

Unigrad College - Educate, Empower, Enrich



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Unigrad College is an award winning college offering a wide range of affordable courses aiming to EDUCATE and EMPOWER its students therefore increasing their chances of EMPLOYMENT. Courses are presented by qualified and experienced professionals. Choose from a wide range of courses in the following: PART TIME COURSES National Diploma Business Management Financial Accounting Human Resource Management Public Management Technical Financial Accounting National and FET Certificates Bookkeeping (Junior Bookkeeper) Bookkeeping (Senior Bookkeeper) Tourism Certificates Short Learning Programmes Bookkeeping Computer Skills: Introduction Level Computer Skills: Intermediate Level ICDL Computer Skills - Intermediate Entrepreneurship and Business Management Graphic Design Fundamentals Human Resource Management Marketing and Sales Management Network Support Technician (N+) Office Administration Office Administration and Computer Fundamentals Office Administration: Intermediate (Level 2) PC Technician (A+) Pastel Accounting Procurement and Supply Chain Management Project Management - Fundamental Level Project Management - Advanced Level Sound Engineering and Production Warehouse and Inventory Control Institute of Certified Bookkeepers (ICB) Modules Bookkeeping to Trial

Balance Payroll and Monthly SARS Returns Business Literacy Computerised
Bookkeeping Financial Statements Cost and Management Accounting Income Tax
Returns Business Law and Accounting Control Corporate Strategy Financial Reporting
and Regulatory Frameworks Management Accounting Control Systems Research
Theory and Practice (Dissertation) FULL TIME COURSES Bookkeeping Business
Management Finance and Accounting Graphic Design (Art and Design) Human
Resource Management Information Technology Support Technician Nature
Conservation and Wildlife Management Office Administration Public
Management Sound Engineering Tourism and Hospitality CORPORATE
TRAINING Career Development Advanced Writing Skills Building Your Self Esteem and
Assertiveness Skills Business Etiquette Business Writing that Works Communication
Strategies Conflict Resolution - Dealing with Difficult People Conquering Your Fear of
Speaking in Public Customer Service Training - Critical Elements of Customer
Service Management Skills for the Administrative Assistant Presentation Survival
School Speaking Under Pressure The Minute Taker's Workshop Time Management -
Get organised for Peak Performance Using Technology to Your Advantage Writing
Reports and Proposals Human Resources Anger Management Building Better
Teams Change Management Change and How to Deal with It Conducting Effective
Performance Reviews Conflict Resolution: Getting Along in the Workplace Employee
Dispute Resolution Mediation through Peer Review Getting Employees off to a Good
Start Hiring Smart - Behavioural Interviewing Techniques Managing Customer
Service Managing Employee Performance Problem Solving and Decision Making Stress
Management - Managing Stress before it Manages You Sales and
Marketing Outbound Sales (Using the Telephone as a Sales Tool) Sales Training -
Building Relationships for Success in Sales Sales Training - Dynamite Sales
Presentations Sales Training - Overcoming Objections and Nailing the Sale Sales
Training - Prospecting for Leads Like a Pro Sales Training - Selling
Smarter Supervisors and Management Becoming Management Material Coaching - A
Leadership Skill Developing High Performance Teams Finance for Non Financial
Managers (Budgets & Managing Money) Human Resources Training For the Non HR
Manager Inventory Management Marketing and Sales Meeting Management - The Art

of Making Meetings WorkMotivating Your WorkforceNegotiating for ResultsProject
Management Training - Understanding Project ManagementThe ABC's of
Supervising OthersThe Art of Delegating EffectivelyThe Professional SupervisorTrain
the TrainerAdvanced Skills for the Practical TrainerBecoming a Great TrainerThe
Practical TrainerWorkforce EssentialsHow to Manage Anger and ViolenceOffice
Ethics and You - Making Good DecisionsProgramme Name: Celebrating
DiversityONLINE LEARNINGEvents ManagementMarketing and Sales
ManagementWarehouse and Inventory Control

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Nelspruit & Mbombela

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