



**Kingdom Light Academy**  
**Synats Computers and SIMS Khula Training**  
**Course List: May-September 2014**  
 Venue: Kingdom Light Church,  
 81 George Str, Strand 7140.



Course	Duration and Credits	Accreditation and NQF Levels	Per Person Cost ( Excl Vat)	Programme Dates for 2014
First Aid Level 1:	2 days	Department of Labour	R650.00	10-11 April
Emotional Intelligence and Personal Mastery	2 days	SIMS Khula	R1575.00	15-16 April
Spiritual Leadership for TODAY'S Workplace Leaders	4 days	SIMS Khula: Level 05	R3850.00	26-29 May
SHE- Representative course ( SHE-Rep)	5days=15 Credits	Health & Welfare Seta: Level 02	R3450.00	2-5 June
Business Management Certificate	28 Days( Spread over a year)= 160 credits	Services Seta: Level 04	R24 000.00 Talk to us about different options	Launch 9 June 2014
Introduction to Business Management and Leadership	6 Days = 40 Credits	Services Seta : Level 04	R5880.00	10-12 Jun/ 16-18 Jul
Facilitator of Learning	5 Days= 10 Credits	ETDP Seta: Level 05	R4000.00	16-20 June
Problem Solving	2 days=8 Credits	Services Seta: Level 04	R1800.00	23-24 June
Time Management	1 day=5credits	Services Seta: Level 04	R980.00	25 June
Assessor Training	5 Days=15 Credits	ETDP Seta: Level 05	R4200.00	30 June -4 July
Meeting Management	2 day=5 Credits	Services Seta= level 04	R1800.00	7 July
Entrepreneurship and Business Start-Up	5 days=	Global Sciences/ SIMS Khula	R4000.00	7-11 July
Business Writing and Communication	4 days=25 Credits	Services Seta: Level 04	R3210.00	28 June-31 July
Conflict Management and Relationship Management	3 day= 12 Credits	Service Seta: Level 04	R3100.00	22-23 July
Practical Project Management	5 Days= 33 Credits	Services Seta Level 04	R4950.00	4-8 August
Customer Services	2 Days=5 Credits	Service Seta: Level 04	R2180.00	19-21 August
Moderator	3 Days= 10 Credits	ETDP Seta	R3800.00	2-4 September
First Aid Level 1:	2 days	Department of Labour	R650.00	9-10 September
IC3(Internet and Computing Core Certification	10 Days	Certiport	R3850.00	5-16May, 11-22 August
CompTia Strata IT Fundamentals	5 Days	Certiport	R2100.00	7-11 July
Microsoft Office Specialist(MOS) Word	2 Days	Certiport	R1900.00	5-6 June
MOS Excel	2 Days	Certiport	R1900.00	9-10 June
MOS PowerPoint	2 Days	Certiport	R1900.00	12-13 June
MOS Outlook	2 Days	Certiport	R1900.00	23-24 June
Introduction to Computers	1Day	Synats	R950.00	1 April, 19May, 24 July
Introduction to Windows	1 Day	Synats	R950.00	2 April, 20May, 24 July
Introduction to Internet & Emails	1 Day	Synats	R950.00	3 April, 21 May
MS Word basic	1 Day	Synats	R950.00	17 April
MS Excel basic	1 Day	Synats	R950.00	22 April
MS PowerPoint basic	1 Day	Synats	R950.00	23 April
MS Outlook basic	1 Day	Synats	R950.00	24 April

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 We can assist you with different payment options, please talk directly to us.

