



# Special Offer

## CERTIFICATE COURSES - 6 MONTHS

DAY CLASSES | EVENING | WEEKEND | DISTANCE

COURSE DESCRIPTION	SUBJECTS COVERED	REGULAR & EVENING SCHOOL FEE	WEEKEND SCHOOL FEE	DISTANCE & SELF STUDY SCHOOL FEE
<b>1. OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT</b> (Level 2 SHE Course)	1 INTRO TO HEALTH & SAFETY MGT 2 OCCUPATIONAL ACCIDENTS & PREV. 3 ENVIRONM. POLLUTION CONTROL 4 PRINCIPLES OF PUBLIC HEALTH	5,700.00	5,100.00	4,500.00
<b>2. PURCHASING &amp; SUPPLY MANAGEMENT</b>	1 INTRODUCTION TO PURCHASING 2 STORES MGT AND STOCK CONTROL 3 PRINCIPLES OF SUPPLY CHAIN MGT 4 BUSINESS OPERATIONS & MGT	5,700.00	5,100.00	4,500.00
<b>3. PROJECT MANAGEMENT</b> (WITH PLANNING AND MICROSOFT PROJECT)	1 INTRODUCTION TO PROJECT MGT 2 PLANNING & SCHEDULING 3 FINANCIAL & COMMERC. ASPECT 4 MANAGING WORK, COST & PROGRESS	5,700.00	5,100.00	4,500.00
<b>4. BUSINESS MANAGEMENT AND ADMINISTRATION</b>	1 BUSINESS OPERATIONS & MGT 2 CUSTOMER SERVICE MGT 3 MARKETING PRINCIPLES 4 COMMUNICATION SKILLS	5,700.00	5,100.00	4,500.00
<b>5. OFFICE ADMINISTRATION</b> (WITH RECORD MGT AND COMPUTER SKILLS)	1 PRINCIPLES OF OFFICE ADMIN 2 OFFICE RECORD MANAGEMENT 3 COMMUNICATION SKILLS 4 OFFICE COMPUTING & ICT SKILLS	5,700.00	5,100.00	4,500.00
<b>6. HUMAN RESOURCE MANAGEMENT</b>	1 PRINCIPLES OF HRM 2 COMMUNICATION SKILLS 3 CUSTOMER SERVICE MGT 4 BUSINESS OPERATIONS & MGT	5,700.00	5,100.00	4,500.00

NOTE: Computer & ICT Skills subject is offered for free to all learners

### IMPORTANT INFORMATION

<b>ENTRY REQUIREMENTS:</b>	ANY JCE WITH AT LEAST 2 YEARS WORKING EXPERIENCE ANY BGCSE / GCE / IGCSE WITH ANY POINTS ANY TERTIARY CERTIFICATE, DIPLOMA OR DEGREE
<b>COURSE DURATION</b>	ANY COURSE ABOVE IS COVERED IN ONE SEMESTER (6 MONTHS) STARTING FROM 15 JUNE 2020 TO 18 DECEMBER 2020
<b>ADDITIONAL CHARGES:</b>	* REGISTRATION FEE IS INCLUDED IN THE ABOVE FEES * STUDY MATERIALS IN PDF FORMAT ARE FREE OF CHARGE. BUT ANYONE WHO WANTS PRINTED STUDY MATERIALS WILL BE CHARGED SEPARATELY AT P100 PER MODULE * THE COST OF DELIVERY OF PRINTED STUDY MATERIALS WILL BE PAID BY LEARNER
<b>FEES REQUIRED TO REGISTER AND START STUDIES</b>	<b>MINIMUM REQUIRED TO START = P600.00 (Non-refundable) which includes Registration fee- P100 and 1st installment for school fee.</b>

**SPECIAL FEES  
CLOSING DATE:  
15/06/2020**

**NOTE: EVERY LEARNER WILL BE REQUIRED TO COMPLY WITH ALL COVID-19 PREVENTION PROTOCOLS**

FOR MORE INFORMATION CONTACT US ON WHATSAPP 73847832 OR EMAIL: SUPABRAINCOLLEGE@GMAIL.COM