



For 20 years, UniSchool has been empowering people through affordable, high quality, skills-based training. Come and join more than 20,000 people - young and old, unemployed AND ROYALTY, who we have helped achieve their goals. All part time courses & Graduation ceremony are held at University of KZN Durban Campus

Tel: 031-305-3850 Fax: 086-590-3717 Web: www.unischool.com

Computer Courses - Accredited by ISETT SETA



Computer Literacy

Gain essential computer skills to succeed in the business world.

Part Time: R2900 (terms available)

Duration: 12 weeks (Saturday mornings).

Full Time: R1700

Duration: 1 week, Mon-Fri, 8:30am-3:30pm.

Advanced Computer Literacy

Prerequisite: Basic skills in Word and Excel

Build on your basic computer skills and gain confidence to get ahead in the computer field. Includes Microsoft Access.

Part Time: R2900 (terms available)

Duration: 10 weeks (Saturday mornings)

Office Administration & Computer Literacy

Gain essential computer & office admin. skills for the business world.

Part Time: R3700 (terms available)

Duration: 18 weeks (Sat mornings)

Business Courses - Accredited by SAIM



Human Resource Management

Gain the expertise to successfully co-ordinate the human resource function of an organisation, and excel in this dynamic field.

Part Time: R3995 (terms available) - **Duration:** 14 weeks (Saturday mornings)

Human Resource Management - Industrial Relations

This course is ideal for people looking to improve employee relations in the work environment. It will specifically benefit all line managers and supervisory staff.

Part Time: R3995 (terms available) - **Duration:** 14 weeks (Sat mornings)

Business Management

Equip yourself with the essential business and management skills to succeed in today's challenging world, or get the confidence to start your own business. Includes basic accounts and finance.

Part Time: R3995 (terms available) - **Duration:** 14 weeks (Saturday mornings).

Pastel Accounting (Pastel Accredited)

Pastel is the preferred solution for thousands of users for their accounting and inventory needs. This practical course will train you to effectively use this account package.

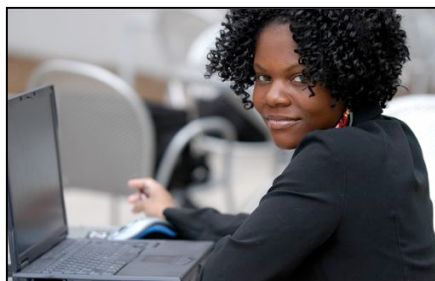
Part Time: R2900 (terms available) - **Duration:** 10 weeks (Saturday mornings).



*Course prices subject to change.
Confirm price on booking.*



Business Courses - SAIM



Computer Courses - ISETT



Business Courses - ICB



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Business Courses - Accredited by ICB

Bookkeeping To Trial Balance (ICB) - The course is designed to equip you with the bookkeeping skills to draw up and maintain a set of accounts. The course follows the BK process from the primary ledger stage to the trial balance stage. No prior knowledge of bookkeeping is required.

Part Time: R3800 (terms available) **Duration:** 12 weeks (Saturday mornings)

Payroll and monthly SARS Returns (ICB) - The skills programme will revise the manual monthly bookkeeping function. It will introduce you to payroll and the basic conditions of employment act as well as basic business ethics. You will be able to complete the payroll function from the bookkeeping perspective. You will be able to complete the SARS payroll returns (emp201, IRP 5, it3a, IRP501). You will also be able to complete the vat return.

Part Time: R3800 (terms available) **Duration:** 12 weeks (Sat mornings)

Marketing and Public Relations (ICB) - Public Relations is a management function that focuses communication to create mutually beneficial relationships between an organization and stakeholders, both internal and external. Any company concerned about public perceptions employs at least one PR manager.

Part Time: R3800 (terms available) **Duration:** 12 weeks (Saturday mornings).



Business Courses - Accredited by CIBM

Bookkeeping - This course follows the BK process from the primary ledger to the trial balance stage. The Income Statement and Balance sheet are also covered. No prior knowledge of bookkeeping is required. This course is ideal for students who need a basic BK knowledge in order to do a Pastel Accounting course.

Part Time: R2200 (terms available) **Duration:** 10 weeks (Saturday mornings)

Project Management - Understand and apply the key principles and practices of Project Management. This programme will provide individuals with the knowledge and skills to administer and support any small project or event. This programme is ideal for managers entering Project Management and team members in the project management office (PMO).

Part Time: R3995 (terms available) **Duration:** 12 weeks (Saturday mornings)

Supply Chain Management - If you are just starting out in the supply chain field, this carefully designed course will give you the opportunity to advance in your career. It will teach you the Principles of Supply Chain Management and Elementary Supervisory Skills.

Part Time: R3995 (terms available) **Duration:** 14 weeks (Saturday mornings).



What our students are saying...

"People of South Africa really need the kind of education provided by UniSchool"

"UniSchool is the best academic institution"

"Highest Quality at Best Prices"

"Friendly professional service by all staff"