



~ Cultivating Competence ~



*Providing Accelerated Learning
in a Practical Setting Without Compromising
Fundamental Knowledge!*



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1. INTRODUCTION

The Business School of South Africa (Pty) Ltd is an accredited private, training and educational institution registered with the Services SETA – Decision Nr. 1956.

Our core focus lies in providing customized solutions to organizations embarking on learning initiatives and who are actively involved in the development of the competency and efficiency of their staff. Our approach is to offer accelerated business, management and entrepreneurial education aimed at the following target audiences:

- **Individuals, Graduates, Managers and Executives**
who wish to achieve maximum effectiveness in the workplace
- **Corporate Companies**
who wish to empower their staff with fundamental workplace skills
- **Entrepreneurs and Business Owners**
who have the desire to start and rapidly grow their businesses

The Business School of South Africa is a 100% BEE compliant owned and managed company that facilitates development and promotes knowledge empowerment through every facet of our being.

VISION

To be the acknowledged skills hub for providing accelerated learning in a practical setting without the compromise of fundamental knowledge.

MISSION

To enhance the future of our students and clients by making them world-class competitors, through the provision of critical knowledge and skills at the different levels in business.

VALUES

The following core values serve to guide the thinking, actions and governing processes of The Business School of South Africa, its members, affiliates and partners:

Creativity: The personal attribute of generating original ideas and perspectives, departing from conventional views to pursue a new approach, conception or vision.

Initiative: Willingness to generate and/or pursue ideas, proposals and actions, assuming personal responsibility for their disposition.

Excellence: We strive for the very highest of standards in everything that we do. We challenge each other to produce important new knowledge at the leading edge of our disciplines, to create an intellectually rigorous learning environment and to show uncompromising dedication to those we serve.

Integrity: Believing, thinking, and acting consonant with one's espoused values and intentions. Integrity is the hallmark of wholeness, personally and professionally.

Tolerance: Unconditional acknowledgment and acceptance of others as persons, regardless of their background, ethnicity, gender or beliefs. Tolerance is the core value for diversity.



BROAD GOALS

- To provide knowledge, training and skills through effective facilitation.
- To publicize knowledge.
- To stimulate economic growth.
- To help reduce poverty and unemployment.
- To empower the nation.
- To attract, develop and retain professional trainers and facilitators.
- To promote capacity building.
- To provide an enabling environment for students and clients to learn.
- To facilitate productivity improvement in private and public organizations.
- To support our communities through business clinics, start up and business growth programmes.
- To promote entrepreneurship development.
- To conduct research and consistently develop new and innovative ways to deliver accelerated learning programs, workshops and other skills transfer channels on a practical level.
- Provide accelerated business, management and entrepreneurial training and mentorship programs in a practical setting.

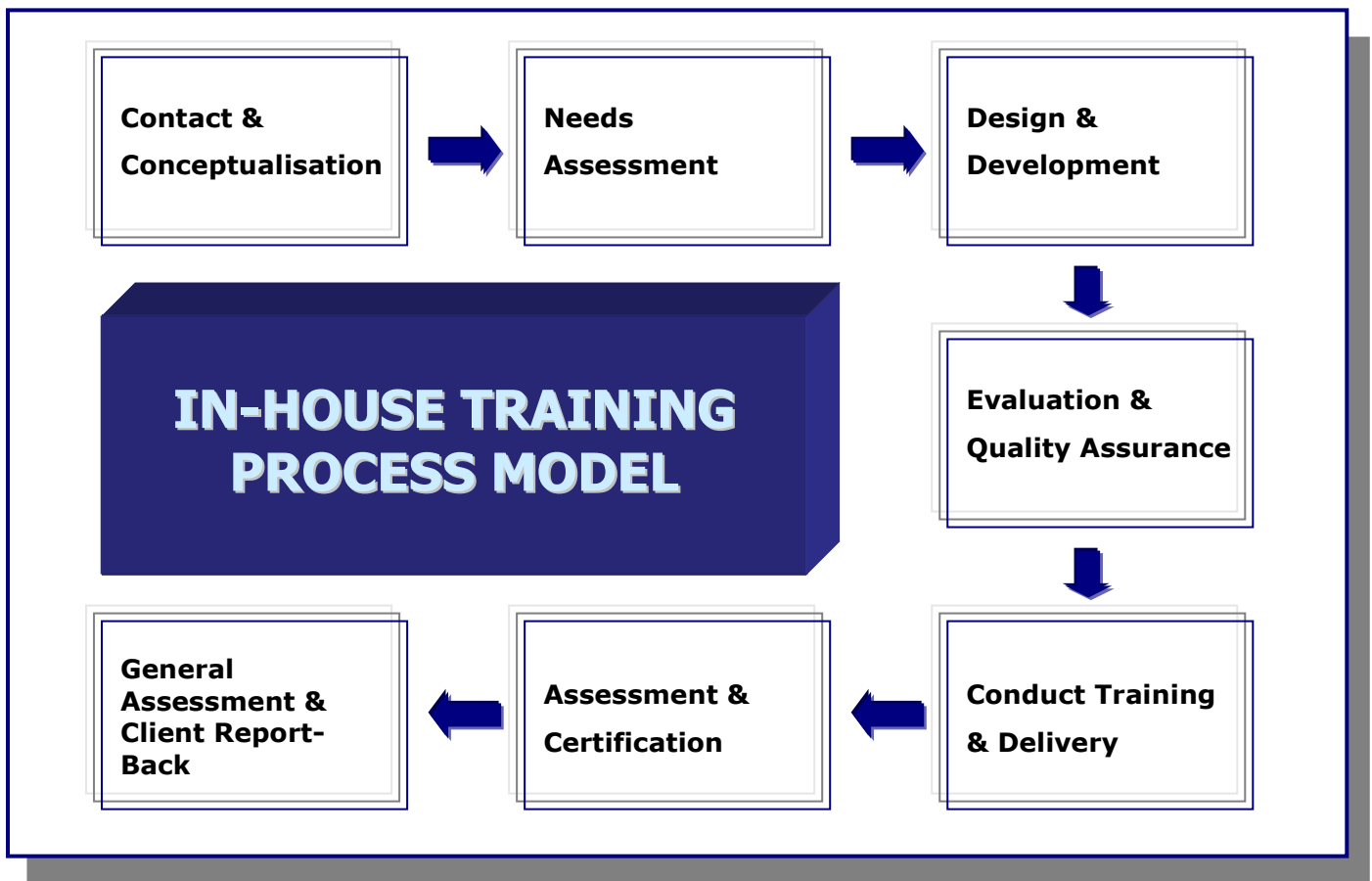
2. CUSTOMISED IN-HOUSE TRAINING

Universities in South Africa are successful in creating graduates in all sectors. Unfortunately many of these graduates find themselves unemployed as their lack of practical experience prevents them from securing employment. In a corporate environment, managers and executives are constantly faced with the need to obtain practical and updated management training but are sometimes not afforded the luxury of time to pursue such training.

The aim of the Business School of South Africa is not to try and create graduates with a short course or programme, but rather to bypass the traditional and didactic methods of training and to provide learners with practical tools that would expose them to the experience of others, thus providing a platform for accelerated learning. Achievement of this aim will lead to more business growth, which will enable participants to meet the demands of the corporate jungle and excel in exceeding the expectations of clients and stakeholders alike.

Key suppliers include highly trained and experienced facilitators and trainers and all programmes are developed according to the identified need combining comprehensive and evaluated self-study with facilitated workshops.

Management development programmes to the corporate sector are tailored to the needs of the specific organisation and the industry in which it operates. We have refined a process model best suited to the corporate training and education environment.



1. **Contact & Conceptualisation** – First contact with client to present services and determine any training requirements.
2. **Needs Assessment** – Ascertain the needs of learners within the company and acquire specific outcomes and skills required. Logistical arrangements are determined.
3. **Design & Development** – The training programme is aligned with the specific requirements as set out by the client. Final costs and project timelines are determined.
4. **Client Evaluation & Quality Assurance** – Meeting with client to determine if the curriculum set meets their standards and outcomes. Final contract is signed off.
5. **Conduct Training** – The training session will be delivered.
6. **Certification** – The Business School of South Africa will award a Certificate of Attendance to each learner immediately on completion of the training session. Should Certificates of Competence be required for programmes aligned to Unit Standards, the relevant assessments will be carried out.
7. **Client Report-Back & General Assessment** – A detailed report will be handed over to the client at a final meeting in closure of the project.



3. METHODOLOGY

Our training methodology places an extensive focus on the essential skills that management professionals need to succeed in today's dynamic business environment. From negotiating with team members, clients and suppliers to effective time management, from setting up and running an effective meeting to creating and delivering a winning business presentation - we will give you the edge.

Our corporate in-house training programmes are customised to enhance and develop staff, management and executive skills. As an additional benefit, we are also able to combine our training with corresponding team-building activities that entertain and encourage the mind should the organisation wish to venture this route.

The Business School of South Africa has the capability and resources at our disposal in order to completely customize, develop and combine a number of subjects of training to suit the demands of a company in order to meet specific outcomes and objectives - at rates that are completely negotiable and affordable.

Corporate training workshops are branded as follows:

- Company logo and branding on all communication with participants.
- Recognition and acknowledgement in all study material, handouts, assessment questionnaires, etc.
- Company logo on presentation slides.
- Time for a presentation by a representative of Management will be allocated in the course programme.

Costs, branding and logistical arrangements are completely negotiable depending on company requirements.

4. ACCREDITATION

The Business School of South Africa is accredited as a training provider with the Services SETA – SETQAA **Decision Number 1956**. When required, our courses are aligned with the relevant SAQA Unit Standards and NQF Levels.

Companies who pay Skills Development Levies (SDL) to their respective SETA's and who successfully implement their approved Workplace Skills Plans, are able to claim back on a portion of such levies paid for training provided by The Business School of South Africa.

The short supply of skilled staff is a serious obstacle to the competitiveness of industry in South Africa. The levy grant scheme, imposed by the Skills Development Act, 1998, and the Skills Development Levy Act, 1999, aims to expand the knowledge and competencies of the labour force. Improvements in employability and productivity will be achieved through new approaches to planning for training, learning programmes, incentives and an improved employment service. Participating fully in the scheme will allow your organisation to reap the benefits of a better skilled and more productive workforce.

Learners receive certificates complying with SAQA and SETA standards. Lifelong learning is promoted by means of adherence to the National Qualifications Act which is enforced by government.



5. COURSES

Our current offering of in-house training includes, but is not limited to the following:

5.1. ETDP Accredited Training

1. Facilitator Training (Train The Trainer)
2. Competence Assessor Training
3. Assessment Tools Designer Training
4. Moderator Training
5. Workplace Coaching Skills

5.2. Entrepreneurial Training

6. The Roadmap to Successfully Starting Your Own Business
7. Strategic Planning: 21 Factors For Corporate & Business Success

5.3. Import & Export Training

8. The Step-By-Step Exporters Workshop
9. The Step-By-Step Importers Workshop

5.4. Fundamental Workplace Skills

10. Accent Neutralisation
11. AIDS Awareness
12. Assertiveness
13. Assessor training
14. Body Language/Communication
15. Business Management
16. Business Meeting Skills
17. Buying a Business
18. Call Centre Training
19. Change Management
20. Coaching
21. Communication Skills
22. Compassion Fatigue
23. Conflict Resolution
24. Corporate Law Enforcement
25. Corporate Governance
26. Corporate Distresser
27. Corruption – Prevention & Investigation
28. Creative thinking
29. Credit Management (14 programmes)
30. Crime Prevention in Business
31. Cultural Diversity
32. Customer Care/Service



33. Decision Making/Problem Solving
34. Developing & Improving People Handling Skills
35. Development of Training Materials
36. Effectiveness in Business Meetings
37. Emotional Intelligence
38. English as a Foreign Language
39. Entrepreneurship
40. Event & Function Management
41. Excel For the Financial Function
42. Finance for Non-Financial Managers
43. Financial Life Skills
44. Financial Management
45. Forensic Audits
46. Fraud – Prevention & Investigation
47. Goal Setting
48. Health & Safety
49. HIV/AIDS Training
 - a. HIV/AIDS Awareness
 - b. HIV/AIDS Peer Educator
 - c. HIV/AIDS Management
50. HIV/AIDS Policy
51. HIV in the Workplace
52. Human Resources
53. Image and styling
54. Industrial Relations
55. Interviewing Skills
56. Lateral Thinking
57. Leadership Skills
58. Life Skills
59. Mentoring
60. Motivational Workshops
61. Negotiation skills
62. Office Administration
63. Office Etiquette
64. Occupational Health & Safety Courses
 - a. OHS General Induction
 - b. Incident Reporting & Investigation
 - c. Health & Safety Representatives
 - d. Legal Liability for Management
 - e. HIRA – Risk Assessment
 - f. Fire Evacuation Procedures
 - g. AIDS Awareness in the Workplace – Policies & Procedures
 - h. Hazardous Chemical Substances Awareness
65. First Aid Course
66. Performance Management
67. Presentation Skills & Public Speaking
68. Project Management



69. Public Relations
70. Quality Management
71. Real Estate Administration
72. Recruitment & Selection
73. Retirement Planning - Non-financial
74. Secretarial Training
75. Security
76. Special Investigations
77. Speed reading and comprehension
78. Staff Appraisals
79. Strategic Planning
80. Stress Management
81. Supervision Principles
82. Surveillance Techniques
83. Survival skills
84. Team Building
85. Technical Writing
86. Telephone Skills
87. Theft – Prevention & Investigation
88. Time Management
89. Train the Trainer
90. Voice Training
91. Writing of Training Materials
92. Writing Skills

In addition to the above, we are also able to train participants on a range of other Business, IT and Microsoft Office Courses as well as Legal Training.

For a comprehensive list of accredited Unit Standards and Qualifications, please refer to the Extended Course List included herewith.

6. ELEARNING

Constant developments in Internet and multimedia technologies have given rise to the popular concept of Electronic Learning or eLearning as it is better known.

eLearning has evolved since computers were first used in education. There is however, a trend to move towards blended learning services, which is a very appealing prospect for corporate companies, in that computer-based activities are integrated with practical or classroom-based sessions.

This can also be a very cost-effective and practical solution for companies and staff alike as the eLearning components of the training can be conducted at the participants own pace in his/her own time and saves the organisation and the individual on time spent out of the office.

The Business School of South Africa is now pleased to offer a large variety of courses in a vast range of topics over various fields that are conducted online.

6.1. Features of eLearning

- Learning is self-paced and gives students a chance to speed up or slow down as necessary
- Learning is self-directed, allowing students to choose content and tools appropriate to their differing interests, needs, and skill levels
- Accommodates multiple learning styles using a variety of delivery methods geared to different learners; more effective for certain learners
- Designed around the learner
- Geographical barriers are eliminated, opening up broader education options
- 24/7 accessibility makes scheduling easy and allows a greater number of people to attend classes
- On-demand access means learning can happen precisely when needed
- Travel time and associated costs (parking, fuel, vehicle maintenance) are reduced or eliminated
- Overall student costs are frequently less (tuition, residence, food, child care)
- Potentially lower costs for companies needing training, and for the providers
- Fosters greater student interaction and collaboration
- Fosters greater student/instructor contact
- Enhances computer and Internet skills
- Draws upon hundreds of years of established pedagogical principles
- Has the attention of every major university in the world, most with their own online degrees, certificates, and individual courses

6.2. Benefits of eLearning

There are many significant advantages for the student who learns online. Here are just a few to consider:

Convenience and Portability

- Courses are accessible on your schedule
- Online learning does not require physical attendance
- Learning is self-paced (not too slow, not too fast)
- You're unbound by time - courses are available 24/7
- You're unbound by place - study at home, work, or on the road
- Read materials online or download them for reading later

Cost and Selection

- Choose from a wide range of courses to meet your needs
- Degree, Vocational, and Certificate programs
- Continuing Education
- Individual courses
- Wide range of prices to fit your budget
- Go back to school to get a degree, learn a new skill, learn a new craft, or just have fun!
- From art to zoology you can do it all online in a price range to fit your budget.

Flexibility

- Online learning accommodates your preferences and needs - it's student-centered
- Choose instructor-led or self-study courses
- Skip over material you already know and focus on topics you'd like to learn
- Use the tools best suited to your learning styles



Higher Retention

- Online learning will draw you to topics you like and enjoy. Studies show that because of this and the variety of delivery methods used to reach different types of learners, retention is frequently better than in a traditional classroom.

Greater Collaboration

- Technology tools make collaboration among students much easier. Since many projects involve collaborative learning, the online environment is far easier (and often more comfortable) to work in since learners don't have to be face-to-face.

Global Opportunities

- The global learning community is at your fingertips with online learning. The technologies used give online instructional designers the ability to build in tools that take you to resources you may never see in a traditional classroom.

7. ELEARNING COURSE LIST

7.1. Business Courses

- Basics of Business Math Series
- Building Relationships Series
- Business Ethics Series
- Certified Business Analysis Professional (CBAP v2) Series
- Communicating with Power Series
- Customer Service Series
- Dealing with Difficult People Series
- Doing Business in China Series
- Doing Business in India Series
- E-Mailing Your Way to the Top Series
- Effective Business Communication Series
- Effective Presentations Series
- Fundamentals of Business Management Series
- Grammar Series
- Innovation in the Workplace Series
- Instructional Design Series
- Management Skills Introduction Series
- Managing Change Series
- Motivation Series
- Motivation Methods and Strategies Series
- Negotiating Series
- Problem Solving Through Productive Thinking Series
- Project Management Series
- Project Management from a People Perspective Series
- Project Management Professional Certification 2005 Series
- Project Management Professional Certification 2009 Series
- Sarbanes-Oxley Act Series
- Sexual Harassment in the Workplace Series



- Stress Management Series
- Teams That Work Series
- Time Management for Maximum Productivity Series
- Time Management Fundamentals Series

7.2. Computer Basics

- Access 2000 MOS Series
- Access 2002 Series
- Access 2003 Series
- Access 2007 Series
- Access 2007 Advanced Series
- Computer Basics Series
- Computing Concepts Series
- Crystal Reports 8 Series
- Crystal Reports XI Series
- Excel 2000 MOS Series
- Excel 2000 MOS Expert Series
- Excel 2002 Series
- Excel 2003 Series
- Excel 2007 Series
- Excel 2007 Advanced Series
- GroupWise 5.5 Series
- GroupWise 6.5 Series
- Internet Explorer 6 Series
- Internet Explorer 7 Series
- Internet Explorer 8 Series
- Introduction to PCs Series
- Lotus Notes 6.5 Series
- Lotus Notes 8.5 Series
- Lotus Notes R5 Series
- Office 2000 Series
- Office 2003 - What's New Series
- Office 2007 Series
- Office XP Upgrade Series
- Outlook 2002 Series
- Outlook 2003 Series
- Outlook 2007 Series
- Paint Shop Pro 5 Series
- PC Applications Series
- PowerPoint 2000 MOS Series
- PowerPoint 2002 Series
- PowerPoint 2003 Series
- PowerPoint 2007 Series
- Project 2000 MOS Series
- Project 2003 Series



- Project 2007 Series
- SAP R/3 Release 4.6 Series
- SharePoint 2003 Series
- SharePoint 2007 Series
- Visio 2002 Series
- Visio 2007 Series
- Windows 2000 Basics - Client Series
- Windows 7 Series
- Windows Vista Series
- Windows XP Upgrade Series
- Word 2000 MOS Series
- Word 2000 MOS Expert Series
- Word 2002 Series
- Word 2003 Series
- Word 2007 Series

7.3. Business Skills – Videos

- Career Development (Videos) Series
- Coaching (Videos)
- Communication (Videos)
- Customer Service (Videos)
- Finance (Videos)
- Global Business (Videos)
- Leadership (Videos)
- Leading Teams (Videos)
- Management (Videos)
- Managing Within the Law (Videos) Series
- Sales and Marketing (Videos)
- Self-Management (Videos)
- Six Sigma (Videos)
- Work and Life Balance (Videos)
- Workplace Environment (Videos)

7.4. Home and Small Business Courses

- 401(k) Plans Series
- Budgeting and Saving Series
- Estate Planning Series
- Home Business Series
- Interview Skills Series
- Investing Fundamentals Series
- QuickBooks Series
- QuickBooks 2004 Series
- Retirement Planning Series
- Works Series



7.5. Technical Training – General

- C Series
- Cisco Related Series by MindLeaders BCMSN 642-811 Series
- Cisco Related Series by MindLeaders BCMSN 642-812 Series
- Cisco Related Series by MindLeaders BCRA 642-821 Series
- Cisco Related Series by MindLeaders BSCI 642-801 Series
- Cisco Related Series by MindLeaders BSCI 642-901 Series
- Cisco Related Series by MindLeaders CCDA 640-863 Series
- Cisco Related Series by MindLeaders CCNA 640-801 Series
- Cisco Related Series by MindLeaders CCNA 640-802 Series
- Cisco Related Series by MindLeaders CIT 642-831 Series
- Cisco Related Series by MindLeaders ICND1 640-822 Series
- Cisco Related Series by MindLeaders ICND2 640-816 Series
- Cisco Related Series by MindLeaders ISCW 642-825 Series
- Cisco Related Series by MindLeaders ONT 642-845 Series
- CISSP Security Professional Series
- Client/Server Technology for Managers Series
- CompTIA A+ 2009 Essentials (220-701) Series
- CompTIA A+ 2009 Practical Application (220-702) Series
- CompTIA A+ Depot Technician 220-604 Series
- CompTIA A+ Essentials 220-601 Series
- CompTIA A+ IT Technician 220-602 Series
- CompTIA A+ Remote Support Technician 220-603 Series
- CompTIA Network+ 2005 (N10-003) Series
- CompTIA Network+ 2009 (N10-004) Series
- CompTIA Security+ (SY0-101) Series
- CompTIA Security+ 2008 (SY0-201) Series
- CompTIA Server+ 2005 (SK0-002) Series
- Data Warehousing Series
- DB2 Universal Database Series
- FOCUS Series
- ITIL Version 2 Foundation Certificate EX0-100 Series
- ITIL Version 3 Foundation Certificate EX0-101 Series
- Linux Series
- Linux Red Hat Technician RHCT RH202 Series
- Notes 5 Programming Series
- Novell 560 CNE Series
- Novell 570 CNE Advanced Administration Series
- Object-Oriented Analysis & Design Series
- OOP Using C++ Series
- Oracle Series
- Oracle 10g Administration Series
- Oracle 10g Database Administration II 1Z0-043 Series
- Oracle Database 11g Administration I (1Z0-052) Series
- Oracle Database 11g Administration II (1Z0-053) Series



- Oracle Database 11g SQL Fundamentals I (1Z0-051) Series
- Oracle8 Series
- Oracle9i Database Fundamentals 1Z0-031 Series
- Oracle9i Database Fundamentals II 1Z0-032 Series
- Oracle9i Database Performance Tuning 1Z0-033 Series
- Oracle9i SQL 1Z0-007 Series
- PowerBuilder 9 Advanced Development Series
- Rational Unified Process Series
- RDBMS Series
- RPG IV Programming Series
- SAS Series
- SAS 8 Series
- Solaris 8 System Administrator 310-011 Series
- Solaris 9 System Administrator 310-014/310-015 Series
- SQL for the Windows Environment Series
- Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 Series
- Sybase Series
- UML 2.0 Series
- UNIX Systems Series
- Visual Basic 2005 Series
- Visual Basic 6 Series
- Windows 2000 Basics - Server Series
- Windows 7 Upgrade Series
- Windows Vista Upgrade Series

7.6. Technical Training – Mainframe

- CICS/ESA Series
- CMS (Conversational Monitor System) Series
- COBOL Series
- COBOL (New) Series
- COBOL (OS/VS) Series
- DB2 Series
- EASYTRIEVE Series
- ISPF Series
- JCL Series
- Micro Focus COBOL Workbench 4 Series
- MVS Series
- QMF Series
- REXX Programming Series
- SQL Series
- SQL for the Mainframe Environment Series
- TSO/E Series
- VSAM Series
- XEDIT Series



7.7. Technical Training – Microsoft

- Exchange 2000 Administration MCSE 70-224 Series
- IIS 6 Series
- Microsoft .NET 2.0 App Development MCTS 70-536 Series
- Microsoft .NET 2.0 Distributed Apps MCTS 70-529 Series
- Microsoft .NET 2.0 Web Development MCTS 70-528 Series
- Microsoft .NET 2.0 Windows Development MCTS 70-526 Series
- Microsoft .NET 3.5 ASP.NET Apps MCPD 70-564 Series
- Microsoft .NET 3.5 ASP.NET Apps MCTS 70-562 Series
- Microsoft .NET 3.5 Enterprise Apps MCPD 70-565 Series
- Microsoft .NET 3.5 Forms Development MCTS 70-505 Series
- Microsoft .NET 3.5 Windows Apps MCPD 70-563 Series
- Microsoft .NET Applications MCSA/MCDBA 70-316 Series
- Microsoft .NET Architectures MCP/MCSD 70-300 Series
- Microsoft Exchange Server 2003 MCSA/MCSE 70-284 Series
- Microsoft Exchange Server 2007 MCTS 70-236 Series
- Microsoft Office Project 2007 MCTS 70-632 Series
- Microsoft SharePoint Server 2007 MCTS 70-542 Series
- Microsoft SharePoint Server 2007 MCTS 70-630 Series
- Microsoft SQL Server 2005 Admin MCITP 70-444 Series
- Microsoft SQL Server 2005 Data Access MCITP 70-442 Series
- Microsoft SQL Server 2005 Design MCITP 70-443 Series
- Microsoft SQL Server 2005 Solutions MCITP 70-441 Series
- Microsoft SQL Server 2005 Upgrade MCITP 70-447 Series
- Microsoft SQL Server 2008 Maintenance MCTS 70-432 Series
- MS Exchange Server 5.5 Series
- Project Server 2003 Series
- Server 2003 Security Admin MCSA/MCSE 70-299 Series
- SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 Series
- SQL Server 2000 Database Design MCSE 70-229 Series
- SQL Server 2005 MCTS 70-431 Series
- SQL Server 6.5 Series
- SQL Server 7 Admin Series
- TCP/IP Series
- Visual Basic .NET for Web MCSA/MCDBA 70-305 Series
- Visual Basic .NET for XML Web MCSA/MCDBA 70-310 Series
- Visual Basic .NET Windows Apps MCSA/MCDBA 70-306 Series
- Visual C# Web Applications MCAD 70-315 Series
- Visual C# XML MCAD 70-320 Series
- Visual Studio .NET Advanced Topics Series
- Visual Studio .NET and ASP.NET Series
- Visual Studio .NET Overview Series
- Visual Studio .NET Programming with Visual C# Series
- Windows 2000 Active Directory MCSE 70-217 Series
- Windows 2000 Directory Design MCSE 70-219 Series



- Windows 2000 Network Administration MCSE 70-216 Series
- Windows 2000 Network Design MCSE 70-221 Series
- Windows 2000 Network Management MCSA 70-218 Series
- Windows 2000 Professional MCSE 70-210 Series
- Windows 2000 Security Design 70-220 Series
- Windows 2000 Server 70-215 Series
- Windows 7 Configuration MCTS 70-680 Series
- Windows Server 2003 Series
- Windows Server 2003 Active Directory MCSE 70-294 Series
- Windows Server 2003 Administration MCSE 70-290 Series
- Windows Server 2003 Infrastructure MCSE 70-297 Series
- Windows Server 2003 Network Management MCSE 70-291 Series
- Windows Server 2003 Network Planning MCSE 70-293 Series
- Windows Server 2003 Security MCSE 70-298 Series
- Windows Server 2008 Active Directory MCTS 70-640 Series
- Windows Server 2008 Applications MCTS 70-643 Series
- Windows Server 2008 Enterprise Admin MCITP 70-647 Series
- Windows Server 2008 Networking MCTS 70-642 Series
- Windows Server 2008 Server Admin MCITP 70-646 Series
- Windows SharePoint Services 3.0 MCTS 70-541 Series
- Windows SharePoint Services 3.0 MCTS 70-631 Series
- Windows Vista & Office 2007 Desktops MCTS 70-624 Series
- Windows Vista Configuration MCTS 70-620 Series
- Windows Vista Enterprise Support MCITP 70-622 Series
- Windows XP Application Support MCDST 70-272 Series
- Windows XP Professional MCSE 70-270 Series
- Windows XP System Support MCDST 70-271 Series

7.8. Technical Training – Web Development

- AJAX Series
- CGI/Perl Series
- CIW Foundations 1D0-510 Series
- CIW Security 1D0-470 Series
- ColdFusion MX Series
- Dreamweaver 8 Series
- Dreamweaver CS4 Series
- Dreamweaver MX Series
- Dreamweaver MX 2004 Series
- Dynamic HTML Series
- Flash 8 Series
- Flash CS4 Series
- Flash MX Series
- Flash MX 2004 Series
- Flash MX 2004 ActionScript 2.0 Series
- Flash MX ActionScript Series



- FrontPage 2000 Series
- GUI Design Series
- Internet Marketing Series
- Java 1.2 Series
- Java 2 5.0 Programmer Certification 310-055 Series
- Java 2 5.0 Programming Series
- Java 2 Enterprise Design Series
- Java 2 Programmer Certification 310-035 Series
- Java Web Services Series
- JavaScript Series
- Photoshop Series
- Photoshop 7 Series
- Photoshop CS Series
- PHP and MySQL Series
- Running an Online Business Series
- Visual C# Series
- Visual InterDev 6 Series
- Web Design & Graphics Series
- Web Publishing and Design with HTML 4.01 and XHTML Series
- WebSphere 7.0 with Rational Application Developer Series
- WebSphere Studio Application Developer 5.0 & J2EE Series
- XML Series

8. CORPORATE EARNING SOLUTION

Training is a serious question of measurable benefits to the bottom line and affects every aspect of a business, from the front desk to the back office, and every discipline in between:

- Operations
- Sales and Marketing
- Product Development, Manufacturing
- Finance
- Human Resources, etc.

An organization's most valuable asset is its' people and with them, their knowledge of the business. The ability to capture, refine, and communicate knowledge is the most distinguished characteristic of successful organizations. When only a few know a lot, the company's future is undeniably at risk.

Investing in personnel training can be expensive. However, every cent spent to increase the knowledge of your employees will result in measurable business benefits through increase productivity, a decrease in employee turnover, maximization of sales and revenue and minimal risk.

The Business School of South Africa is able to provide you with an effective and AFFORDABLE training solution utilizing all of the benefits of online training. Save on venue, travel and accommodation costs whilst maintaining personnel productivity, as less time is spent out of the office.



Complete training and testing tools will enable you to address and keep control of your knowledge requirements with the following system modules:

- Interactive Classroom Module
- Online Testing Module
- Scoring & Analysis Module
- Reporting & Tracking Module
- Online Survey Module
- Online Newsletter Module
- Message Board
- Digital Dictionary
- Reference Library
- Web Sites
- Scoreboard
- Document Library

Find out what the real benefits of online training can be and how we can help you improve performance, increase productivity, retain achievers and maximize your return on investment.

Contact us to schedule an appointment with one of our technical specialists who will advise you of the best route to take on your journey to reaping the rewards that the best of modern technology has to offer.

9. CONTACT INFORMATION

The Business School of South Africa will be pleased to develop a proposal for customised in-house training specific to the areas of interest related to the needs of your organisation. For further information and an inclusive and comprehensive proposal tailored to your needs, please contact us at:

General Contact Information

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