



ExecuPrime Group Business College Short Course Catalogue 2017

NAME OF THE PROGRAMME	NOF	DAYS	UNIT STANDARDS	CREDIT	SETA	COURSE DATES JHB, PTA, CT, DUR
<i>Business English</i>	3	3	8969 & 8970	10	Services Seta	13-15 Mar
<i>Events Management</i>	3	3	13929 & 8420	7	Services Seta	1-3 Mar
<i>Managing Meetings</i>	3	3	9244 & 13934	8	Services Seta	17-19 July
<i>Telephone and Reception Skills</i>	3	3	7790 & 13928 & 13930	8	Services Seta	18-20 April 18-20 Sept
<i>Business Environment Skills</i>	3	3	10170 & 7785 & 7860	8	Services Seta	21-23 June
<i>Administrative Principles</i>	3	4	242900	10	P Seta	10-13 July
<i>Managing Documents Skills</i>	3	4	7567 / 7570	10	Services Seta	3-6 July
<i>Basic Conflict Management Skills</i>	3	2	9533	3	Services Seta	14-15 Aug
<i>Basic Communications Skills</i>	3	3	119472 & 119462	10	Services Seta	28-30 Mar 21-23 Aug
<i>Basic Business Writing Skills</i>	3	4	8969 & 8970	10	Services Seta	16-19 May 18-21 Sept
<i>Basic Finance</i>	3	4	242810 & 117156	10	Services Seta	12-15 June 23-26 Oct
<i>Basic Customer Care</i>	3	2	10025	4	Services Seta	3-4 May 5-6 Oct
<i>Batho Pele Principles</i>	3	2	113955	4	P Seta	10-11 Oct
<i>Basic Finance</i>	3	4	11241 & 7456	11	LG Seta	6-9 June
<i>Ward Committee Development Programme</i>	3	4	242890 & 242893	16	LG Seta	30 May – 2 June
<i>Apply Key Municipal Processes</i>	3	2	244185	6	LG Seta	27-28 July
<i>Basic Financial Administrative Programme</i>	3	4	11241 & 7756	11	P Seta	18-21 Sep
<i>Basic Customer Service</i>	3	2	114974	2	P Seta	24-25 Feb
<i>Basic Records Management</i>	3	2	242866	6	P Seta	29-30 May 23-24 Oct
<i>Basic Telephone Skills</i>	3	2	14348	2	P Seta	18-19 May 26-27 Oct
<i>Principles of Communication</i>	3	3	119346	10	P Seta	5-7 Apr
<i>Managing Community Related Issues</i>	3	5	119517 & 123435	19	P Seta	22-26 May
<i>Public Participation in Local Government</i>	3	4	244300 & 244188	12	P Seta	15-18 May

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<i>Basic Management Skills</i>	3	3	14337	10	P Seta
<i>Administrative Principles</i>	4	2	242900	6	P Seta
<i>Agenda and Minute Taking</i>	4	2	242816	5	Services Seta
<i>Asset Management</i>	4	2	13945	2	Services Seta
<i>Basic Supervisory Skill</i>	4	2	14667	10	P Seta
<i>Business and Report Writing Skills</i>	4	5	12153 & 119459 & 110023	16	S Seta
<i>Business Communication and Presentation Skills</i>	4	3	119462 & 242840	7	S Seta
<i>Business Communication and Writing Skills</i>	4	4	119462 & 12153	10	P Seta
<i>Code of conduct in the workplace</i>	4	2	242815	5	Services Seta
<i>Essential Budgeting</i>	4	2	242810	6	Services Seta
<i>Executive PA Skills</i>	4	5	110021 & 13941 & 10140	19	Services Seta
<i>Interpersonal Relations</i>	4	3	119462	5	P Seta
<i>Team Leadership Skills</i>	4	5	242824	16	Services Seta
<i>Managing Labour Relations</i>	4	3	13952	8	Services Seta
<i>Managing Services Provider</i>	4	4	109999	5	S Seta
<i>Mentoring and Coaching</i>	4	3	113909 & 114215	8	ETDP Seta
<i>Motivation Skills</i>	4	2	120389	6	Services Seta
<i>Municipal Financial Reporting</i>	4	4	116363	12	LG Seta
<i>Operational Planning</i>	4	4	242822	10	Services Seta
<i>Performance Management</i>	4	5	242813 & 11473	13	Services Seta
<i>Personal Excellence</i>	4	3	110021	6	Services Seta
<i>Principles of Good Customer Services</i>	4	3	242901	6	P Seta
<i>Professional Office Administration</i>	4	5	110003 & 13945 & 14552	15	Services Seta
<i>Records Management</i>	4	2	110009	4	Services Seta
<i>Report Writing</i>	4	2	110023	6	Services Seta
<i>Skills Audit</i>	4	2	123396	6	ETDP Seta
<i>Supervisory Development Programme</i>	4	10	242811 & 242819 & 11473	23	Services Seta
<i>Supervisory Essential Skills</i>	4	5	242811 / 242819	15	Services Seta
<i>Team Building Skills</i>	4	4	242819	10	P Seta
<i>Time Management Skills</i>	4	2	242811	5	P Seta
<i>Ethical Conduct in Business</i>	4	3	242655 & 110026	8	Services Seta
<i>HIV/ AIDS in a Workplace</i>	4	2	13915	4	Services Seta
<i>Basic Project Management Programme</i>	4	3	10140	8	Services Seta
<i>Employment Equity Programme</i>	4	4	116927	10	Services Seta
<i>Contact Centre Programme</i>	4	4	10331	10	Services Seta
<i>Basic Recruitment Skills</i>	4	4	10978	10	Services Seta
<i>Mentorship and Coaching Skills</i>	4	3	113909 & 114215	8	Services Seta
<i>Apply Total Quality Management</i>	4	3	377381	8	Services Seta
<i>Managing Sales Teams</i>	4	5	118037 & 377400	13	Services Seta
<i>Occupational Health and Safety ACT</i>	4	3	246667 & 242668	8	Services Seta
<i>Job Evaluation Process in the Public Sector</i>	4	3	337064 & 337062	9	P Seta
<i>General Financial Management</i>	4	2	242861	6	P Seta

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<i>Advanced Conflict Management</i>	5	4	114226	4	P Seta	R4 950	R8 895	6-9 June
<i>Advanced Customer Care</i>	5	2	120310	6	P Seta	R3 950	R7 500	4-5 May
<i>Advanced Time Management</i>	5	2	15234	4	Services Seta	R3 950	R7 500	26-27 June
<i>Assessor Skills</i>	5	5	115753	15	ETDP Seta	R5 200	R11 500	13-17 Mar 3-7 July
<i>Project Management</i>	5	5	243824 & 243820	20	S Seta	R5 200	R11 500	19-23 June 16-20 Oct
<i>Computerised Records Management</i>	5	3	119351	10	P Seta	R4 950	R9 500	15-17 Mar
<i>Decision Making & Problem Solving</i>	5	4	242817 & 252026	11	Services Seta	R4 950	R8 895	27-30 June 6-9 Nov
<i>Recruit Management</i>	5	5	116928	14	P Seta	R5 200	R11 500	19-23 June
<i>ETD Communication Strategies</i>	5	5	114924 & 115789 &115790	15	ETDP Seta	R5 200	R11 500	22-26 May
<i>Ethics and Organisational Culture</i>	5	2	252042	5	Services Seta	R3 950	R7 500	3-4 Apr
<i>Executive Decision Making</i>	5	2	252026	6	P Seta	R3 950	R7 500	29-30 May
<i>Finance for non Financial Managers</i>	5	3	252040	8	Services Seta	R4 950	R9 500	16-18 May 6-8 Sep
<i>Financial Records Management</i>	5	5	119341	15	P Seta	R5 200	R11 500	27-31 Mar
<i>Gender Mainstreaming Programme</i>	N/A	2	N/A	N/A	Services Seta	R3 950	R7 500	10-11 Aug
<i>Human Capital Development In the Public Sector</i>	5	5	119336	15	P Seta	R5 200	R11 500	24-28 Jul
<i>Learning Organisation</i>	5	3	15222	5	P Seta	R4 950	R9 500	12-14 Jul
<i>Legislative Regulatory Governing</i>	5	5	119334	12	P Seta	R5 200	R11 500	11-15 Sep
<i>Monitoring and Evaluation</i>	5	3	252034	8	P Seta	R4 950	R9 500	12-14 Sep
<i>Monitoring and Evaluation</i>	5	2	337063	5	Services Seta	R3 950	R7 500	28-29 Aug
<i>Organizational Skills</i>	5	3	252029	8	Services Seta	R4 950	R9 000	16-18 Aug
<i>Principles of Knowledge Management</i>	5	4	115405	10	P Seta	R4 950	R10 950	12-15 Sep
<i>Principles of Municipal Budgeting</i>	5	5	116345	15	P Seta	R5 200	R11 500	3-7 Apr
<i>Professional Code of Conduct in the Public Sector</i>	5	5	119332	10	P Seta	R5 200	R11 500	18-22 Sep
<i>Project Management Essentials</i>	5	3	252022	8	Services Seta	R4 950	R9 500	12-14 Sep
<i>Provide Learner Support</i>	5	3	117874 & 117865	11	ETDP Seta	R4 950	R9 500	11-13 Oct
<i>Public Finance Management ACT</i>	5	5	119340 & 114873	18	P Seta	R5 200	R11 500	21-25 Aug
<i>Public Sector Budgeting and Budget Implementation</i>	5	5	116345 & 116364	23	LG Seta	R5 200	R11 500	6-10 Mar
<i>Recruitment & Selection</i>	5	3	12140	9	Services Seta	R4 950	R9 500	15-17 Mar
<i>Risk and Disaster Management</i>	5	5	119349 & 119338	16	LG Seta	R5 200	R11 500	4-8 Sep
<i>Risk Management</i>	5	2	116349	8	LG Seta	R3 950	R8 500	6-7 Apr
<i>Risk Management Skills</i>	5	4	120303	8	P Seta	R4 950	R10 950	11-14 Sep
<i>Role of Emotional Intelligence in Leadership Context</i>	5	5	252031 & 120305	12	Services Seta	R5 200	R11 500	11-15 Sep
<i>Skills Development Interventions</i>	5	2	15232	6	ETDP Seta	R3 950	R7 500	16-17 Mar

<i>Skills Development Facilitator</i>	5	5	15217 & 15218 & 15221 & 15227 & 15232	34	ETDP Seta	R5 200	R11 500	19-23 June 14-18 Aug
<i>Strategic Planning Skills</i>	5	5	252032 & 15219	10	Services Seta	R5 200	R11 500	22-26 May
<i>Supply Chain Management</i>	5	5	119345	15	P Seta	R5 200	R11 500	3-7 Apr 28 Aug-1 Sep
<i>Supply Chain Management Programme</i>	5	3	11273	8	Services Seta	R4 950	R9 000	14-16 Aug
<i>Team Building</i>	5	1	15237	3	P Seta	R3 950	R7 500	18 Aug
<i>Team Building Skills</i>	5	2	252033	6	Services Seta	R3 950	R7 500	16-17 Aug
<i>Training Needs Analysis</i>	5	1	15223	3	ETDP Seta	R3 950	R7 500	13 Mar
<i>Train-the-Trainer</i>	5	5	117871	10	ETDP Seta	R5 200	R11 500	17-21 July 6-10 Nov
<i>Workplace Relationship</i>	5	2	252027	6	Services Seta	R3 950	R7 500	20-21 Sep
<i>Change Management Programme</i>	5	5	252021 & 15214	11	Services Seta	R5 200	R11 500	3-7 Apr 14-18 Aug
<i>Advanced Management Programme</i>	5	5	15224 & 15234 & 15219 & 15220	16	Services Seta	R5 200	R11 500	26-30 Jun
<i>Labour Relations Programme</i>	5	5	114278	12	Services Seta	R5 200	R11 500	8-12 May
<i>Corporate Governance And Ethics</i>	5	3	264400	5	Services Seta	R4 950	R9 000	19-21 Jul
<i>Knowledge Management System</i>	5	5	120392 & 252044	14	Services Seta	R5 200	R11 500	14-18 Aug
<i>Quality Management System</i>	5	4	263376	8	Services Seta	R4 950	R10 950	1-4 Aug
<i>Leadership Development Programme</i>	5	5	120300 & 264398	13	Services Seta	R5 200	R11 500	24-28 July
<i>Managing Disciplinary Hearings</i>	5	5	255514	15	Services Seta	R5 200	R11 500	8-12 May
<i>Disaster Management Programme</i>	5	10	251964 & 251961	25	Services Seta	R5 200	R11 500	8-19 May
<i>Facilities Management Principles</i>	5	4	258126	8	Services Seta	R4 950	R10 950	24-27 Jul
<i>Diversity Management Programme</i>	5	5	116928	14	Services Seta	R5 200	R11 500	31 July – 4 Aug
<i>Handling of Customer by Frontline Staff</i>	5	3	10052	6	Services Seta	R4 950	R9 000	16-18 Aug
<i>Fundamentals of Supply Chain Management</i>	5	3	11273	8	P Seta	R4 950	R9 000	21-23 June
<i>Anti-corruption Strategy</i>	5	2	243264	5	P Seta	R3 950	R7 500	3-4 Apr
<i>Understanding of Financial and Accounting Principles</i>	5	4	120360	12	P Seta	R4 950	R10 950	13-16 Mar
<i>Principles of Information Systems to Public Finance and Administration</i>	5	4	119352	12	P Seta	R4 950	R10 950	23-26 May
<i>Public Service Labour Legislation in Mediation</i>	5	2	119954	6	P Seta	R3 950	R7 500	21-22 June
<i>Generally Recognised Accounting Practices</i>	5	4	119348	12	P Seta	R4 950	R10 950	22-25 Aug
<i>Bid Committee System</i>	5	5	337061	15	P Seta	R5 200	R11 500	26-30 Jun
<i>Change Management</i>	5	4	115407	10	P Seta	R4 950	R10 950	20-23 Feb 24-27 Oct
<i>Interpret, Plan and Implementation of Best Practices</i>	5	2	15215	4	P Seta	R3 950	R7 500	19-20 Sep
<i>Productivity Improvement Strategy</i>	5	4	114879	10	P Seta	R4 950	R10 950	7-10 Mar
<i>Asset Management and Disposal</i>	5	5	15215	12	Services Seta	R3 950	R7 500	18-22 Sep

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<i>Cooperative Governance & Stakeholder Relationships</i>	6	5	116348 & 116343	16	LG Seta	R6 100	R11 850	24-28 Jul
<i>Knowledge Management Systems</i>	6	4	243109	10	P Seta	R5 900	R11 500	10-13 Apr
<i>Moderator Skills Programme</i>	6	4	115759	10	ETDP Seta	R5 900	R11 500	19-22 Sep
<i>Municipal Budgeting & Implementation (MFMA)</i>	6	5	116345	23	LG Seta	R6 100	R11 850	22-26 May
<i>Municipal Legislative Environment</i>	6	5	116344 & 116361	18	LG Seta	R6 100	R11 850	11-15 Sep
<i>Organisational Strategies</i>	6	3	243114	6	P Seta	R5 500	R10 950	15-17 Mar
<i>Project Management Public Sector</i>	6	5	242914	12	P Seta	R6 100	R11 850	19-23 June 11-15 Sep
<i>Service Delivery Protocol</i>	6	5	243119 & 243115	20	P Seta	R5 900	R11 850	18-22 Sep
<i>Strategic Leadership</i>	6	4	243116	10	P Seta	R5 900	R11 500	22-25 May
<i>Strategic Planning in Municipalities</i>	6	5	116358	15	LG Seta	R6 100	R11 850	3-7 Apr
<i>Supply Chain & Procurement Management Programme</i>	6	5	11273 & 377898	19	P Seta	R6 100	R11 850	3-7 Jul
<i>Tender Procurement Process</i>	6	3	243112	6	P SETA	R5 500	R10 950	8-10 Mar
<i>The Learning Organisation Advanced Programme</i>	6	3	243113	6	P Seta	R5 500	R10 950	10-12 May
<i>Sourcing Strategy</i>	6	5	260077 & 260097 & 260137	18	P Seta	R6 100	R11 850	5-9 Jun
<i>Implementation of Municipal Supply Chain Management</i>	6	4	116353	12	P Seta	R5 900	R11 500	1-4 Aug

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<i>Communication Strategy Public Sector</i>	7	3	242913	8	P Seta	R6 850	R11 850	28-30 Jun
<i>Critical Systems Thinking</i>	7	3	242920	8	P Seta	R6 850	R11 850	29-31 Mar
<i>Managing Public Relations</i>	7	2	12161	5	P Seta	R6 850	R11 850	10-11 Apr
<i>Implementing & Monitoring Public Policies Programmes</i>	7	5	242907	20	P Seta	R7 500	R12 500	2-6 Oct
<i>Develop, support and promote RPL practices</i>	7	4	116587	10	P Seta	R7 200	R12 200	10-13 Jul
<i>Analyse International Law in Diplomatic Relations</i>	7	4	114693	12	P Seta	R7 200	R12 200	16-19 May
<i>Analysis of South African Domestic Policy</i>	7	5	114704	25	P Seta	R7 500	R12 500	4-8 Sep
<i>Analyse South African Foreign Policy</i>	7	5	114714	20	P Seta	R7 500	R12 500	18-22 Sep
<i>Diplomatic Relations</i>	7	4	114706 & 114700	13	P Seta	R7 200	R12 200	4-7 Sep

IT COURSES

<i>Introduction to Computers</i>	3	5	117902 & 117943 & 117924 & 242865	15	P Seta	R4 500	R6 500	22-26 May
<i>Microsoft Excel Skills</i>	1	1	116940			R2 500	R3 350	3 Mar 7 Jul
<i>Advanced MS Excel Programme</i>	1	1	116943			R2 500	R3 350	16 Feb

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<i>MS Office Programme</i>	1	1	116937			R2 500	R3 350	17 Mar 24 Aug
<i>MS Word</i>	1	1	117902	4	P Seta	R2 500	R3 350	3 Apr 11 Sep
<i>Advanced MS Word Programme</i>	1	1	117924	5	P Seta	R 1 700	R 1 700	30 Mar 21 Nov