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 COURSESNational DiplomaBusiness ManagementFinancial AccountingHuman Resource ManagementPublic ManagementTechnical Financial AccountingNational and FET CertificatesBookkeeping (Junior Bookkeeper)Bookkeeping (Senior Bookkeeper)TourismCertificatesShort Learning ProgrammesBookkeepingComputer Skills: Introduction LevelComputer Skills: Intermediate LevelICDL Computer Skills - IntermediateEntrepreneurship and Business ManagementGraphic Design FundamentalsHuman Resource ManagementMarketing and Sales ManagementNetwork Support Technician (N+)Office AdministrationOffice Administration and Computer FundamentalsOffice Administration: Intermediate (Level 2)PC Technician (A+)Pastel AccountingProcurement and Supply Chain ManagementProject Management – Fundamental LevelProject Management - Advanced LevelSound Engineering and ProductionWarehouse and Inventory ControlInstitute of Certified Bookkeepers (ICB) ModulesBookkeeping to Trial

BalancePayroll and Monthly SARS ReturnsBusiness LiteracyComputerised BookkeepingFinancial StatementsCost and Management AccountingIncome Tax ReturnsBusiness Law and Accounting ControlCorporate StrategyFinancial Reporting and Regulatory FrameworksManagement Accounting Control SystemsResearch Theory and Practice (Dissertation)FULL TIME COURSESBookkeepingBusiness ManagementFinance and AccountingGraphic Design (Art and Design)Human Resource ManagementInformation Technology Support TechnicianNature Conservation and Wildlife ManagementOffice AdministrationPublic ManagementSound EngineeringTourism and HospitalityCORPORATE TRAININGCareer DevelopmentAdvanced Writing SkillsBuilding Your Self Esteem and Assertiveness SkillsBusiness EtiquetteBusiness Writing that WorksCommunication StrategiesConflict Resolution - Dealing with Difficult PeopleConquering Your Fear of Speaking in PublicCustomer Service Training - Critical Elements of Customer ServiceManagement Skills for the Administrative AssistantPresentation Survival SchoolSpeaking Under PressureThe Minute Taker’s WorkshopTime Management - Get organised for Peak PerformanceUsing Technology to Your AdvantageWriting Reports and ProposalsHuman ResourcesAnger ManagementBuilding Better TeamsChange Management Change and How to Deal with ItConducting Effective Performance ReviewsConflict Resolution: Getting Along in the WorkplaceEmployee Dispute Resolution Mediation through Peer ReviewGetting Employees off to a Good StartHiring Smart - Behavioural Interviewing TechniquesManaging Customer ServiceManaging Employee PerformanceProblem Solving and Decision MakingStress Management - Managing Stress before it Manages YouSales and MarketingOutbound Sales (Using the Telephone as a Sales Tool)Sales Training - Building Relationships for Success in SalesSales Training - Dynamite Sales PresentationsSales Training - Overcoming Objections and Nailing the SaleSales Training - Prospecting for Leads Like a ProSales Training - Selling SmarterSupervisors an ManagementBecoming Management MaterialCoaching - A Leadership SkillDeveloping High Performance TeamsFinance for Non Financial Managers (Budgets & Managing Money)Human Resources Training For the Non HR ManagerInventory ManagementMarketing and SalesMeeting 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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