



# Programme Start Dates 2010

## Varsity College Sandton Campus

| SHORT LEARNING PROGRAMMES       | START & FINISH DATES       | DURATION           | DAY(S) OF THE WEEK | TIME          |
|---------------------------------|----------------------------|--------------------|--------------------|---------------|
| <b>BUSINESS PROGRAMMES</b>      |                            |                    |                    |               |
| Bookkeeping                     | 06 February - 08 May       | 12 Weeks           | Saturday           | 09:30 – 12:00 |
|                                 | 10 February - 28 April     | 12 Weeks           | Wednesday          | 18:30 – 21:00 |
|                                 | 27 March - 10 July         | 12 Weeks           | Saturday           | 09:30 – 12:00 |
|                                 | 30 March - 06 July         | 12 Weeks           | Tuesday            | 18:30 – 21:00 |
|                                 | 05 June - 04 September     | 12 Weeks           | Saturday           | 09:30 – 12:00 |
|                                 | 07 June - 13 September     | 12 Weeks           | Monday             | 18:30 – 21:00 |
|                                 | 31 July - 16 October       | 12 Weeks           | Saturday           | 09:30 – 12:00 |
|                                 | 03 August - 19 October     | 12 Weeks           | Tuesday            | 18:30 – 21:00 |
|                                 | 25 September - 11 December | 12 Weeks           | Saturday           | 09:30 – 12:00 |
| 27 September - 13 December      | 12 Weeks                   | Monday             | 18:30 - 21:00      |               |
| Financial Accounting            | 30 January - 24 April      | 12 Weeks           | Saturday           | 09:30 – 12:00 |
|                                 | 02 February - 20 April     | 12 Weeks           | Tuesday            | 18:30 – 21:00 |
|                                 | 07 August - 23 October     | 12 Weeks           | Saturday           | 09:30 – 12:00 |
|                                 | 11 August - 27 October     | 12 Weeks           | Wednesday          | 18:30 – 21:00 |
|                                 | 25 September - 11 December | 12 Weeks           | Saturday           | 09:30 - 12:00 |
| 27 September - 13 December      | 12 Weeks                   | Monday             | 18:30 – 21:00      |               |
| Pastel Accounting               | 27 February - 24 April     | 08 Weeks           | Saturday           | 08:30 – 12:30 |
|                                 | 02 March - 20 April        | 08 Weeks           | Tuesday / Thursday | 18:30 – 20:30 |
|                                 | 05 June - 07 August        | 08 Weeks           | Saturday           | 08:30 – 12:30 |
|                                 | 07 June - 11 August        | 08 Weeks           | Monday / Wednesday | 18:30 – 20:30 |
|                                 | 07 August - 25 September   | 08 Weeks           | Saturday           | 08:30 – 12:30 |
|                                 | 10 August - 28 September   | 08 Weeks           | Tuesday / Thursday | 18:30 – 20:30 |
|                                 | 02 October - 20 November   | 08 Weeks           | Saturday           | 08:30 – 12:30 |
| 04 October - 22 November        | 08 Weeks                   | Monday / Wednesday | 18:30 – 20:30      |               |
| Management Accounting & Finance | 13 February - 10 July      | 18 Weeks           | Saturday           | 09:00 – 12:00 |
|                                 | 17 February - 26 May       | 18 Weeks           | Wednesday          | 18:00 – 21:00 |
|                                 | 31 July - 27 November      | 18 Weeks           | Saturday           | 09:00 – 12:00 |
|                                 | 03 August - 30 November    | 18 Weeks           | Tuesday            | 18:00 – 21:00 |
| Public Relations                | 06 February – 03 July      | 18 Weeks           | Saturday           | 09:00 – 12:00 |
|                                 | 09 February – 29 June      | 18 Weeks           | Tuesday            | 18:00 – 21:00 |
|                                 | 05 June – 16 October       | 18 Weeks           | Saturday           | 09:00 – 12:00 |
|                                 | 09 June - 20 October       | 18 Weeks           | Wednesday          | 18:00 - 21:00 |
| Marketing Management            | 13 February - 24 July      | 20 Weeks           | Saturday           | 08:30 - 12:30 |
|                                 | 16 February - 20 July      | 20 Weeks           | Tuesday/Thursday   | 18:30 – 20:30 |
|                                 | 29 May - 23 October        | 20 Weeks           | Saturday           | 08:30 – 12:30 |
|                                 | 31 May - 01 November       | 20 Weeks           | Monday/Wednesday   | 18:30 - 20:30 |
| Sales Management                | 27 February - 03 July      | 15 Weeks           | Saturday           | 09:00 – 12:00 |
|                                 | 02 March - 29 June         | 15 Weeks           | Tuesday            | 18:00 – 21:00 |
|                                 | 31 July - 06 November      | 15 Weeks           | Saturday           | 09:00 – 12:00 |
|                                 | 04 August - 10 November    | 15 Weeks           | Wednesday          | 18.00 – 21.00 |



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| SHORT LEARNING PROGRAMMES            | START & FINISH DATES       | DURATION | DAY(S) OF THE WEEK | TIME          |
|--------------------------------------|----------------------------|----------|--------------------|---------------|
| Human Resource Management & Training | 06 February - 29 May       | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 08 February -31 May        | 15 Weeks | Monday             | 18:00 – 21:00 |
|                                      | 29 May - 18 September      | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 01 June - 21 September     | 15 Weeks | Tuesday            | 18:00 – 21:00 |
|                                      | 07 August - 13 November    | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 11 August - 17 November    | 15 Weeks | Wednesday          | 18:00 – 21:00 |
| Business Management & Administration | 06 February - 21 August    | 27 Weeks | Saturday           | 08:30 - 12:45 |
|                                      | 09 February - 03 August    | 27 Weeks | Tuesday / Thursday | 18:30 - 21:00 |
|                                      | 29 May - 27 November       | 27 Weeks | Saturday           | 08:30 - 12:45 |
|                                      | 31 May - 22 November       | 27 Weeks | Monday / Wednesday | 18:30 - 21:00 |
| Business Management                  | 06 February - 02 October   | 28 Weeks | Saturdays          | 08:30 – 12:45 |
|                                      | 09 February -10 August     | 24 Weeks | Tuesday/Thursday   | 18:30 – 21:00 |
|                                      | 29 May - 18 December       | 28 Weeks | Saturday           | 08:30 – 12:45 |
|                                      | 31 May - 29 November       | 24 Weeks | Monday/ Wednesday  | 18:30 – 21:00 |
|                                      | 06 July - 07 December      | 24 Weeks | Tuesday/Thursday   | 18:30 – 21:00 |
|                                      | 02 October - 22 May 2011   | 28 Weeks | Saturday           | 08:30 - 12:45 |
|                                      | 04 October - 02 May 2011   | 24 Weeks | Monday / Wednesday | 18:30 - 21:00 |
| Purchasing Management                | 06 March - 10 July         | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 09 March - 06 July         | 15 Weeks | Tuesday            | 18:00 – 21:00 |
|                                      | 05 June - 25 September     | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 07 June - 04 October       | 15 Weeks | Monday             | 18:00 – 21:00 |
|                                      | 28 August - 04 December    | 15 Weeks | Saturday           | 09:00 - 12:00 |
|                                      | 01 September - 08 December | 15 Weeks | Wednesday          | 18:00 - 21:00 |
| Fundamentals of Project Management   | 27 March - 31 July         | 15 Weeks | Saturday           | 09:00 - 12:00 |
|                                      | 30 March - 27 July         | 15 Weeks | Tuesday            | 18:00 - 21:00 |
|                                      | 29 May - 18 September      | 15 Weeks | Saturday           | 09:00 - 12:00 |
|                                      | 02 June - 22 September     | 15 Weeks | Wednesday          | 18:00 - 21:00 |
| Project Management                   | 13 February - 05 June      | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 17 February - 26 May       | 15 Weeks | Wednesday          | 18:00 – 21:00 |
|                                      | 29 May - 18 September      | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 31 May - 27 September      | 15 Weeks | Monday             | 18:00 – 21:00 |
|                                      | 31 July - 06 November      | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 03 August - 09 November    | 15 Weeks | Tuesday            | 18:00 – 21:00 |
|                                      | 04 September - 11 December | 15 Weeks | Saturday           | 09:00 – 12:00 |
| 07 September - 14 December           | 15 Weeks                   | Tuesday  | 18:00 – 21:00      |               |
| Production Management                | 06 March - 10 July         | 15 Weeks | Saturday           | 09:00 – 12:00 |
|                                      | 10 March - 30 June         | 15 Weeks | Wednesday          | 18:00 - 21:00 |
|                                      | 07 August - 13 November    | 15 Weeks | Saturday           | 09:00 - 12:00 |
|                                      | 10 August - 16 November    | 15 Weeks | Tuesday            | 18:00 - 21:00 |



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| SHORT LEARNING PROGRAMMES          | START & FINISH DATES       | DURATION | DAY(S) OF THE WEEK | TIME          |
|------------------------------------|----------------------------|----------|--------------------|---------------|
| <b>BUSINESS PROGRAMMES</b>         |                            |          |                    |               |
| Office Administration              | 27 February - 10 July      | 16 Weeks | Saturday           | 09:00 - 12:00 |
|                                    | 02 March - 06 July         | 16 Weeks | Tuesday            | 18:00 - 21:00 |
|                                    | 31 July - 13 November      | 16 Weeks | Saturday           | 09:00 - 12:00 |
|                                    | 04 August - 17 November    | 16 Weeks | Wednesday          | 18:00 - 21:00 |
|                                    | 25 September - 11 December | 16 Weeks | Saturday           | 09:00 - 12:00 |
|                                    | 27 September - 15 December | 16 Weeks | Monday             | 18:00 - 21:00 |
| <b>COMPUTER PROGRAMMES</b>         |                            |          |                    |               |
| Computer Architecture              | 06 March - 10 July         | 15 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 08 March - 05 July         | 15 Weeks | Monday / Wednesday | 18:30 - 20:30 |
|                                    | 28 August - 04 December    | 15 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 31 August - 07 December    | 15 Weeks | Tuesday / Thursday | 18:30 - 20:30 |
| Network Architecture               | 08 May - 24 July           | 10 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 11 May - 27 July           | 10 Weeks | Tuesday / Thursday | 18:30 - 20:30 |
|                                    | 04 September - 06 November | 10 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 06 September - 10 November | 10 Weeks | Monday / Wednesday | 18:30 - 20:30 |
| Introduction to Personal Computing | 27 February - 24 April     | 08 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 02 March - 20 April        | 08 Weeks | Tuesday / Thursday | 18:30 - 20:30 |
|                                    | 05 June - 07 August        | 08 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 07 June - 11 August        | 08 Weeks | Monday / Wednesday | 18:30 - 20:30 |
|                                    | 07 August - 25 September   | 08 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 10 August - 28 September   | 08 Weeks | Tuesday / Thursday | 18:30 - 20:30 |
|                                    | 02 October - 20 November   | 08 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 04 October - 22 November   | 08 Weeks | Monday / Wednesday | 18:30 - 20:30 |
| Office Computing                   | 27 February - 31 July      | 19 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 02 March - 27 July         | 19 Weeks | Tuesday/ Thursday  | 18:30 - 20:30 |
|                                    | 05 June - 23 October       | 19 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 07 June - 01 November      | 19 Weeks | Monday/Wednesday   | 18:30 - 20:30 |
|                                    | 31 July - 4 December       | 19 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 03 August - 9 December     | 19 Weeks | Tuesday/ Thursday  | 18:30 - 20:30 |
| MS Office 2007 (Intermediate)      | 27 March - 29 May          | 08 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 29 March - 24 May          | 08 Weeks | Monday/Wednesday   | 18:30 - 20:30 |
|                                    | 02 October - 20 November   | 08 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 06 October - 23 November   | 08 Weeks | Tuesday/Thursday   | 18:30 - 20:30 |
| Practice of MS Project 2007        | 27 March - 05 June         | 09 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 30 March - 27 May          | 09 Weeks | Tuesday / Thursday | 18:30 - 20:30 |
|                                    | 25 September - 20 November | 09 Weeks | Saturday           | 08:30 - 12:30 |
|                                    | 27 September - 22 November | 09 Weeks | Monday / Wednesday | 18:30 - 20:30 |