

# Oxbridge Academy ✓

effortless excellence in education

## ONLINE

### YOUR ONLINE LEARNING HUB

The premium portal for professionals who strive to upskill, evolve and lead



Backed by the ADvTECH Group,  
Africa's largest private education provider.

# CONTENTS

INTRODUCTION	3
WHY CHOOSE US?	5
OUR COURSES	6
• Business Management	8
• Finance	9
• Information Technology	9
• CompTIA Courses	9
• IT Specialist Courses	11
• Cyber Security Institute Courses	12
• Occupations	12
• Marketing	14
• Occupational Health and Safety	14
• Personal Development	14
• Project Management	14
• Software Development	14
• Adobe Courses	14
• Microsoft Courses	16
CONTACT DETAILS	

## KEY



To return to the Contents page, click on the **HOME** button at the bottom of each page.

Click on the relevant **Course Field** above to be directed to that field's information.

## INTRODUCTION

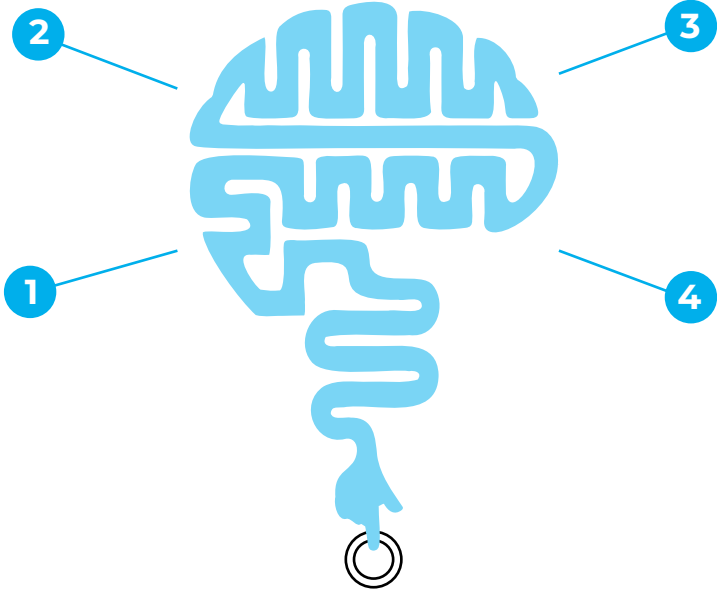
Oxbridge Academy Online is a dynamic digital learning community that presents short, online courses for individuals who are passionate about upskilling and evolving. Backed by ADvTECH, Africa's leading provider of private education, Oxbridge Academy Online's students can expect top-quality courses and personalised student support.

With Oxbridge Academy Online, you are in charge of your learning journey

## ONLINE LEARNING WITH A PERSONAL TOUCH

The Oxbridge Academy online learning hub is where you will experience digital learning underpinned by expertise, excellence, integrity, and world-class educational practices.

What sets us apart from the other online course providers is the fact that we provide personal support throughout the study journey as opposed to only automated feedback. Our cutting-edge technology streamlines the study journey, while our highly qualified tutors have access to all assessment attempts and can step in to assist, giving you a perfectly balanced technology-assisted learning experience.



upskill • evolve • lead

## WHY CHOOSE US?

There are several options for you to consider in the vast world of online learning. Finding the right provider is a good start towards getting the most out of your education!

Oxbridge Academy Online is built on the acknowledgement of individuality, and unlike most online course providers, we place great focus on personalising your learning journey with us.

## WHEN YOU UPSKILL THROUGH US, YOU CAN:

### 1. Register and start studying any time of the day, week, month or year!

At Oxbridge Academy Online, we value our students' time and make a point of providing them with the most flexible study structure possible. That is why you can sign up with us at any time of the day, week, month, or year without waiting for a specific date to begin upskilling. This also alleviates the pressure of worrying about registration dates as you can register at any time and gain immediate access to your course when you do!

### 2. Enjoy varied learning content to accommodate your unique studying methodology.

Oxbridge Academy Online is home to a diverse academic audience with a variety of learning styles through our provision of several courses. Designed to allow students to progress at their own pace, these courses accommodate many different studying methodologies with learning outcomes presented and tested accordingly.

### 3. Join an elite group of students who have furthered their education through one of the ADvTECH tertiary institutions, colleges or schools.

By joining the Oxbridge Academy Online learning hub, you will be connected to an ADvTECH tertiary institution. This means undergoing an immersive studying experience that enables you to upskill and evolve; having access to coaches, mentors, and student support; and becoming part of the hundred-year-old ADvTECH legacy of excellence in education.

### 4. Settle your course fee upfront or pay for your studies in flexible payment intervals.

At Oxbridge Academy Online, we remove the added, unnecessary burden of having to worry about how to finance your learning journey with us. We do this by providing our students with the option to either pay for their course fees upfront, or in flexible, interval payments, as per their financial preferences.

## OUR COURSES:

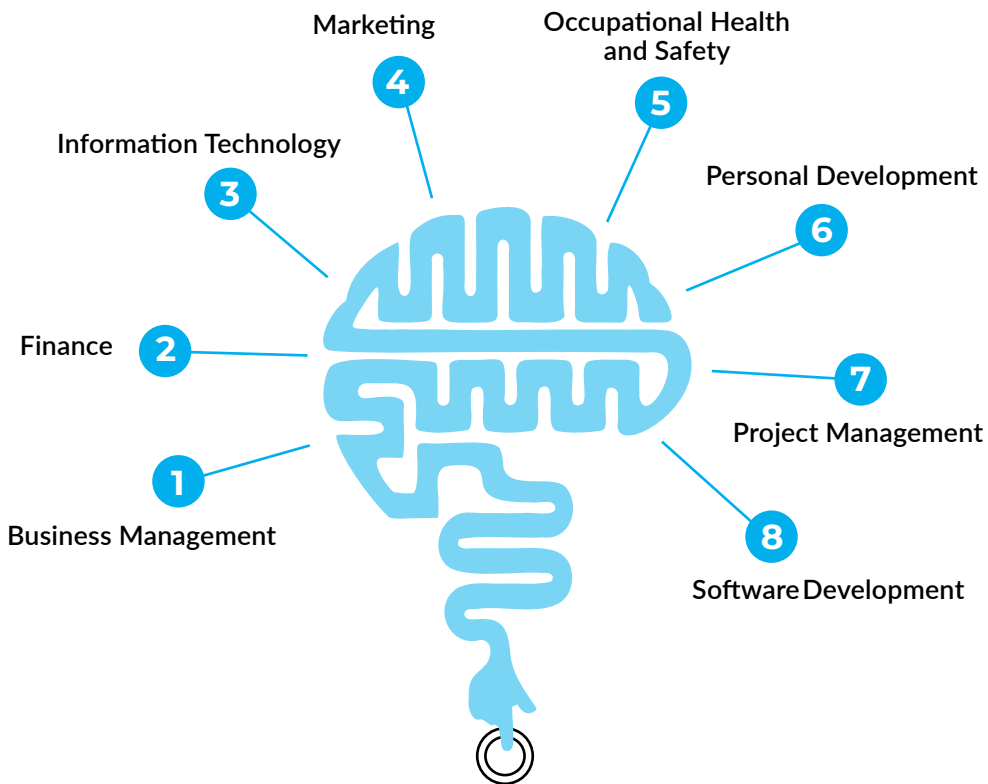
Our course material is structured in such a way as to allow for key learning points to be presented in application-based scenarios. These scenarios form the core learning component of each module and will determine whether or not a student can move on to the next section or will be given more theoretical concepts to master.

Each course is made up out of a number of learning units, which are broken down into series of nano-learning units that allow students to collect badges as they complete them. At the end of each learning unit, students are given a formative assessment assignment. Mastery of this assessment allows students to proceed to the next learning unit. Upon completion of all the learning units, students are presented with a final summative assessment that they need to pass in order to complete the course.

### COURSE FIELDS:

- 1. BUSINESS MANAGEMENT:**
  - Artificial Intelligence and Business Automation (10 weeks)
  - Business Information Systems (16 weeks) - IIE-Endorsed
  - Business Management and Administration (16 weeks) - IIE-Endorsed
  - Developing a Customer-Centric Mindset (4 weeks)
  - Courageous Conversations (4 weeks)
- 2. FINANCE:**
  - Financial Management for Non-Financial Managers (16 weeks)
- 3. INFORMATION TECHNOLOGY:**
  - CompTIA courses - see website for details
  - IT Specialist courses - see website for details
  - Cyber Security Institute - see website for details
  - Occupations - see website for details
- 4. MARKETING:**
  - Digital Marketing (10 weeks)
- 5. OCCUPATIONAL HEALTH AND SAFETY**
  - SHE Awareness (16 weeks)
  - SHE Representative (16 weeks)
- 6. PERSONAL DEVELOPMENT**
  - Regarding My Life
- 7. PROJECT MANAGEMENT:**
  - Project Management (16 weeks) - IIE-Endorsed
- 8. SOFTWARE DEVELOPMENT:**
  - Adobe courses - see website for details
  - Microsoft courses - see website for details

[www.oxbridgeacademyonline.edu.za/courselist/](http://www.oxbridgeacademyonline.edu.za/courselist/)



upskill • evolve • lead

# COURSES

## BUSINESS MANAGEMENT

Course	Status	Duration	Topics covered	Outcomes
Artificial Intelligence and Business Automation	Online Short Course	10 weeks	<ol style="list-style-type: none"> <li>1. The workplace of the future</li> <li>2. The impact of Artificial Intelligence on Business Functions and Business Sectors</li> <li>3. Artificial Intelligence in Management.</li> <li>4. 5G Technology</li> <li>5. Artificial Intelligence Trends of the Future Big</li> </ol>	Certificate of Competence from Oxbridge Academy Online
Business Information Systems	IIE-Endorsed Online Short Course	16 weeks	<ol style="list-style-type: none"> <li>1. Introduction to Business Information Systems (Unit 1 &amp; Unit 2)</li> <li>2. Information Systems in Organisations (Unit 1 &amp; Unit 2)</li> <li>3. Computer Hardware (Unit 1 &amp; Unit 2)</li> <li>4. Computer Software (Unit 1 &amp; Unit 2)</li> <li>5. Data Resource Management (Unit 1 &amp; Unit 2)</li> <li>6. Telecommunications Systems Part 1 (Unit 1 &amp; Unit 2)</li> <li>7. Telecommunications Systems Part 2 (Unit 1 &amp; Unit 2)</li> <li>8. Transaction Processing Systems (TPS) &amp; Enterprise Resources Planning (ERP) Systems (Unit 1 &amp; Unit 2)</li> </ol>	Certificate of Competence from Oxbridge Academy Online
Business Management & Administration	IIE-Endorsed Online Short Course	16 weeks	<ol style="list-style-type: none"> <li>1. Fundamentals of Business Management (Unit 1 &amp; Unit 2)</li> <li>2. General Management &amp; Business Environments (Unit 1 &amp; Unit 2)</li> <li>3. The Human Resources Function (Unit 1 &amp; Unit 2)</li> <li>4. The Production &amp; Operations Function (Unit 1 &amp; Unit 2)</li> <li>5. The Purchasing Function (Unit 1 &amp; Unit 2)</li> <li>6. The Marketing &amp; Public Relations Functions (Unit 1 &amp; Unit 2)</li> <li>7. Information Management (Unit 1 &amp; Unit 2)</li> <li>8. The Finance Function &amp; Sustainable Business Practices (Unit 1 &amp; Unit 2)</li> </ol>	Certificate of Competence from Oxbridge Academy Online
Developing a Customer-Centric Mindset	Online Short Course	4 weeks	<ol style="list-style-type: none"> <li>1. The customer-centric paradigm shift Unit 1: Introduction to customer centricity Unit 2: Towards a customer-centric culture</li> <li>2. The 5Es framework for customer relationships Unit 1: Understanding customer relationships Unit 2: Managing customer experience</li> <li>3. The customer-centric mindset Unit 1: Foundations of creating customer-centric values Unit 2: Creating smart trust with customers</li> <li>4. Sustainable customer-centric strategies Unit 1: Mapping the customer journey Unit 2: Optimising customer value by implementing customer-centric initiatives</li> </ol>	Certificate of Competence from Oxbridge Academy Online



Courageous Conversations	Online Short Course	4 weeks	<ol style="list-style-type: none"> <li>Introduction to Courageous Conversations Unit 1: Fundamentals of courageous conversations Unit 2: Characteristics of courageous conversations</li> <li>Approaching a courageous conversation Unit 1: Techniques for starting a courageous conversation Unit 2: Navigating self-awareness</li> <li>Creating shared meaning in a conversation Unit 1: An action plan towards shared understanding Unit 2: Self-evaluation techniques</li> <li>Turning courageous conversations into actions Unit 1: Dialogues &amp; decision-making Unit 2: Applied tools &amp; techniques</li> </ol>	Certificate of Competence from Oxbridge Academy Online
--------------------------	---------------------	---------	--	--

## FINANCE

Course	Status	Duration	Topics covered	Outcomes
Financial Management for Non-Financial Managers	Online Short Course	16 weeks	<ol style="list-style-type: none"> <li>Introduction to Financial Management (Unit 1 &amp; Unit 2)</li> <li>Source documents &amp; budgets (Unit 1 &amp; Unit 2)</li> <li>Organisational transactions (Unit 1 &amp; Unit 2)</li> <li>The General Ledger &amp; Trial Balance (Unit 1 &amp; Unit 2)</li> <li>Subsidiary Journals (Unit 1 &amp; Unit 2)</li> <li>Petty cash (Unit 1 &amp; Unit 2)</li> <li>Bank reconciliations (Unit 1 &amp; Unit 2)</li> <li>Auditing &amp; organisation (Unit 1 &amp; Unit 2)</li> </ol>	Certificate of Competence from Oxbridge Academy Online

## INFORMATION TECHNOLOGY - COMPTIA COURSES

Course	Status	Duration	Topics covered	Outcomes
CompTIA A+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>CompTIA A+ 220-1001</li> <li>CompTIA A+ 220-1002</li> </ul>	Certificate of Competence from Oxbridge Academy Online
CompTIA A+ Exam Preparation (1001 & 1002)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the CompTIA A+ 220-1001 & 220-1002 certification exams via CompTIA directly
CompTIA Network+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Network Concepts</li> <li>Infrastructure</li> <li>Network Operations</li> <li>Network Security</li> <li>Network Troubleshooting &amp; Tools</li> </ul>	Certificate of Competence from Oxbridge Academy Online
CompTIA Network+ Exam Preparation (N10-007)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the CompTIA Network+ N10-007 certification exam via CompTIA directly
CompTIA A+ & Network+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>CompTIA A+ 220-1001</li> <li>CompTIA A+ 220-1002</li> <li>Network Concepts</li> <li>Infrastructure</li> <li>Network Operations</li> <li>Network Security</li> <li>Network Troubleshooting &amp; Tools</li> </ul>	Certificate of Competence from Oxbridge Academy Online

Course	Status	Duration	Topics covered	Outcomes
CompTIA A+ & Network+ Exam Preparation (1001, 1002 & N10-007)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the CompTIA A+ 220-1001 & 220-1002 certification exams, as well as the CompTIA Network+ N10-007 certification exam via CompTIA directly
CompTIA Security+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Security threats</li> <li>• Attacks &amp; vulnerabilities</li> <li>• Tools &amp; technologies</li> <li>• Architecture &amp; design</li> <li>• Identity &amp; access methods</li> <li>• Risk management</li> <li>• Cryptography</li> </ul>	Certificate of Competence from Oxbridge Academy Online
CompTIA Security+ Exam Preparation (SY0-501)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the CompTIA Security+ SY0-501 certification exam via CompTIA directly
CompTIA ITF+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Concepts &amp; Terminology</li> <li>• Infrastructure</li> <li>• Applications &amp; Software</li> <li>• Software Development</li> <li>• Security &amp; Database Fundamentals</li> </ul>	Certificate of Competence from Oxbridge Academy Online
CompTIA ITF+ Exam Preparation (FC0-U61)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the CompTIA ITF+ FC0-U61 certification exam via CompTIA directly
CompTIA A+ & Network+ & Security+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• CompTIA A+ 220-1001</li> <li>• CompTIA A+ 220-1002</li> <li>• Network Concepts</li> <li>• Infrastructure</li> <li>• Network Operations</li> <li>• Network Security</li> <li>• Network Troubleshooting &amp; Tools</li> <li>• Security threats</li> <li>• Attacks &amp; vulnerabilities</li> <li>• Tools &amp; technologies</li> <li>• Architecture &amp; design</li> <li>• Identity &amp; access methods</li> <li>• Risk management</li> <li>• Cryptography</li> </ul>	Certificate of Competence from Oxbridge Academy Online
CompTIA A+ & Network+ & Security+ Exam Preparation (1001, 1002, N10-007 & SY0-501)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the CompTIA A+ 220-1001 & 220-1002, CompTIA Network+ N10-007, & CompTIA Security+ SY0-501 exams via CompTIA directly

Course	Status	Duration	Topics covered	Outcomes
CompTIA A+ & Network+ & Security+ & ITF+	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• CompTIA A+ 220-1001</li> <li>• CompTIA A+ 220-1002</li> <li>• Network Concepts</li> <li>• Infrastructure</li> <li>• Network Operations</li> <li>• Network Security</li> <li>• Network Troubleshooting &amp; Tools</li> <li>• Security threats</li> <li>• Attacks &amp; vulnerabilities</li> <li>• Tools &amp; technologies</li> <li>• Architecture &amp; design</li> <li>• Identity &amp; access methods</li> <li>• Risk management</li> <li>• Cryptography</li> <li>• Concepts &amp; Terminology</li> <li>• Infrastructure</li> <li>• Applications &amp; Software</li> <li>• Software Development</li> <li>• Security &amp; Database Fundamentals</li> </ul>	Certificate of Competence from Oxbridge Academy Online
CompTIA A+ & Network+ & Security+ & ITF+ Exam Preparation (1001, 1002, N10-007, SY0-501 & FC0-U61)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the CompTIA A+ 220-1001 & 220-1002, CompTIA Network+ N10-007, & CompTIA Security+ SY0-501, ITF+ FC0-U61 exams via CompTIA directly

### INFORMATION TECHNOLOGY - IT SPECIALIST COURSES

Course	Status	Duration	Topics covered	Outcomes
Databases	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Database Design</li> <li>• Database Object Management using DDL</li> <li>• Data Retrieval</li> <li>• Data Manipulation using DML</li> <li>• Troubleshooting</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Databases Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Databases certification exam via Certipoint
Networking	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Networking Fundamentals</li> <li>• Network Infrastructures</li> <li>• Network Hardware</li> <li>• Protocols and Services</li> <li>• Troubleshooting</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Networking Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Networking certification exam via Certipoint
Network Security	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Defense in Depth</li> <li>• Operating System Security</li> <li>• Network Device Security</li> <li>• Secure Computing</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Network Security Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Network Security certification exam via Certipoint
JavaScript	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• JavaScript Operators, Methods, and Keywords</li> <li>• Variables, Data Types, and Functions</li> <li>• Decisions and Loops</li> <li>• Document Object Model</li> <li>• HTML Forms</li> </ul>	Certificate of Competence from Oxbridge Academy Online

Course	Status	Duration	Topics covered	Outcomes
JavaScript Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the JavaScript certification exam via Certiport
Java	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Java Fundamentals</li> <li>Data Types, Variables, and Expressions</li> <li>Flow Control Implementation</li> <li>Object-Oriented Programming</li> <li>Code Compilation and Debugging</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Java Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Java certification exam via Certiport
Python	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Operations using Data Types and Operators</li> <li>Flow Control with Decisions and Loops</li> <li>Input and Output Operations</li> <li>Code Documentation and Structure</li> <li>Troubleshooting and Error Handling</li> <li>Operations using Modules and Tools</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Python Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Python certification exam via Certiport
HTML and CSS	Online Short Course	12 months	<ul style="list-style-type: none"> <li>HTML Fundamentals</li> <li>CSS Fundamentals</li> <li>Document Structure using HTML</li> <li>Multimedia Presentation using HTML</li> <li>Webpage Styling using CSS</li> <li>Accessibility, Readability, and Testing</li> </ul>	Certificate of Competence from Oxbridge Academy Online
HTML and CSS Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the HTML and CSS certification exam via Certiport

## INFORMATION TECHNOLOGY - CYBER SECURITY INSTITUTE COURSES

Course	Status	Duration	Topics covered	Outcomes
Data Security Management (Endorsed by the Cyber Security Institute)	Online Short Course	12 weeks	<ul style="list-style-type: none"> <li>Unit 1: Data Security Threat Landscape</li> <li>Unit 2: Attack Vectors and Actors</li> <li>Unit 3: The Cyber Security Regulatory Environment</li> <li>Unit 4: Data Risk Management</li> <li>Unit 5: The Data Security Plan</li> <li>Unit 6: The Data Breach Response</li> </ul>	Certificate of Completion issued by Cyber Security Institute and Oxbridge Academy Online

## INFORMATION TECHNOLOGY - OCCUPATIONS

Course	Status	Duration	Modules	Outcomes
IT Support Technician	Online Short Course	12 months	<ul style="list-style-type: none"> <li>CompTIA A+</li> <li>CompTIA Network+</li> </ul>	Certificate of Competence from Oxbridge Academy Online
IT Support Technician Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
Network Engineer	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Networking</li> <li>Network Security</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Network Engineer Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport

Course	Status	Duration	Modules	Outcomes
Database Administrator	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Database Design</li> <li>Database Object Management using DDL</li> <li>Data Retrieval</li> <li>Data Manipulation using DML</li> <li>Troubleshooting</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Database Administrator Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
Python Back-End Developer	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Operations using Data Types and Operators</li> <li>Flow Control with Decisions and Loops</li> <li>Input and Output Operations</li> <li>Code Documentation and Structure</li> <li>Troubleshooting and Error Handling</li> <li>Operations using Modules and Tools</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Python Back-End Developer Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
Microsoft Azure Fundamentals Specialist	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Cloud Concepts</li> <li>Core Azure Services</li> <li>Core Solutions and Management Tools on Azure</li> <li>General Security and Network Security Features</li> <li>Identity, Governance, Privacy, and Compliance Features</li> <li>Azure Cost Management and Service Level Agreements</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Azure Fundamentals Specialist Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
Graphic Designer	Online Short Course	12 months	Covers 3 applications within the Adobe Creative Cloud software suite <ul style="list-style-type: none"> <li>Adobe Photoshop CC 2020</li> <li>Adobe Illustrator CC 2020</li> <li>Adobe InDesign CC 2020</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Graphic Designer Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
Web Designer	Online Short Course	12 months	<ul style="list-style-type: none"> <li>HTML and CSS</li> <li>JavaScript</li> <li>Adobe Illustrator CC 2020</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Web Designer Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
HTML Front-End Developer	Online Short Course (Part of the IT Specialist program)	12 months	<ul style="list-style-type: none"> <li>HTML and CSS</li> <li>JavaScript</li> <li>HTML5 Application Development</li> </ul>	Certificate of Competence from Oxbridge Academy Online
HTML Front-End Developer Exam Preparation	Online Short Course (Part of the IT Specialist program)	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport
Executive Assistant	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Microsoft Word Associate</li> <li>Microsoft Excel Associate</li> <li>Microsoft PowerPoint Associate</li> <li>Microsoft Outlook Associate</li> <li>Microsoft Word Expert</li> <li>Microsoft Excel Expert</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Executive Assistant Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the relevant certification exam(s) via Certiport

## MARKETING

Course	Status	Duration	Modules	Outcomes
Digital Marketing	Online Short Course	10 weeks	<ol style="list-style-type: none"> <li>1. Introducing digital media &amp; digital marketing</li> <li>2. Digital marketing strategy, development &amp; digital channels</li> <li>3. Content, search &amp; digital push marketing</li> <li>4. Social media, video &amp; affiliate marketing</li> <li>5. Big data</li> </ol>	Certificate of Competence from Oxbridge Academy Online

## OCCUPATIONAL HEALTH & SAFETY COURSES

Course	Status	Duration	Modules	Outcomes
She Awareness	Online Short Course	16 weeks	<ol style="list-style-type: none"> <li>1. Occupational Safety &amp; Health Duties</li> <li>2. General Safety Rules</li> <li>3. PPE, Good Housekeeping, &amp; Emergency</li> <li>4. Referencing</li> </ol>	Certificate of Competence from Oxbridge Academy Online
She Representative	Online Short Course	16 weeks	<ol style="list-style-type: none"> <li>1. Legal Compliance &amp; Principals</li> <li>2. Health &amp; Safety Representative Documentation &amp; Activities</li> <li>3. Referencing</li> </ol>	Certificate of Competence from Oxbridge Academy Online

## PERSONAL DEVELOPMENT

Course	Status	Duration	Modules	Outcomes
Regarding My Life	Self-Mentorship Program	10 weeks	<p>The program is in the form of an ongoing series of personal reflections in both an easy-to-read e-booklet format and an easy-to-listen audio format.</p> <p>Visit website for more information.</p>	N/A

## PROJECT MANAGEMENT

Course	Status	Duration	Modules	Outcomes
Project Management	IIE-Endorsed Online Short Course	16 weeks	<ol style="list-style-type: none"> <li>1. Introduction to Project Management (Unit 1 &amp; Unit 2)</li> <li>2. Project Management Strategies &amp; Approaches (Unit 1 &amp; Unit 2)</li> <li>3. Project Management Configuration (Unit 1 &amp; Unit 2)</li> <li>4. Project Management Lifecycle &amp; Budget (Unit 1 &amp; Unit 2)</li> <li>5. Project Planning (Unit 1 &amp; Unit 2)</li> <li>6. Scheduling &amp; Practical Application (Unit 1 &amp; Unit 2)</li> <li>7. Project Management Review &amp; Audit (Unit 1 &amp; Unit 2)</li> <li>8. Stakeholders &amp; Project Manager Skills (Unit 1 &amp; Unit 2)</li> </ol>	Certificate of Competence from Oxbridge Academy Online

## SOFTWARE DEVELOPMENT - ADOBE COURSES

Course	Status	Duration	Topics covered	Outcomes
Adobe Photoshop CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Working in the Design Industry</li> <li>• Project Setup &amp; Interface</li> <li>• Organising Documents</li> <li>• Creating &amp; Modifying Visual Elements</li> <li>• Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Photoshop CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Adobe Photoshop CC 2020 certification exam via Certiport

Course	Status	Duration	Topics covered	Outcomes
Adobe InDesign CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Working in the Design Industry</li> <li>Project Setup &amp; Interface</li> <li>Organising Documents</li> <li>Creating &amp; Modifying Visual Elements</li> <li>Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe InDesign CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Adobe InDesign CC 2020 certification exam via Certiport
Adobe Illustrator CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Working in the Design Industry</li> <li>Project Setup &amp; Interface</li> <li>Organising Documents</li> <li>Creating &amp; Modifying Visual Elements</li> <li>Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Illustrator CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Adobe Illustrator CC 2020 certification exam via Certiport
Adobe Premier Pro CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Working in the Design Industry</li> <li>Project Setup &amp; Interface</li> <li>Organising Documents</li> <li>Creating &amp; Modifying Visual Elements</li> <li>Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Premier Pro CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Adobe Premier Pro CC 2020 certification exam via Certiport
Adobe Dreamweaver CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Working in the Design Industry</li> <li>Project Setup &amp; Interface</li> <li>Organising Documents</li> <li>Creating &amp; Modifying Visual Elements</li> <li>Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Dreamweaver CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Adobe Dreamweaver CC 2020 certification exam via Certiport
Adobe Animate CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Working in the Design Industry</li> <li>Project Setup &amp; Interface</li> <li>Organising Documents</li> <li>Creating &amp; Modifying Visual Elements</li> <li>Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Animate CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Adobe Animate CC 2020 certification exam via Certiport
Adobe After Effects CC 2020	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Working in the Design Industry</li> <li>Project Setup &amp; Interface</li> <li>Organising Documents</li> <li>Creating &amp; Modifying Visual Elements</li> <li>Publishing Digital Media</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe After Effects CC 2020 Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Adobe After Effects CC 2020 certification exam via Certiport

Adobe Certified Professional (ACP) In Visual Design	Online Short Course	12 months	This online short course covers two applications within the Adobe Certified Professional suite. Students can select one of the following options: OPTION A: <ul style="list-style-type: none"> <li>• Adobe Illustrator CC 2020</li> <li>• Adobe Photoshop CC 2020</li> </ul> OPTION B: <ul style="list-style-type: none"> <li>• Adobe Photoshop CC 2020</li> <li>• Adobe InDesign CC 2020</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Certified Professional (ACP) In Visual Design Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Adobe Certified Professional certification exams via Certiport
Adobe Certified Professional (ACP) In Video Design	Online Short Course	12 months	This online short course covers two applications within the Adobe Certified Professional suite. Students can select one of the following options: OPTION A: <ul style="list-style-type: none"> <li>• Adobe Premiere Pro CC 2020</li> <li>• Adobe Photoshop CC 2020</li> </ul> OPTION B: <ul style="list-style-type: none"> <li>• Adobe Premiere Pro CC 2020</li> <li>• Adobe After Effects CC 2020</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Certified Professional (ACP) In Video Design Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Adobe Certified Professional certification exams via Certiport
Adobe Certified Professional (ACP) In Web Design	Online Short Course	12 months	This online short course covers two applications within the Adobe Certified Professional suite. Students can select one of the following options: OPTION A: <ul style="list-style-type: none"> <li>• Adobe Dreamweaver CC 2020</li> <li>• Adobe Photoshop CC 2020</li> </ul> OPTION B: <ul style="list-style-type: none"> <li>• Adobe Dreamweaver CC 2020</li> <li>• Adobe Animate CC 2020</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Adobe Certified Professional (ACP) In Web Design Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Adobe Certified Professional certification exams via Certiport
FULL Adobe Certified Professional Suite	Online Short Course	12 months	This online short course covers all seven applications within the Adobe Certified Professional suite. These specialisations include: <ul style="list-style-type: none"> <li>• Adobe After Effects Pro CC 2020</li> <li>• Adobe Animate CC 2020</li> <li>• Adobe Dreamweaver CC 2020</li> <li>• Adobe Illustrator CC 2020</li> <li>• Adobe InDesign CC 2020</li> <li>• Adobe Photoshop CC 2020</li> <li>• Adobe Premiere Pro CC 2020</li> </ul>	Certificate of Competence from Oxbridge Academy Online
FULL Adobe Certified Professional Suite Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>• Same as above</li> </ul>	You can take the Adobe Certified Professional Suite certification exam via Certiport



## SOFTWARE DEVELOPMENT - MICROSOFT COURSES

Course	Status	Duration	Topics covered	Outcomes
Microsoft Word (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Documents</li> <li>Insert and Format Text, Paragraphs, and Sections</li> <li>Manage Tables and Lists</li> <li>Create and Manage References</li> <li>Insert and Format Graphic elements</li> <li>Manage Document Collaboration</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Word Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Word (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Excel (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Worksheets and Workbooks</li> <li>Manage Data Cells and Ranges</li> <li>Manage Tables and Table Data</li> <li>Perform Operations by using Formulas and Functions</li> <li>Manage Charts</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Excel Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Excel (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Powerpoint (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Presentations</li> <li>Manage Slides</li> <li>Insert and Format Text, Shapes, and Images</li> <li>Insert Tables, Charts, SmartArt, 3D Models, and Media</li> <li>Apply Transitions and Animations</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Powerpoint Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Powerpoint (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Outlook (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Outlook Settings and Processes</li> <li>Manage Messages</li> <li>Manage Schedules</li> <li>Manage Contacts and Tasks</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Outlook Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Outlook (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Word Expert (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Document Options and Settings</li> <li>Use Advanced Editing and Formatting Features</li> <li>Create Custom Document Elements</li> <li>Use Advanced Word Features</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Word Expert Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Word Expert (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Access Expert (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Databases</li> <li>Create and Modify Tables</li> <li>Create and Modify Queries</li> <li>Modify Forms in Layout View</li> <li>Modify Reports in Layout View</li> </ul>	Certificate of Competence from Oxbridge Academy Online

Course	Status	Duration	Topics covered	Outcomes
Microsoft Access Expert Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Access Expert (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Excel Expert (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Manage Workbook Options and Settings</li> <li>Manage and Format Data</li> <li>Create Advanced Formulas and Macros</li> <li>Manage Advanced Charts and Tables</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Excel Expert Exam Preparation (Microsoft 365 Apps & Office 2019)	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Microsoft Excel Expert (Microsoft 365 Apps and Office 2019) certification exam via Certiport
Microsoft Office Specialist (MOS): Associate	Online Short Course	12 months	Select any <b>three</b> of the following four modules: <ul style="list-style-type: none"> <li>Excel Associate</li> <li>Word Associate</li> <li>Outlook Associate</li> <li>Powerpoint Associate</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Office Specialist (MOS): Associate Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	Earn any three of the four available associate certifications and you will become a Microsoft Office Specialist – Associate
Microsoft Office Specialist (MOS): Expert	Online Short Course	12 months	Select any <b>two</b> of the following three modules: <ul style="list-style-type: none"> <li>Excel Expert</li> <li>Word Expert</li> <li>Access Expert</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Office Specialist (MOS): Expert Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	Earn any two of the three available expert certifications and you will become a Microsoft Office Specialist – Expert
Full Microsoft Office Specialist Program	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Excel Associate</li> <li>Word Associate</li> <li>Outlook Associate</li> <li>Powerpoint Associate</li> <li>Excel Expert</li> <li>Word Expert</li> <li>Access Expert</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Azure Fundamentals	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Cloud Concepts</li> <li>Core Azure Services</li> <li>Core Solutions and Management Tools on Azure</li> <li>General Security and Network Security Features</li> <li>Identity, Governance, Privacy, and Compliance Features</li> <li>Azure Cost Management and Service Level Agreements</li> </ul>	Certificate of Competence from Oxbridge Academy Online
Microsoft Azure Fundamentals Exam Preparation	Online Short Course	12 months	<ul style="list-style-type: none"> <li>Same as above</li> </ul>	You can take the Azure Fundamentals AZ-900 certification exam via Certiport

## CONTACT US

Contact Numbers:

Tel: 021 745 4277

Fax: 086 686 4028

Email: [info@oxbridgeacademyonline.edu.za](mailto:info@oxbridgeacademyonline.edu.za)

General Support:

Tel: 021 745 4277

Fax: 086 686 4064

Email: [support@oxbridgeacademyonline.edu.za](mailto:support@oxbridgeacademyonline.edu.za)

Account Queries:

Tel: 021 745 4279

Fax: 086 686 4057

Email: [fees@oxbridgeacademyonline.edu.za](mailto:fees@oxbridgeacademyonline.edu.za)

Business Hours:

Mon – Thurs: 08:00 – 16:30

Fri: 08:00 – 15:00

