

QUALIFICATION	SUBJECTS COVERED	VOCATIONAL ACTIVITIES	CAREER OPPORTUNITIES
<b>BUSINESS STUDIES - DOWER CAMPUS</b>			
<b>Business Management</b>	<ul style="list-style-type: none"> <li>Intro Accounting</li> <li>Computer Practice</li> <li>Management Communication</li> <li>Entrepreneurship and Business Management</li> <li>Sales Management</li> <li>Financial Accounting</li> <li>Computerised Financial Systems</li> <li>Cost Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>Draw up a business plan in order to start your own business</li> <li>General management roles within any industry, but mostly the wholesale and retail industry</li> <li>Sell products and services</li> <li>Hiring, training, coordinating, and creating an effective environment for the attainment of organizational objectives.</li> </ul>	<ul style="list-style-type: none"> <li>HR Officer in HR Department</li> <li>Labour Relations Officer</li> <li>General Management</li> <li>Public Relations Officer</li> <li>Sales Representative</li> <li>Entrepreneurship / Start your own Business</li> </ul>
<b>Human Resource Management</b>	<ul style="list-style-type: none"> <li>Entrepreneurship and Business Management</li> <li>Management Communication</li> <li>Personnel Management</li> <li>Computer Practice</li> <li>Labour Relations</li> <li>Personnel Training</li> </ul>	<ul style="list-style-type: none"> <li>Managing an organization's employees,</li> <li>HR practitioners structure staffing programs to recruit and retain employees,</li> <li>conducting interviews, explaining company benefits, managing employee relations, providing career development advice and helping hiring managers</li> </ul>	<ul style="list-style-type: none"> <li>Clerk in the Human Resource Department</li> <li>Recruitment Officer</li> <li>Screening and Placement Assistant</li> <li>Labour Relations Assistant</li> <li>Assistant for Training Practitioner</li> </ul>
<b>Management Assistant</b>	<ul style="list-style-type: none"> <li>Office Practice</li> <li>Communication</li> <li>Computer Practice</li> <li>Information Processing</li> </ul>	<ul style="list-style-type: none"> <li>Data capturing</li> <li>Manage office administrative duties</li> <li>Secretarial work</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Assistant</li> <li>Data Capturer</li> <li>Management Assistant</li> <li>Office Administrator</li> <li>Personal Assistant, etc</li> </ul>
<b>Public Management</b>	<ul style="list-style-type: none"> <li>Entrepreneurship and Business Management</li> <li>Management Communication</li> <li>Public Administration</li> <li>Public law</li> <li>Public Finance</li> <li>Municipal Administration</li> </ul>	<ul style="list-style-type: none"> <li>Public policy analyst</li> <li>Non-profit manager</li> <li>Director of development</li> </ul>	<ul style="list-style-type: none"> <li>Small Business Companies</li> <li>Government Departments</li> <li>Local Authorities</li> </ul>
<b>BUSINESS STUDIES and UTILITY STUDIES - RUSSELL ROAD CAMPUS</b>			
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Financial Accounting</li> <li>Entrepreneurship and Business Management</li> <li>Management Communication</li> <li>Computerised Financial Systems</li> <li>Cost and Management Accounting</li> <li>Economics</li> </ul>	<ul style="list-style-type: none"> <li>Perform bookkeeping duties</li> <li>Keep records of Wages, Salaries, Petty cash, Value Added Tax</li> <li>Prepare Financial Statements</li> <li>Financial Accounting</li> <li>Bookkeeping</li> <li>Payroll Administration (salaries and wages)</li> </ul>	<ul style="list-style-type: none"> <li>Act as support for a Chartered Accountant in a large firm</li> <li>Accountant for a small firm</li> <li>Accounting Technician/Clerk</li> <li>Bookkeeper</li> <li>Debtors/Creditors Clerk, etc</li> </ul>
<b>Hospitality</b>	<ul style="list-style-type: none"> <li>Applied Management</li> <li>Catering Theory and Practical</li> <li>Nutrition and Menu Planning</li> <li>Sanitation and Safety</li> <li>Food and Beverage Service</li> <li>Entrepreneurship and Business Management</li> <li>Food and Beverage Service</li> <li>Communication and Human Relations</li> <li>Computer Practice</li> </ul>	<ul style="list-style-type: none"> <li>Manage a guest house</li> <li>Deal with client services in an accommodation facility</li> <li>Work as assistant cook/ chef preparing food in a restaurant, hotel, inn or guest house</li> </ul>	<ul style="list-style-type: none"> <li>Hotel, Restuarant and Guesthouse Management</li> <li>Food and Beverage Service</li> <li>Function Catering</li> <li>Industrial Catering</li> <li>Events Management</li> <li>Food Franchises</li> <li>Conference and Banqueting</li> <li>Supermarket Delicatessen</li> </ul>
<b>Marketing Mangement</b>	<ul style="list-style-type: none"> <li>Entrepreneurship and Business Management</li> <li>Marketing Management</li> <li>Management Communication</li> <li>Intro to Computers</li> <li>Sales Management</li> <li>Economics</li> </ul>	<ul style="list-style-type: none"> <li>Marketing new products</li> <li>Sell goods and services</li> <li>Research needs of consumers and development products</li> <li>Determine pricing, packaging, sales, promotions and distribution</li> </ul>	<ul style="list-style-type: none"> <li>Marketing</li> <li>Business Management</li> <li>Promotions and Advertising</li> <li>Market Research</li> <li>Product Development</li> <li>Public Relations</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>Tourism Communication</li> <li>Tourism Destination</li> <li>Travel Office Procedures</li> <li>Travel Services</li> <li>Hotel Reception</li> </ul>	<ul style="list-style-type: none"> <li>Work as a Tour Guide</li> <li>Own a Tourism Business</li> <li>Work at hotel or any other travel site</li> <li>Take up opportunities to market South Africa</li> <li>Plan tours of South Africa, SADC and Europe Airlines</li> </ul>	<ul style="list-style-type: none"> <li>Accommodation Reception</li> <li>Conference and events planning</li> <li>Car Hire</li> <li>Coach</li> <li>Ground Staff Airlines</li> <li>Travel Consultants</li> <li>Information Centres</li> </ul>
<b>ENGINEERING STUDIES - STRUANDALE CAMPUS</b>			
<b>Civil Engineering</b>	<ul style="list-style-type: none"> <li>Building Science</li> <li>Building Drawing</li> <li>Mathematics</li> <li>Building and Civil Technology</li> <li>Building and Structural Construction</li> <li>Building &amp; Structural Surveying</li> <li>Quantity Surveying</li> <li>Building Administration</li> <li>Supervisory Management</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the operation and maintenance of construction equipment and machinery</li> <li>Participate in the construction of roads, bridges, dams, railways, houses, etc</li> <li>Take part in the design and construction of tunnels, factories, etc</li> </ul>	<ul style="list-style-type: none"> <li>Architectural Technology</li> <li>Drainage Inspection</li> <li>Industrial Designing</li> <li>Quantity Surveying</li> <li>Sanitation and Reticulation</li> <li>Building Construction</li> </ul>
<b>Electrical Engineering</b>	<ul style="list-style-type: none"> <li>Mathematics</li> <li>Electrical Trade Theory</li> <li>Industrial Electronics</li> <li>Engineering Science</li> <li>Electro Technics</li> <li>Installation Rule P1/P2</li> <li>Strength of Materials</li> <li>Supervisory Management</li> <li>Logic Systems</li> <li>Digital Electronics</li> </ul>	<ul style="list-style-type: none"> <li>Job responsibilities include specification, design, development, and implementation of products or systems</li> <li>Aerospace industry</li> <li>Manufacturing industry</li> <li>Mining industry</li> <li>Packaging industry</li> <li>Petrol and chemical industry</li> <li>Printing industry</li> <li>Motor vehicle maintenance and manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>Electrician</li> <li>Sound Engineering</li> <li>Factory Maintenance</li> <li>Instrumentation; Millwright</li> <li>Electronics Technician</li> <li>Instrumentation Technician</li> <li>Communication Electronic Technician</li> <li>Audio/Video Technician</li> </ul>
<b>Mechanical Engineering</b>	<ul style="list-style-type: none"> <li>Mathematics</li> <li>Engineering Science</li> <li>Engineering Drawings</li> <li>Fitting and Machinery Theory</li> <li>Motor Trade Theory / Mechanotechnology</li> <li>Strength of Materials</li> <li>Mechanical Draughting</li> <li>Mechanotechnics</li> <li>Mechanical Drawing and Design</li> <li>Supervisory Management</li> <li>Power Machines</li> <li>Fluid Mechanics</li> <li>Loss Control</li> </ul>	<ul style="list-style-type: none"> <li>Aerospace industry</li> <li>Manufacturing industry</li> <li>Mining industry</li> <li>Packaging industry</li> <li>Petrol and chemical industry</li> <li>Printing industry</li> <li>Motor vehicle maintenance and manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>Auto Electrician</li> <li>Boilermaker</li> <li>Diesel Mechanic</li> <li>Motor Mechanic</li> <li>Sheetmetal Worker</li> <li>Tool Maker</li> <li>Welder</li> <li>Fitter (e.g.Maintenance Fitter, Marine Fitter, Hydraulic Fitter, etc)</li> </ul>