





SELECT COURSE/S FOR WHICH YOU ARE APPLYING BY PLACING A CROSS IN THE APPROPRIATE BOX

<b>COURSES OFFERED AT SOMERSET SQUARE:</b>	
<b>National Certificate: Tourism Services ( Level 5)</b>	
Business Communication	
End User Computing	
Tourism Business Skills & Entrepreneurship	
Tourism Development & Organising Skills	
Travel Practice	
<b>Certificate: Small Business Development (Level 5)</b>	
Business Communication	
End User Computing	
Small Business Development	
Financial Accounting for SMME's – includes Pastel Accounting	
Marketing and Promotions for SMME's	
<b>Certificate: Local Government Administration and Management (Level 5)</b>	
Communication	
End User Computing	
Local Government Management & Administration	
Service Delivery for Local Government	
Project & Finance Management	
<b>Certificate: Business Management Development (Level 5)</b>	
Business Communication	
End User Computing	
Principles of Business Management	
Financial Accounting – includes Pastel Accounting	
Personnel Development	
<b>LANGUAGE COURSES:</b>	
<b>Sign Language</b>	
<b>Conversational French: Basic</b>	
<b>Conversational French: Intermediate</b>	
<b>Conversational German: Basic</b>	
<b>Conversational German: Intermediate</b>	
<b>Conversational Spanish: Basic</b>	
<b>Conversational Spanish: Intermediate</b>	

Conversational Xhosa: Basic	
Conversational Xhosa: Intermediate	
Conversational Dutch: Basic	
Conversational Dutch: Intermediate	
Conversational Afrikaans	
Conversational Italian: Basic	
Conversational Mandarin	
Business French: Basic	
Business French: Intermediate	
English with Academic Focus for Foreign Language	
<b>TOURISM RELATED COURSES:</b>	
Air Travel (Level 1)	
Arabic for Tour Guides	
Astro Tourism for Tourist Guides	
First Aid – Level 1	
Galileo	
Sustainable Tourism Development	
Tourist Guiding: Cape Metropole and Winelands	
Tourist Guiding: Western Cape	
Tourist Guiding: National	
<b>EVENT COURSES:</b>	
Event Co-ordination	
Event Organising Principles	
Event Managemnt	
<b>SINGLE RESIDENTIAL PROPERTY ASSESSOR CERTIFICATE (1 Year)</b>	
Property Economics & Finance 1	
Property Practice 1	
Principles of Property Law 1	
Law on Property Valuation 1	
Property Valuation 1	
Property EUC Module A (additional)	
Property EUC Module B (additional).	
<b>Introduction to Property Economics &amp; Finance</b>	

Public Relations Management 1	
Public Relations Management 2	
Introduction to Project Management	
Project Management 1	
Project Management Leadership	
MS Project	
Corporate Finance	
Corporate Governance	
Entrepreneurship 1	
Golf for Beginners	
Human Resource Management	
Finance for Non-Financial Managers	
Assessor Training	
Developing and Constructing a Research Proposal	
Thesis Writers	
Train the Trainer	
<b>Certificate: Applied Accounting (Level 5)</b>	
Business Communication	
End User Computing	
Cost Accounting	
Financial Accounting – includes Pastel Accounting	
Commercial Law	
<b>Search Engine Optimisation (SEO) for online Visibility</b>	
<b>Web Page Development - basic to establish online presence</b>	
<b>HACCP – Hazard Analysis and Critical Control Points</b>	
Occupational Health and Safety Act compliance or consequence	
Financial Skills for F&B Managers - ROI and Yield	
Function Coordination in a Hospitality Venue	

OTHER COURSE (Please Specify) \_\_\_\_\_

PLEASE FAX COMPLETED FORM TO: 021 460 8306.