – 16:00)	R5500

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

Short course	Dates (Provisional)	Duration	Fee
Introduction to Logistics Management	09 March & 10 August	12 x Saturday mornings: 08:00 to 10:30	R8790
Introduction to Purchasing Management	09 March & 10 August	12 x Saturday mornings: 08:00 to 10:30	R8790
Introduction to Warehouse Management	09 March & 10 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	(Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R6825
Sage Pastel Partner Version 18	(Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R6825
Introduction to Accounting	(Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R6825
Principles of VAT	(Monday & Wednesday evenings)	This course commences over a period of 3 weeks, i.e. 2 evenings per week from 17:30 – 20:30	R6825

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	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

Leadership Academy

Short course	Dates (Provisional)	Duration	Fee
Project Management (incl MS Projects)	11 – 15 March; 24 – 27 June; 14 – 18 October	5 days	R12990
Management Skills for 21 st Century Leaders	24 – 26 June	3 days	R7970
Basic Financial Principles	07 October	8 hours	R2880
Finance for Non-Financial Managers	15 July – 15 August (REMOTE)	17:30-20:30 39 hours	R7165

Short Learning Programmes – Faculty of Business and Economic Sciences

Leadership Academy

Short course	Dates (Provisional)	Duration	Fee
Integrated Operations Management	06 – 30 May (REMOTE)	17:30-20:30 32 hours	R6040
Effective Writing Skills	04 – 05 March	2 days - 08:30 – 16:30	R5400
Business Writing Skills	13 March	1 day - 08:30-16:30	R2880
Strategic Management	06 – 30 May (REMOTE)	17:30-20:30 33 hours	R6155
Human Resource Management for non practitioners	28 October – 14 November	17:30-20:30 24 hours	R5115
Handling Workplace Labour Relations	27 – 29 May	3 days	R7970
SHE Management	22 April – 02 May (REMOTE)	17:30-20:30 18 hours	R4150

For more information contact: 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: Registration open from 22 January – 04 April Cycle 2: Registration opens from 22 July – 01 October 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

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	R7300
Wind Energy	To be advised	5 Days	R7300
Introduction to Additive Manufacturing	To be advised	1 Day	R2200
Rhino Introduction	To be advised	2 Days	R4800

For more information contact Saadiqa Pandie on 041 504 3092 / [Saadiqa Pandie@mandela.ac.za](mailto: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	21 February – 24 April	10 weeks (5:30pm – 8:30pm – every Wednesday evening)	R3800 per registered student / staff members
	& 10 – 14 June	X1 week (8:30am – 16:00pm)	R4800.00 for delegates

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 Technology

Department of Industrial Engineering

Short course	Dates (Provisional)	Duration	Fee
Introduction to Operations Management	16 March & 13 July	14 Weeks (Every Saturday – 09h00 – 14h00)	R10200
NMMU Quality Assurance	16 May (ONLINE)	17 Weeks (every Wednesday evening at 17:30)	R10200
Project Management (manufacturing)	Evening sessions (ONLINE)	Evening sessions (ONLINE)	R5800
Value Stream Mapping	Kindly contact the SLP administrator	2 days	R3800
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

Short course	Dates (Provisional)	Duration	Fee
CIES: SPORTS MANAGEMENT CERTIFICATE	Block one: September; Block two: December; Block three: March/April 2024 Block four: June/July 2024	4 block periods (2022/2023)	R14700

For more information contact Cameron Matebeni on 0415043881 or Cameron.Matebeni@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)	TBC
Electrocardiograph	Date to be confirmed	2 days (08h00-16h00)	TBC
Evidence informed decision making	Date to be confirmed	5 days (08h00-16h00)	TBC
Mentorship	Date to be confirmed	2 days (08h00-16h00)	TBC
Neonatal resuscitation	Date to be confirmed	2 days (08h00-16h00)	TBC
Optimal anti-natal care and Intrapartum care	Date to be confirmed	2 days (08h00-16h00)	TBC
Management of leg ulcers	Date to be confirmed	2 days (08h00-16h00)	TBC

For more information contact Leandre Botha on 0415041179 or 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	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	R6050 (cost per registered student – R4000)
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	Block 1: February Block 2: April Block 3: May	Block lectures (Feb/April/May) 3 days per block session	TBC

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	22 – 26 January 19 – 23 February 11 – 15 March 06 – 10 May 03 – 07 June	5 days	R9400
Introduction to Local Government Law	29 – 31 July 21 – 23 October	3 days	R6400
Identification of Marine Species and Vessels and Gear used in Illegal Fishing	22 – 26 July	5 days	R9400

Centre for Law in Action

Short course	Dates (Provisional)	Duration	Fee
Criminal Investigation:	22 – 26 April 24 – 28 June	5 days	R9400

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

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