

# PROSPECTUS & COURSE LIST 2018



**Oxbridge  
Academy** ✓  
effortless excellence in education



# EFFORTLESS EXCELLENCE IN EDUCATION

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## KEY



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Click on a **RED button** to download the course brochure for a specific field.

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

# WELCOME TO OXBRIDGE ACADEMY

## WHO WE ARE

Oxbridge Academy is a respected private **distance learning college** that provides skills development courses and job-relevant training to students in South Africa and abroad.

Focused on an “excellence driven” business model, we provide a high standard of education to our students through modular study material, qualified assessors, and a well-established infrastructure.

Oxbridge Academy was founded in 1997 and provides courses in a range of further education and training (FET) subjects. We take pride in our skilled and motivated employees, experienced and loyal management team, and enviable track record.

We have a strong student base, including both first-time and returning students. Many of our first-time students come to us upon the recommendation of our current students.

As an established private distance learning institution in South Africa, we are continually expanding our operational environment, spurred on by the private sector and government's commitment to skills development across the broader tertiary education spectrum.

Oxbridge Academy operates mainly throughout the Southern African region, with administrative offices near Cape Town in the Western Cape.

## WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the ideal option if you have a full-time job, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

### **Some of the benefits of home study are that you:**

- Study from home
- Study at your own pace
- Save money on travelling expenses
- Are able to work full-time while you study

## CONTACT US

021 110 0200 • [www.oxbridgeacademy.edu.za](http://www.oxbridgeacademy.edu.za)

# WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

## Do you want the right skills to:

- Pursue a rewarding career?
- Earn a promotion in your current job?
- Earn a better income?
- Secure a job that improves your quality of life?
- Start your own business?

With Oxbridge Academy's flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.

# WHAT MAKES US DIFFERENT?

- We are committed to '**effortless excellence in education**'.
- We provide you with a free 'Distance Learning Survival Guide' when you register for your course.
- Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
- Our study material is specifically designed to meet your needs as a distance learning student.
- Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
- Our industry-expert tutors are highly qualified, and are available to provide you with academic support via telephone and email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

# HOW TO ENROL

**Step 1:** Read through this booklet or visit our website.

**Step 2:** Choose your course.

**Step 3:** Complete the registration form.

**Step 4:** Pay the registration fee.

**Step 5:** If you did not register online, send us your registration form and proof of payment of your registration fee via:

- fax (086 262 5550 ) or
- email (info@oxbridgeacademy.edu.za) or
- post (see back of this booklet for our address).

If you need any assistance, please contact our Student Advisors on  
**021 110 0200**



# WHAT WE OFFER

At Oxbridge Academy, we offer a range of vocational courses – including short learning programmes and National Qualifications – that are designed to enable students to succeed in the workplace. We also offer a range of ISO and BS OHSAS courses, which are aligned with international industry standards.

## SHORT LEARNING PROGRAMMES

The short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

## NATIONAL QUALIFICATIONS

### Engineering Studies N1 - N3:

These courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be able to write the national examination at any TVET college on Oxbridge Academy's list of recognised exam centres.

### Introductory N4 - N6:

These courses are offered and assessed by Oxbridge Academy. After gaining a qualifying year mark, students will be able to write the national examination at any TVET college on Oxbridge Academy's list of recognised exam centres.

### Assessor and Moderator Courses:

These courses are offered and assessed by Oxbridge Academy, and verified and certified by the ETDP SETA. These courses are registered on the NQF, and can articulate to national qualifications.

### ICB Courses:

The Institute of Certified Bookkeepers (ICB) is a well-established independent external examination body for accredited business qualifications in Southern Africa. They've been appointed as a quality assurance partner for the QCTO and are authorised to conduct examinations on a number of registered qualifications.

## ONLINE COURSES

These courses include workplace skills courses that focus on soft skills, as well as more technical courses that focus on topics such as CompTIA exam preparation, workplace compliance, and web development.

# OUR VISION

To be recognised as a leader in the field of distance education and supported learning by clients, regulatory bodies and employees.

# ACCREDITATION AND REGISTRATION

Oxbridge Academy is registered and/or accredited by the following bodies:

## DHET

We are provisionally registered by the Department of Higher Education and Training (DHET) until 31 December 2018 as a private college in terms of Section 31(3) of the FET Colleges Act 16 of 2006 and Regulation 12(4)(b) of the Regulations for the Registration of Private FET Colleges.

*Our registration number is DHET-2009/FE07/070.*

## Umalusi

Umalusi is the Council for Quality Assurance in General and Further Education and Training. We are accredited by Umalusi to offer the National Certificate: Engineering Studies qualifications from N1 to N3 for electrical and mechanical trades.

*Our accreditation number is 15 FET02 00031.*

## QCTO

The QCTO is the Quality Council for Trades and Occupations. We are accredited by the QCTO to offer the following courses from Introductory N4 level to N6 level:

- Introductory Certificate: Business Studies
- National Certificate: Business Management
- National Certificate: Educare
- National Certificate: Financial Management
- National Certificate: Human Resource Management
- National Certificate: Legal Secretary
- National Certificate: Management Assistant
- National Certificate: Marketing Management
- National Certificate: Medical Secretary
- National Certificate: Public Management
- National Certificate: Public Relations
- National Certificate: Tourism

*Our accreditation number is QCTO NATED/13/005.*

## ETDP SETA

The ETDP SETA is the Education, Training and Development Practices Sector Education and Training Authority. We have learning programme approval from the ETDP SETA to offer the following programmes:

- Conduct Assessments of Outcomes-Based Assessment
- Conduct Moderation of Outcomes-Based Assessment

## APPETD

We are a member of the Association of Private Providers of Education, Training and Development (APPETD).

*Our membership number is 3243.*

## ICB

We are an accredited theory provider for the Institute of Certified Bookkeepers (ICB). The ICB has been appointed as a quality assurance partner for the Quality Council for Trades and Occupations (QCTO), and is authorised to conduct examinations on a number of registered qualifications that are on the NQF. We offer the following programmes:

- National Certificate: Bookkeeping NQF 3
- National Certificate: Small Business Financial Management NQF 4

*Our accreditation number is 300435.*

## Saioosh

Oxbridge Academy is a registered member with the South African Institute of Occupational Safety and Health (Saioosh). The following courses are accredited by Saioosh:

- Oxbridge Academy Skills Certificate: Health and Safety
- Oxbridge Academy Skills Certificate: Health and Safety for Management
- Oxbridge Academy Skills Certificate: Health and Safety for Management - Intermediate
- Oxbridge Academy Skills Certificate: Health and Safety for Management - Advanced

*Our membership number is 41333225.*

## The IIE

The Independent Institute of Education (IIE) is South Africa's largest registered and accredited private provider of higher education. They are registered with the Department of Higher Education and Training (DHET) and is a subsidiary of AdvTECH, a public company listed on the Johannesburg Stock Exchange. Oxbridge Academy offers a number of IIE-endorsed courses.

**To see all the relevant supporting documentation:**

Oxbridge Academy Accreditation



# COURSES

**AD**

## ADVERTISING & MARKETING MANAGEMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Marketing Management	ADV101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Marketing Management 1 &amp; 2</li> </ul>
Advertising Management	ADV102	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Advertising Management 1 &amp; 2</li> </ul>
Digital Marketing	ADM101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Digital Marketing 1</li> <li>Digital Marketing 2</li> </ul>
Marketing Management	CER4017-03	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> <li>10 Learning units - See website for list</li> </ul>
National Certificate: N4 Marketing Management	EN4026-04	National Qualification SAQA ID 66872	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N4</li> <li>Marketing Management N4</li> <li>Management Communication N4</li> <li>Computer Practice N4 / Introductory Computer Practice N4 *</li> </ul>
National Certificate: N5 Marketing Management	EN5026-04	National Qualification SAQA ID 66952	12 Months	N4 Marketing Management	<ul style="list-style-type: none"> <li>Entrepreneurship and Business Management N5</li> <li>Marketing Management N5</li> <li>Sales Management N5</li> <li>Computer Practice N5 / Computer Practice N4*</li> </ul>
National Certificate: N6 Marketing Management	EN6026-04	National Qualification SAQA ID 66996	12 Months	N5 Marketing Management	<ul style="list-style-type: none"> <li>Marketing Management N6</li> <li>Sales Management N6</li> <li>Marketing Communication N6</li> <li>Marketing Research N6</li> </ul>

**\*Note:** Students who want to apply for the N6 Diploma after completing their N4 – N6 certificates must pass Introductory Computer Practice N4.

**AS**

## ASSESSOR & MODERATOR COURSES

Conduct outcome-based assessment Assessor	EDU501	Part of National Qualification Certified by ETDP SETA SAQA ID 115753	3 Months	Diploma, degree or relevant occupational qualification	<ul style="list-style-type: none"> <li>L5 (15 credits)</li> </ul>
Conduct moderation of outcome-based assessment Moderator	EDU601	Part of National Qualification Certified by ETDP SETA SAQA ID 115759	3 Months	Diploma, degree or relevant occupational qualification AND must have finished the Assessor qualification	<ul style="list-style-type: none"> <li>L6 (10 credits)</li> </ul>

**BE**

## BEAUTY THERAPY COURSES

Nail Care	CER4201-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Professional Salon Skills</li> <li>Anatomy and Physiology</li> <li>Nail Technology 1</li> <li>Nail Technology 2</li> </ul>
Facial Skincare	CER4202-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Professional Salon Skills</li> <li>Anatomy and Physiology</li> <li>Facial Skincare Theory</li> <li>Facial Skincare Techniques</li> </ul>
Massage Techniques	CER4203-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Professional Salon Skills</li> <li>Anatomy and Physiology</li> <li>Full Body Massage Techniques</li> <li>Sport Massage</li> </ul>
Make-Up Application	CER4204-09	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Professional Salon Skills</li> <li>Anatomy and Physiology</li> <li>Make-Up Application 1</li> <li>Make-Up Application 2</li> </ul>



Course	Course Code	Status	Duration	Requirements	Modules
Cost and Management Accounting	ACC101	Oxbridge Academy Short Course	6 Months	No Matric	• Cost and Management Accounting
Payroll & Monthly SARS	ACC102	Oxbridge Academy Short Course	6 Months	No Matric	• Payroll & Monthly SARS
Basic Accounting Skills	CER2011-03	Oxbridge Academy Short Course	6 Months	No Matric	• Accounting 101 • Accounting 201
National Certificate: N4 Financial Management	EN4015-04	National Qualification SAQA ID 66874	12 Months	Matric or Introductory N4	• Entrepreneurship and Business Management N4 • Management Communication N4 • Computerised Financial Systems N4 • Financial Accounting N4
National Certificate: N5 Financial Management	EN5015-04	National Qualification SAQA ID 66954	12 Months	N4 Financial Management	• Entrepreneurship and Business Management N5 • Financial Accounting N5 • Cost and Management Accounting N5 • Computerised Financial Systems N5
National Certificate: N6 Financial Management	EN6015-04	National Qualification SAQA ID 66998	12 Months	N5 Financial Management	• Entrepreneurship and Business Management N6 • Financial Accounting N6 • Cost and Management Accounting N6 • Computerised Financial Systems N6
National Certificate: Bookkeeping (NQF3)	ICB3001-33	National Qualification SAQA ID 58375	13 Months	Grade 10 or equivalent	• Bookkeeping to Trial Balance • Payroll and Monthly SARS • Computerised Bookkeeping • Business Literacy
National Certificate: Small Business Financial Management (NQF4)	ICB4005-33	National Qualification SAQA ID 48736	10 Months	Grade 11 or equivalent	• Bookkeeping to Trial Balance • Business Literacy • Business Management OR Entrepreneurship

Business Administration	BA100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Fundamental Business Skills 101 • Office Practice 101 • Office Data Processing 101 • Business Practice 101
Entrepreneurship (New Venture Creation)	NVC100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Fundamental Business Skills 101 • Management Practice 101 • Office Data Processing 101 • New Venture Creation 101
Legal Studies	CER4071-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Legal Practice • Governance • Business Practice
Principles of Business Management	CER4072-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Marketing Management 1 • Financial Management 1 • Management Principles
Risk Management	CER4048-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Management Principles • Risk Management 1 & 2
Supervisory Management	CER4027-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Legal Principles • Human Resource Management 1 • Supervisory Management 1 & 2
Small Business Management	CER4030-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• 16 Learning outcomes - See website for list



## BUSINESS MANAGEMENT COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
National Certificate: N4 Business Management	EN4072-04	National Qualification SAQA ID 66871	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management N4</li> <li>• Management Communication N4</li> <li>• Computer Practice N4</li> <li>• Financial Accounting N4 / Introductory Accounting N4</li> </ul>
National Certificate: N5 Business Management	EN5072-04	National Qualification SAQA ID 66929	12 Months	N4 Business Management	<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management N5</li> <li>• Sales Management N5</li> <li>• Labour Relations N5</li> <li>• Computer Practice N5</li> </ul>
National Certificate: N6 Business Management	EN6072-04	National Qualification SAQA ID 66995	12 Months	N5 Business Management	<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management N6</li> <li>• Labour Relations N6</li> <li>• Computer Practice N6</li> <li>• Sales Management N6</li> </ul>
ISO 9001:2008 Quality Management: Awareness Certificate	QMA5001-03	Oxbridge Academy Skills Certificate*	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Quality Management Awareness Training</li> </ul>
ISO 9001:2008 Quality Management: Facilitation Certificate	QMF5001-03	Oxbridge Academy Skills Certificate*	6 Months	Quality Management: Awareness Certificate	<ul style="list-style-type: none"> <li>• Quality Management Facilitation Training</li> </ul>
ISO 9001:2008 Quality Management: Internal Auditor Certificate	QMIA5001-03	Oxbridge Academy Skills Certificate*	6 Months	Quality Management: Facilitation Certificate	<ul style="list-style-type: none"> <li>• Quality Management Internal Auditor Training</li> </ul>
ISO 9001:2015 Quality Management Systems (QMS): Awareness and Facilitation Certificate	QMS5002-03	Oxbridge Academy Skills Certificate*	24 Hours	No Matric Internet Access	<ul style="list-style-type: none"> <li>• Quality Management Systems Awareness and Facilitation Training</li> </ul>

\*With DOS as quality partner and aligned with international standards

CH

## CHILDHOOD DEVELOPMENT COURSES

Childcare Pre-School/ Au Pair	AUP100	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Caring</li> <li>• Stimulating Childhood Development</li> <li>• Nutrition</li> <li>• Health and Safety</li> </ul>
National Certificate: N4 Educare	EN4010-04	National Qualification SAQA ID 66883	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>• Educare Didactics N4</li> <li>• Child Health N4</li> <li>• Education N4</li> <li>• Day Care Personnel Development N4</li> </ul>
National Certificate: N5 Educare	EN5010-04	National Qualification SAQA ID 66971	12 Months	N4 Educare	<ul style="list-style-type: none"> <li>• Educare Didactics N5</li> <li>• Entrepreneurship and Business Management N4</li> <li>• Educational Psychology N5</li> <li>• Day Care Communication N5</li> </ul>
National Certificate: N6 Educare	EN6010-04	National Qualification SAQA ID 67007	12 Months	N5 Educare	<ul style="list-style-type: none"> <li>• Educare Didactics N6</li> <li>• Day Care Management N6</li> <li>• Educational Psychology N6</li> <li>• Day Care Communication N6</li> </ul>



## CO

## COMPUTER COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Computer Studies	COM100	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Office Data Processing 101, 201 & 301
Computer Information Systems	CER4028-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	• The capabilities of different types of Information Systems • The roles of Information Systems in organisations • The development concepts relevant to Information Systems • The professional issues relevant to Information Systems
National Certificate: N4 Management Assistant (Computer Practice)	EN4099-043	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	• Office Practice N4 • Communication N4 • Information Processing N4 • Computer Practice N4
National Certificate: N5 Management Assistant (Computer Practice)	EN5099-043	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	• Office Practice N5 • Communication N5 • Information Processing N5 • Computer Practice N5
National Certificate: N6 Management Assistant (Computer Practice)	EN6099-043	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	• Office Practice N6 • Public Relations N5 • Information Processing N6 • Computer Practice N6

## CC

## CONTACT CENTRE OPERATIONS COURSES

Contact Centre Operations	CCO201	Oxbridge Academy Short Course	6 Months	No Matric	• Contact Centre Operations 101 • Contact Centre Operations 201
Client Services and Human Relations	CCO202	Oxbridge Academy Short Course	6 Months	No Matric	• Client Services and Human Relations 101
Consumer Behaviour	CCO203	Oxbridge Academy Short Course	6 Months	No Matric	• Consumer Behaviour 201
Contact Centre Operations	CCO100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	• Contact Centre Operations 101 • Client Services and Human Relations 101 • Advertising and Promotions 101 • Office Data Processing 301

## EN

## ENGINEERING COURSES

National Certificate: N1 - N3 Engineering Studies (Electrical Engineering)	EN1-TRIC EN2-TRIC EN3-TRIC	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	• Electrical Trade Theory N1- N3 • Engineering Drawings N1- N3 • Engineering Science N1- N3 • Mathematics N1- N3
National Certificate: N1- N3 Engineering Studies (Electronical Engineering)	EN1-TRON EN2-TRON EN3-TRON	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	• Electrical Trade Theory N1- N3 • Engineering Science N1- N3 • Industrial Electronics N1- N3 • Mathematics N1- N3
National Certificate: N1 - N3 Engineering Studies (Motor Mechanic: Petrol)	EN1-MMP EN2-MMP EN3-MMP	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	• Engineering Drawings N1- N3 • Engineering Science N1- N3 • Mathematics N1- N3 • Motor Trade Theory N1- N3
National Certificate: N1 - N3 Engineering Studies (Motor Mechanic: Diesel)	EN1-MMD EN2-MMD EN3-MMD	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	• Engineering Drawings N1- N3 • Engineering Science N1- N3 • Mathematics N1- N3 • Motor Trade Theory N1 • Diesel Trade Theory N2- N3
National Certificate: N1 - N3 Engineering Studies (Millwright: Engineering Drawing)	EN1-MILLED EN2-MILLED EN3-MILLED	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	• Electrical Trade Theory N1- N3 • Engineering Science N1- N3 • Engineering Drawing N1- N3 • Mathematics N1- N3

## ENGINEERING COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
National Certificate: N1 - N3 Engineering Studies (Millwright: Industrial Engineering)	EN1-MILLIE EN2-MILLIE EN3-MILLIE	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	<ul style="list-style-type: none"> <li>Electrical Trade Theory N1-N3</li> <li>Engineering Science N1- N3</li> <li>Industrial Electronics N1- N3</li> <li>Mathematics N1- N3</li> </ul>
National Certificate: N1 - N3 Engineering Studies (Fitting and Turning)	EN1-FAT EN2-FAT EN3-FAT	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	<ul style="list-style-type: none"> <li>Fitting and Machining N1- N2</li> <li>Mechanotechnology N3</li> <li>Engineering Science N1- N3</li> <li>Engineering Drawings N1- N3</li> <li>Mathematics N1- N3</li> </ul>
National Certificate: N1 - N3 Engineering Studies (Boilermaker)	EN1-BOIL EN2-BOIL EN3-BOIL	National Qualification SAQA ID 67109, 67375, 67491	12 - 18 Months	Grade 10 with Maths and Physical Science	<ul style="list-style-type: none"> <li>Metal Workers Theory N1</li> <li>Platers Theory N2</li> <li>Mechanotechnology N3</li> <li>Engineering Science N1- N3</li> <li>Plating &amp; Structural Steel Drawings N1-N3</li> <li>Mathematics N1- N3</li> </ul>
N3 Technical Matric	EN3-Matric	N3 Technical Matric Certificate	12 Months	4 N3 Engineering subjects	<ul style="list-style-type: none"> <li>Sake Afrikaans 1st Language and Business English 2nd Language</li> <li>OR</li> <li>Sake Afrikaans 2nd Language and Business English 1st Language</li> </ul>

EV

## EVENTS MANAGEMENT COURSES

Events Management	EM100	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>A Career in Events</li> <li>The World of Events</li> <li>Events Management 1</li> <li>Events Management 2</li> </ul>
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HR

## HUMAN RESOURCE MANAGEMENT COURSES

Understanding the Principles of Human Resource Management	CER3016-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Implementing a Human Resource Plan	CER3026-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Recruitment and Selection	CER3036-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Performance and Reward Services	CER3046-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Releasing People from an Organisation	CER3056-02	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Principles of Labour Relations	CER4012-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Legal Principles</li> <li>Management Principles</li> <li>Labour Relations OXB5</li> </ul>
Community Development	CER4025-03	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Understanding HIV/AIDS	CER4021-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Human Resource Management	CER4016-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>



## HUMAN RESOURCE MANAGEMENT COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
National Certificate: N4 Human Resource Management	EN4016-041	National Qualification SAQA ID 66873	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management N4</li> <li>• Personnel Management N4</li> <li>• Management Communication N4</li> <li>• Introductory Computer Practice N4 / Computer Practice N4</li> </ul>
National Certificate: N5 Human Resource Management	EN5016-041	National Qualification SAQA ID 66953	12 Months	N4 Human Resource Management	<ul style="list-style-type: none"> <li>• Personnel Management N5</li> <li>• Personnel Training N5</li> <li>• Labour Relations N5</li> <li>• Computer Practice N4 / Computer Practice N5</li> </ul>
National Certificate: N6 Human Resource Management	EN6016-041	National Qualification SAQA ID 66997	12 Months	N5 Human Resource Management	<ul style="list-style-type: none"> <li>• Personnel Management N6</li> <li>• Personnel Training N6</li> <li>• Labour Relations N6</li> <li>• Computer Practice N5 / Computer Practice N6</li> </ul>



## OCCUPATIONAL HEALTH & SAFETY (OHS) COURSES

SHE Awareness	OHS101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• SHE Awareness</li> </ul>
SHE Representative	OHS102	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• SHE Representative</li> </ul>
SHE Investigation	OHS103	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• SHE Investigation</li> </ul>
HIRA (Hazard Identification and Risk Assessment)	OHS104	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• HIRA (Hazard Identification &amp; Risk Assessment)</li> </ul>
Safety Audit Inspection	OHS105	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Safety Audit Inspection</li> </ul>
Safety Management	CER2039-08	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Safety Management 1 &amp; 2</li> </ul>
Security Management	CER2040-08	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Security Management 1 &amp; 2</li> </ul>
Safety Management Skills	CER4039-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Legal Principles</li> <li>• Management Principles</li> <li>• Safety Management 1 &amp; 2</li> </ul>
Security Management Skills	CER4040-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Legal Principles</li> <li>• Human Resource Management</li> <li>• Security Management 1 &amp; 2</li> </ul>
Health and Safety	CEROHS-08	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	No Matric	<ul style="list-style-type: none"> <li>• SHE Awareness</li> <li>• SHE Representative</li> <li>• SHE Investigation</li> <li>• HIRA (Hazard Identification &amp; Risk Assessment)</li> <li>• Safety Audit Inspection</li> </ul>
Health and Safety for Management	OHS100-01	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Fundamental Business Skills 101</li> <li>• Management Practice 101</li> <li>• Office Data Processing 101</li> <li>• Safety 101</li> </ul>
Health and Safety for Management - Intermediate	OHS201-01	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	OHS100-01	<ul style="list-style-type: none"> <li>• Fundamental Business Skills 201</li> <li>• Management Practice 201</li> <li>• Office Data Processing 201</li> <li>• Safety 201</li> </ul>
Health and Safety for Management - Advanced	OHS301-01	Oxbridge Academy Skills Certificate (accredited by Saioosh)	8 Months	OHS201-01	<ul style="list-style-type: none"> <li>• Fundamental Business Skills 301</li> <li>• Office Data Processing 301</li> <li>• Management Practice 301</li> <li>• Safety 301</li> </ul>
BS OHSAS 18001:2007 Occupational Health and Safety: Awareness Certificate	OHS5001-03	Oxbridge Academy Skills Certificate*	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Awareness Training</li> </ul>
BS OHSAS 18001:2007 Occupational Health and Safety: Facilitation Certificate	OHSF5001-03	Oxbridge Academy Skills Certificate*	6 Months	Occupational Health and Safety: Awareness Certificate	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Facilitation Training</li> </ul>



## OCCUPATIONAL HEALTH & SAFETY (OHS) COURSES (CONTINUED)

Course	Course Code	Status	Duration	Requirements	Modules
BS OHSAS 18001:2007 Occupational Health and Safety: Internal Auditor Certificate	OHSIA5001-03	Oxbridge Academy Skills Certificate*	6 Months	Occupational Health and Safety: Facilitation Certificate	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Internal Auditor Training</li> </ul>
ISO 45001:2018 Occupational Health & Safety Management Systems (OHSMS): Awareness and Facilitation Certificate	OHSAF5002-03	Oxbridge Academy Skills Certificate*	24 Hours	No Matric Internet Access	<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Management Systems Awareness and Facilitation Training</li> </ul>
ISO 14001:2004 Environmental Management: Awareness Certificate	EMA5001-03	Oxbridge Academy Skills Certificate*	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Environmental Management Awareness Training</li> </ul>
ISO 14001:2004 Environmental Management: Facilitation Certificate	EMF5001-03	Oxbridge Academy Skills Certificate*	6 Months	Environmental Management: Awareness Certificate	<ul style="list-style-type: none"> <li>• Environmental Management Facilitation Training</li> </ul>
ISO 14001:2004 Environmental Management: Internal Auditor Certificate	EMIA5001-03	Oxbridge Academy Skills Certificate*	6 Months	Environmental Management: Facilitation Certificate	<ul style="list-style-type: none"> <li>• Environmental Management Internal Auditor Training</li> </ul>
ISO 14001:2015 Environmental Management Systems (EMS): Awareness and Facilitation Certificate	EMS5002-03	Oxbridge Academy Skills Certificate*	24 Hours	No Matric Internet Access	<ul style="list-style-type: none"> <li>• Environmental Management Systems Awareness and Facilitation Training</li> </ul>

\* With DQS as quality partner and aligned with international standards

PM

### PROJECT MANAGEMENT COURSES

Basic Project Management Concepts	PRO101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Project Management 201</li> </ul>
Principles of Project Management	PRO110	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Management Practice 101 &amp; 201</li> <li>• Project Management 201 &amp; 301</li> </ul>
Project Management	PM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Fundamental Business Skills 101</li> <li>• Management Practice 101</li> <li>• Office Data Processing 101</li> <li>• Project Management 201</li> </ul>

PR

### PUBLIC RELATIONS COURSES

Basics of Public Relations	PR101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>• Public Relations 1 &amp; 2</li> </ul>
Principles of Public Relations	CER4021-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>• Marketing Management 1</li> <li>• Advertising Management 1</li> <li>• Public Relations 1 &amp; 2</li> </ul>
National Certificate: N4 Public Relations	EN4021-041	National Qualification SAQA ID 66879	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>• Office Practice N4</li> <li>• Communication N4</li> <li>• Entrepreneurship and Business Management N4</li> <li>• Information Processing N4</li> </ul>
National Certificate: N5 Public Relations	EN5021-041	National Qualification SAQA ID 66958	12 Months	N4 Public Relations	<ul style="list-style-type: none"> <li>• Office Practice N5</li> <li>• Communication N5</li> <li>• Public Relations N5</li> <li>• Information Processing N5</li> </ul>
National Certificate: N6 Public Relations	EN6021-041	National Qualification SAQA ID 67003	12 Months	N5 Public Relations	<ul style="list-style-type: none"> <li>• Office Practice N6</li> <li>• Public Relations N6</li> <li>• Entrepreneurship and Business Management N5</li> <li>• Information Processing N6</li> </ul>



Course	Course Code	Status	Duration	Requirements	Modules
Governance	LEG101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Governance</li> </ul>
Principles of Public Management	CER4038-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Legal Principles</li> <li>Management Principles</li> <li>Governance</li> <li>Public Management</li> </ul>
Municipal Management (Public Administration)	CER4037-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Legal Principles</li> <li>Governance</li> <li>Public Management</li> <li>Public Administration</li> </ul>
Municipal Management	MM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Municipal Financial Management 101</li> <li>Municipal Management 101</li> <li>Public Sector Human Resources Management 101</li> <li>Self Management 101</li> </ul>
Public Management	PBM100-01	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Public Financial Management 101</li> <li>Public Management 101</li> <li>Public Sector Human Resources Management 101</li> <li>Self Management 101</li> </ul>
National Certificate: N4 Public Management	EN4038-041	National Qualification SAQA ID 66875	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Management Communication N4</li> <li>Public Administration N4</li> <li>Entrepreneurship and Business Management N4</li> <li>Computer Practice N4 / Introductory Computer Practice N4</li> </ul>
National Certificate: N5 Public Management	EN5038-041	National Qualification SAQA ID 66955	12 Months	N4 Public Management	<ul style="list-style-type: none"> <li>Public Administration N5</li> <li>Municipal Administration N5</li> <li>Public Finance N5</li> <li>Computer Practice N5 / Computer Practice N4</li> </ul>
National Certificate: N6 Public Management	EN6038-041	National Qualification SAQA ID 67000	12 Months	N5 Public Management	<ul style="list-style-type: none"> <li>Public Administration N6</li> <li>Municipal Administration N6</li> <li>Public Law N6</li> <li>Computer Practice N6 / Computer Practice N4</li> </ul>
National Certificate: N4 Public Management (Accounting)	EN4038-042	National Qualification SAQA ID 66875	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Management Communication N4</li> <li>Public Administration N4</li> <li>Financial Accounting N4</li> <li>Introductory Computer Practice N4 / Computer Practice N4</li> </ul>
National Certificate: N5 Public Management (Accounting)	EN5038-042	National Qualification SAQA ID 66955	12 Months	N4 Public Management	<ul style="list-style-type: none"> <li>Public Administration N5</li> <li>Municipal Administration N5</li> <li>Entrepreneurship and Business Management N4</li> <li>Public Finance N5</li> </ul>
National Certificate: N6 Public Management (Accounting)	EN6038-042	National Qualification SAQA ID 67000	12 Months	N5 Public Management	<ul style="list-style-type: none"> <li>Public Administration N6</li> <li>Municipal Administration N6</li> <li>Public Law N6</li> <li>Public Finance N6</li> </ul>
National Certificate: N4 Management Assistant (Public Administration)	EN4099-042	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Office Practice N4</li> <li>Communication N4</li> <li>Information Processing N4</li> <li>Public Administration N4</li> </ul>
National Certificate: N5 Management Assistant (Public Administration)	EN5099-042	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> <li>Office Practice N5</li> <li>Communication N5</li> <li>Information Processing N5</li> <li>Public Administration N5</li> </ul>
National Certificate: N6 Management Assistant (Public Administration)	EN6099-042	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> <li>Office Practice N6</li> <li>Public Relations N5</li> <li>Information Processing N6</li> <li>Public Administration N6</li> </ul>

Course	Course Code	Status	Duration	Requirements	Modules
Executive Secretary (Personal Assistant)	CER4098-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Basic Business Communication</li> <li>Human Resource 1</li> <li>Marketing 1</li> <li>Introduction to Office Administration</li> </ul>
Professional Secretary (Human Resource)	CER4099-08	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Legal Principles</li> <li>Fundamentals of Business English</li> <li>Human Resource Management 1</li> <li>Fundamentals of Office Administration</li> </ul>
National Certificate: N4 Management Assistant (Entrepreneurial Business Management)	EN4099-041	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Office Practice N4</li> <li>Communication N4</li> <li>Information Processing N4</li> <li>Entrepreneurship and Business Management N4</li> </ul>
National Certificate: N5 Management Assistant (Entrepreneurial Business Management)	EN5099-041	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> <li>Office Practice N5</li> <li>Communication N5</li> <li>Information Processing N5</li> <li>Entrepreneurship and Business Management N5</li> </ul>
National Certificate: N6 Management Assistant (Entrepreneurial Business Management)	EN6099-041	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> <li>Office Practice N6</li> <li>Public Relations N5</li> <li>Information Processing N6</li> <li>Entrepreneurship and Business Management N6</li> </ul>
National Certificate: N4 Management Assistant (Public Administration)	EN4099-042	National Qualification SAQA ID 66876	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Office Practice N4</li> <li>Communication N4</li> <li>Information Processing N4</li> <li>Public Administration N4</li> </ul>
National Certificate: N5 Management Assistant (Public Administration)	EN5099-042	National Qualification SAQA ID 66956	12 Months	N4 Management Assistant	<ul style="list-style-type: none"> <li>Office Practice N5</li> <li>Communication N5</li> <li>Information Processing N5</li> <li>Public Administration N5</li> </ul>
National Certificate: N6 Management Assistant (Public Administration)	EN6099-042	National Qualification SAQA ID 67001	12 Months	N5 Management Assistant	<ul style="list-style-type: none"> <li>Office Practice N6</li> <li>Public Relations N5</li> <li>Information Processing N6</li> <li>Public Administration N6</li> </ul>
National Certificate: N4 Legal Secretary	EN4071-04	National Qualification SAQA ID 66880	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Office Practice N4</li> <li>Communication N4</li> <li>Information Processing N4</li> <li>Mercantile Law N4</li> </ul>
National Certificate: N5 Legal Secretary	EN5071-04	National Qualification SAQA ID 66959	12 Months	N4 Legal Secretary	<ul style="list-style-type: none"> <li>Office Practice N5</li> <li>Communication N5</li> <li>Information Processing N5</li> <li>Legal Practice N5</li> </ul>
National Certificate: N6 Legal Secretary	EN6071-04	National Qualification SAQA ID 67004	12 Months	N5 Legal Secretary	<ul style="list-style-type: none"> <li>Office Practice N6</li> <li>Legal Practice N6</li> <li>Information Processing N6</li> <li>Mercantile Law N5</li> </ul>
National Certificate: N4 Medical Secretary	EN4044-04	National Qualification SAQA ID 66878	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Office Practice N4</li> <li>Communication N4</li> <li>Information Processing N4</li> <li>Medical Practice N4</li> </ul>
National Certificate: N5 Medical Secretary	EN5044-04	National Qualification SAQA ID 66957	12 Months	N4 Medical Secretary	<ul style="list-style-type: none"> <li>Office Practice N5</li> <li>Communication N5</li> <li>Information Processing N5</li> <li>Medical Practice N5</li> </ul>
National Certificate: N6 Medical Secretary	EN6044-04	National Qualification SAQA ID 67002	12 Months	N5 Medical Secretary	<ul style="list-style-type: none"> <li>Office Practice N6</li> <li>Medical Practice N6</li> <li>Information Processing N6</li> <li>Computer Practice N4</li> </ul>

Course	Course Code	Status	Duration	Requirements	Modules
Logistics & Supply Chain Management	BUS103	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Logistics &amp; Supply Chain Management 1 &amp; 2</li> </ul>
Shipping and Logistics Environment	CER4015-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Logistics & Supply Chain Management	CER4095-13	Oxbridge Academy Skills Certificate (Endorsed by The IIE)	8 - 12 Months	No Matric	<ul style="list-style-type: none"> <li>16 Learning units - See website for list</li> </ul>

Hotel Management	TRV101	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Hotel Management</li> </ul>
Catering Management	TRV102	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Catering Management</li> </ul>
Tourism Management	TRV103	Oxbridge Academy Short Course	6 Months	No Matric	<ul style="list-style-type: none"> <li>Tourism Management 1 &amp; 2</li> </ul>
Catering Management	CER4069-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Services 1 &amp; 2</li> <li>Resources</li> <li>Catering</li> </ul>
Hotel Management	CER4046-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Services 1 &amp; 2</li> <li>Resources</li> <li>Hotel Management</li> </ul>
Food & Beverage Management	CER4045-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Services 1 &amp; 2</li> <li>Resources</li> <li>Business Practice</li> </ul>
Restaurant Management	CER4047-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Services 1 &amp; 2</li> <li>Resources</li> <li>Restaurant Management</li> </ul>
Hotel & Catering Management	CER4043-11	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Human Resource Management 1</li> <li>Public Relations Management 1</li> <li>Hotel Management</li> <li>Catering Management</li> </ul>
Tourism Management	CER4028-03	Oxbridge Academy Skills Certificate	8 Months	No Matric	<ul style="list-style-type: none"> <li>Marketing Management 1</li> <li>Public Relations Management 1</li> <li>Tourism Management 1 &amp; 2</li> </ul>
National Certificate: N4 Tourism	EN4028-04	National Qualification SAQA ID 66910	12 Months	Matric or Introductory N4	<ul style="list-style-type: none"> <li>Tourism Communication N4</li> <li>Travel Services N4</li> <li>Travel Office Procedures N4</li> <li>Tourist Destinations N4</li> </ul>
National Certificate: N5 Tourism	EN5028-04	National Qualification SAQA ID 66978	12 Months	N4 Tourism	<ul style="list-style-type: none"> <li>Tourism Communication N5</li> <li>Travel Services N5</li> <li>Travel Office Procedures N5</li> <li>Tourist Destinations N5</li> </ul>
National Certificate: N6 Tourism*	EN6028-04	National Qualification SAQA ID 67013	12 Months	N5 Tourism	<ul style="list-style-type: none"> <li>Tourism Services N6</li> <li>Hotel Reception N6</li> <li>Travel Office Procedures N6</li> <li>Tourist Destinations N6</li> </ul>

**\*Note:** Students who want to apply for the N6 Diploma after completing their N4 – N6 certificates must pass Introductory Computer Practice N4. Students who have not yet passed this subject can add it to any of the N4 – N6 Tourism courses, at an additional fee.



Course	Course Code	Status	Duration	Requirements	Modules
Bridging Certificate to N1 Engineering Studies	BN1000-03	Oxbridge Academy Skills Certificate	12 Months	At least 16 years of age	<ul style="list-style-type: none"> <li>• Introductory Engineering Science</li> <li>• Introductory Mathematics</li> <li>• Introductory Industrial Communication</li> <li>• Introductory Engineering Drawing</li> </ul>
Introductory Certificate: N4 Business Studies	IN43072-03	National Introductory Certificate	12 Months	Grade 11	COMPULSORY SUBJECTS: <ul style="list-style-type: none"> <li>• Introductory Entrepreneurship N4</li> <li>• Introductory Communication N4</li> </ul>
	IN43015-03				PLUS CHOOSE ONE OF THE FOLLOWING FIELDS: <b>Business Studies</b> <ul style="list-style-type: none"> <li>• Introductory Computer Practice N4</li> <li>• Introductory Accounting N4</li> </ul>
	IN43016-03				<b>Financial Management</b> <ul style="list-style-type: none"> <li>• Introductory Accounting N4</li> <li>• Introductory Personnel Management N4</li> </ul>
	IN43012-03				<b>Human Resources</b> <ul style="list-style-type: none"> <li>• Introductory Personnel Management N4</li> <li>• Introductory Computer Practice N4</li> </ul>
	IN43012-03				<b>Public Management &amp; Business Management</b> <ul style="list-style-type: none"> <li>• Introductory Public Administration N4</li> <li>• Introductory Accounting N4</li> </ul>
	IN43071-03				<b>Management Assistant &amp; Secretarial</b> <ul style="list-style-type: none"> <li>• Introductory Information Processing N4</li> <li>• Introductory Computer Practice N4</li> </ul>
	IN43026-03				<b>Marketing Management</b> <ul style="list-style-type: none"> <li>• Introductory Marketing N4</li> <li>• Introductory Computer Practice N4</li> </ul>
	IN43038-03				<b>Public Management &amp; Human Resource Management</b> <ul style="list-style-type: none"> <li>• Introductory Public Administration N4</li> <li>• Introductory Personnel Management N4</li> </ul>
	IN43021-03				<b>Public Relations</b> <ul style="list-style-type: none"> <li>• Introductory Public Administration N4</li> <li>• Introductory Information Processing N4</li> </ul>
IN43028-03	<b>Tourism</b> <ul style="list-style-type: none"> <li>• Introductory Personnel Management N4</li> <li>• Introductory Computer Practice N4</li> </ul>				



# EFFORTLESS EXCELLENCE IN EDUCATION

## ADVERTISING & MARKETING MANAGEMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Search Engine Optimization (SEO)	ONL: CER3011-03	Oxbridge Academy Skills Certificate	19 Hours	No Matric	<ul style="list-style-type: none"> <li>Describe the background, purpose, and business goals of SEO</li> <li>Identify integral SEO strategies, techniques, and tools</li> </ul>

## BOOKKEEPING & ACCOUNTING COURSES

Foundations of Avoiding Fraud and Corruption in the Workplace	C-ONL105	Oxbridge Academy Short Course	1.5 Hours	No Matric	<ul style="list-style-type: none"> <li>Overview of International Anti-Bribery Legislation</li> <li>Preventing Fraud in the Workplace</li> <li>Whistle-blowing and the Law: Know Your Rights!</li> </ul>
Introduction to the National Credit Act	C-ONL106	Oxbridge Academy Short Course	2.5 Hours	No Matric	<ul style="list-style-type: none"> <li>Introduction to the National Credit Act (NCA)</li> <li>The National Credit Act and the credit-granting process</li> </ul>
Introduction to the Financial Intelligence Centre Act	C-ONL102	Oxbridge Academy Short Course	1.5 Hours	No Matric	<ul style="list-style-type: none"> <li>Background to money laundering</li> <li>FICA: Know your client and recordkeeping</li> <li>Reporting and compliance obligations</li> </ul>

## BUSINESS MANAGEMENT COURSES

Communication and Collaboration	ONL101	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Communication and Collaboration</li> </ul>
Creativity and Innovation	ONL104	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Creativity and Innovation</li> </ul>
Critical Thinking and Problem Solving	ONL103	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Critical Thinking and Problem Solving</li> </ul>
Financial Literacy	ONL106	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Financial Literacy</li> </ul>
Flexibility and Adaptability	ONL108	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Flexibility and Adaptability</li> </ul>
Hired! The Ultimate Job Search Course	ONL111	Oxbridge Academy Short Course	36 Hours	No Matric	<ul style="list-style-type: none"> <li>The soul search before the job search</li> <li>Your career marketing documents</li> <li>The hidden job market</li> <li>Communicating with your network</li> <li>Using social media in your job search</li> <li>Job search resources</li> <li>Ace your interview and negotiate like a pro</li> </ul>
Initiative and Self-Direction	ONL109	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Initiative and Self-Direction</li> </ul>
Leadership and Responsibility	ONL105	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Leadership and Responsibility</li> </ul>
Productivity and Accountability	ONL107	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Productivity and Accountability</li> </ul>
Social and Cross-Cultural Skills	ONL110	Oxbridge Academy Short Course	13 Hours	No Matric	<ul style="list-style-type: none"> <li>Social and Cross-Cultural Skills</li> </ul>
Understanding the South African Consumer Protection Act (CPA)	C-ONL107	Oxbridge Academy Short Course	11 Hours	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Creating and Managing Your Personal Brand	ONL: CER3003-03	Oxbridge Academy Skills Certificate	47 Hours	No Matric	<ul style="list-style-type: none"> <li>What is a Personal Brand?</li> <li>Today's Employment Market</li> <li>Professional Profiles</li> <li>Visual Introduction</li> <li>Contact Development</li> <li>Maintaining Your Personal Brand</li> </ul>
Workplace Bundle	ONL: CER3014-03	Oxbridge Academy Skills Certificate	69 Hours	No Matric	<ul style="list-style-type: none"> <li>Critical Thinking and Problem Solving</li> <li>Creativity and Innovation</li> <li>Flexibility and Adaptability</li> <li>Communication and Collaboration</li> <li>Social and Cross-Cultural Skills</li> <li>Initiative and Self-Direction</li> <li>Productivity and Accountability</li> <li>Leadership and Responsibility</li> <li>Financial Literacy</li> </ul>

## COMPUTER COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Adobe Dreamweaver CC	ONL2002-03	Oxbridge Academy Skills Certificate	12 Months	No Matric	• See website for list of subjects covered by this course
Adobe Flash CC	ONL2001-03	Oxbridge Academy Skills Certificate	12 Months	No Matric	• See website for list of subjects covered by this course
Adobe Indesign CC	ONL2003-03	Oxbridge Academy Skills Certificate	12 Months	No Matric	• See website for list of subjects covered by this course
Adobe Photoshop CC	ONL2004-03	Oxbridge Academy Skills Certificate	12 Months	No Matric	• See website for list of subjects covered by this course
Computer Concepts	ONL:CER3013-03	Oxbridge Academy Skills Certificate	26 Hours	No Matric	<ul style="list-style-type: none"> <li>• Mouse, Keyboard, Hardware</li> <li>• Software and Applications</li> <li>• Internet, Email, and Social Networking</li> </ul>
CompTIA A+ 220 – 901 Preparation	ONL:CER3105-03	Oxbridge Academy Skills Certificate	34 Hours	No Matric	<ul style="list-style-type: none"> <li>• Hardware</li> <li>• Networking</li> <li>• Mobile devices</li> <li>• Hardware and network troubleshooting</li> </ul>
CompTIA A+ 220 – 902 Preparation	ONL:CER3102-03	Oxbridge Academy Skills Certificate	34 Hours	No Matric	<ul style="list-style-type: none"> <li>• Windows operating systems</li> <li>• Other operating systems and technologies</li> <li>• Security</li> <li>• Software troubleshooting</li> <li>• Operational procedures</li> </ul>
CompTIA Network+ Preparation	ONL:CER3103-03	Oxbridge Academy Skills Certificate	34 Hours	No Matric	<ul style="list-style-type: none"> <li>• Fundamental networking concepts</li> <li>• LAN technologies</li> <li>• Network addressing and routing</li> <li>• Advanced networking concepts</li> <li>• Network maintenance</li> </ul>
CompTIA Security+ SYO-401 Preparation	ONL:CER3104-03	Oxbridge Academy Skills Certificate	34 Hours	No Matric	<ul style="list-style-type: none"> <li>• Understanding network security, threats and vulnerabilities, compliance and operational security, application data and host security, access control and identity management, cryptography</li> </ul>
Front-End Web Development	ONL:CER3101-03	Oxbridge Academy Skills Certificate	34 Hours	No matric Prerequisite: HTML and CSS	<ul style="list-style-type: none"> <li>• JavaScript, HTML and CSS for JavaScript, jQuery, jQuery UI Basics, Using GIT and GITHUB in web development, Create a portable JavaScript Console</li> </ul>
MTA 98-349: Windows Operating System Fundamentals	ONL3009-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-361: Software Development Fundamentals	ONL3001-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-364: Database Administrator Fundamentals	ONL3003-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-366: Networking Fundamentals	ONL3004-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-367: Security Fundamentals	ONL3002-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-368: Mobility and Device Fundamentals	ONL3005-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-375: HTML Application Development Fundamentals	ONL3006-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-381: Introduction to Programming using Python	ONL3007-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-382: Introduction to Programming using JavaScript	ONL3008-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-383: Introduction to Programming using HTML and CSS	ONL3010-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course
MTA 98-388: Introduction to Programming using Java	ONL3111-03	Oxbridge Academy Skills Certificate	1 Year Access	No Matric	• See website for list of subjects covered by this course



## HUMAN RESOURCE MANAGEMENT COURSES

Course	Course Code	Status	Duration	Requirements	Modules
Foundations of Ethics in the Workplace	C-ONL101	Oxbridge Academy Short Course	2.5 Hours	No Matric	<ul style="list-style-type: none"> <li>Say no to harassment and discrimination in the workplace</li> <li>Overview of International Anti-Bribery Legislation</li> <li>Avoiding conflicts of interest</li> <li>Preventing fraud in the workplace</li> <li>Preventing money laundering</li> <li>Dealing with company assets</li> </ul>
Foundations of Performance Management	C-ONL100	Oxbridge Academy Short Course	4 Hours	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
Fundamentals of Social Media in the Workplace	C-ONL103	Oxbridge Academy Short Course	1.5 Hours	No Matric	<ul style="list-style-type: none"> <li>Social media and social networks: welcome to our (new) world!</li> <li>The dark side of social media networks</li> <li>Social media networks – nothing but good behaviour will do!</li> <li>Social media and your rights</li> </ul>

## OCCUPATIONAL HEALTH & SAFETY COURSES

Introduction to the Occupational Health and Safety Act	C-ONL104	Oxbridge Academy Short Course	3 Hours	No Matric	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
IOSH Managing Safely Award	ONL:IOSH-01	IOSH Award	25-30 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
IOSH Working Safely Award	ONL:IOSH-02	IOSH Award	6-8 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
NEBOSH General Certificate in Occupational Health and Safety	ONL:NEBOSH-01	NEBOSH Certificate	80-120 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
NEBOSH International Certificate in Construction Health and Safety	ONL:NEBOSH-02	NEBOSH Certificate	110-165 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
NEBOSH International Certificate in Fire Safety and Risk Management	ONL:NEBOSH-03	NEBOSH Certificate	80-120 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
NEBOSH International Technical Certificate in Oil and Gas Operational Safety	ONL:NEBOSH-04	NEBOSH Certificate	35-55 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>
NEBOSH Certificate in Environmental Management	ONL:NEBOSH-05	NEBOSH Certificate	35-60 Hours	No prerequisites	<ul style="list-style-type: none"> <li>See website for list of learning units covered by this course</li> </ul>





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