

Why Study with NCM Academy?

Is Accredited Institution and all our certificates are nationally recognize

All qualifications are registered and accredited by various Education and Training Quality Assurance bodies

Free Internet & E-mail access, and myNCM Account for online learning support for all learners.

All Grade 12 Re-write Learners have free computer Training and certificate is awarded.

Free Interview Skills training & Assisting in Job finding

Bursary for Learners who perform well on Level 4 in all qualifications

More Fun & Good Examination Pass Rate
Can further your studies to University.

Registration is open for Current Academic Year

Our Accreditation Bodies



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Umalusi Provisional Accreditation: 17FET0200078PA
Department of Higher Education: 0499992403
Department of Higher Education: 0499992406

DHET/QCTO: SDP1222/16/00/40
MICT SETA Accreditation No: ACC/2012/02/811
ICB Accredited Business Qualification No: 301013

Campuses:	Oxford Campus	North End Campus	Alexandra Campus
	180 OXFORD STREET, EAST LONDON, 5201 TEL: 0437222415	11 NORTH STREET, EAST LONDON, 5201 TEL: 0437221241	72 ALEXANDRA ROAD, KING WILLIAM'S TOWN TEL: 0437222415
FAX: 0862142264	www.ncmacademy.co.za	Email: ncmcomputers@gmail.com	



NCM

COMPUTER & BUSINESS ACADEMY

ACCREDITED PRIVATE FET COLLEGE

'Building your future for tomorrow's world'

PROSPECTUS 2018



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Grade 12 Re-write

Duration: Full time: 1Year for CAS and 6 months for NCS

Subjects	
English Language	Physical Sciences
Mathematics	Life Science
Mathematics Literacy	Agricultural Sciences
Accounting	Geography
Business Studies	CAT
Economics	History

All new applications must be accompanied by:

Requirement for Grade 12 Re-write

- ✓ Certified copy of Grade 10 statement of results or certificate.
- ✓ Two certified copies of ID & size photo of Learner. Two certified copies of ID of Parent/Guardian.

National Certificate (Vocational) - NCV Office Administration Level 2-4

Enables the prospective student for human resources, office management; office administration; freight, forwarder; ; management; personal management; private secretary; front line reception; recruitment or employment agent; self employment; and personal and general secretarial services and to further education in University

Programme Structure Duration: Full time: 1Year Per Programme

N2	N3	N4
English Language FAL	English Language FAL	English Language FAL
Mathematics Literacy	Mathematics Literacy	Mathematics Literacy
Life Orientation	Life Orientation	Life Orientation
Business Practice	Business Practice	Business Practice
New venture creation	New venture creation	New venture creation
Office Practice	Office Practice	Office Practice
Office Data Process	Office Data Process	Office Data Process

All new applications must be accompanied by:

Requirement for NCV

- ✓ Certified copy of Grade 9 statement of results or certificate.
- ✓ Two certified copies of ID & size Photo of Learner. Two certified copies of ID of Parent/Guardian.

1. Vision, Mission, Purpose, Values and Strategic Intent

1.1 Our Vision

Our vision is to be leading providers of best, high quality and affordable education in the South Africa through our distinctive ability to integrate world-class research, bursaries and education.

1.2 Our Mission Statement

College will provide the best, high quality and affordable education and training opportunities, enabling learners from all backgrounds to achieve their personal and professional goals by addressing their individual needs and goals in an ongoing partnership which is designed to last throughout their careers and, in doing so, contribute to local and national economic development and prosperity.

1.3 Our Strategic Intent

“To be considered as one of the leading education service provider in South Africa and in the world at large”

1.4 Our Values

We share commitment and responsibility for:

- ✓ Education and training for all
- ✓ Continuous improvement
- ✓ Respect, dignity and equal opportunities
- ✓ Participation and empowerment
- ✓ Product quality
- ✓ Customer service
- ✓ Wealth creation, reward and recognition
- ✓ Communication with all stakeholders
- ✓ Employee achievement & personal development
- ✓ Community development and environment

OUR BANKING DETAILS

First National Bank

NCM COMPUTER AND BUSINESS ACADEMY

ACC: 62341315902. Branch Code: 210221

Branch Name: Southernwood, East London

Campuses:	Oxford Campus 180 OXFORD STREET, EAST LONDON, 5201 TEL: 0437222415	North End Campus 11 NORTH STREET, EAST LONDON, 5201 TEL: 0437222415	Alexandra Campus 72 ALEXANDRA ROAD, KING WILLIAM'S TOWN TEL: 0437222415
FAX:	0862142264	www.ncmacademy.co.za	Email: ncmcomputers@gmail.com

Requirement for all National qualification in Business Studies - (DHET):

All new applications must be accompanied by:

- ✎ Certified copy of latest school report/statement of results/Grade 12 or N3 certificate.
- ✎ Two certified copies of ID of Learner. One certified copies of ID of Parent/Guardian.
- ✎ One ID size photo of Learner.

Requirement for all National qualification in Information Technology & Computers Studies-(SETA):

All new applications must be accompanied by:

- ✎ Certified copy of latest school report/statement of results/Grade 9/10/11/12 or N3 certificate.
- ✎ Two certified copies of ID of Learner. One certified copies of ID of Parent/Guardian.
- ✎ One ID size photo of Learner.

Requirement for all National qualification in Business Administration Studies -(ICB):

All new applications must be accompanied by:

- ✎ Certified copy of latest school report/statement of results/Grade 9/10/11/12 or N3 certificate.
- ✎ Two certified copies of ID of Learner. One certified copies of ID of Parent/Guardian.
- ✎ One ID size photo of Learner.

Requirement for all Grade 12 Re-write subjects:

All new applications must be accompanied by:

- ✎ Certified copy of Grade 12 statement of results.
- ✎ Two certified copies of ID of Learner. One certified copies of ID of Parent/Guardian.
- ✎ One ID size photo of Learner.

Requirement for all Short Courses:

All new applications must be accompanied by:

- ✎ Ability to read and write English language.
- ✎ Two certified copies of ID of Learner. One certified copies of ID of Parent/Guardian.
- ✎ One ID size photo of Learner.

Requirement for all National qualification in Engineering Studies:

All new applications must be accompanied by:

- ✎ Certified copy of latest school report/statement of results/Grade 12 or N3 certificate.
- ✎ Two certified copies of ID of Learner. One certified copies of ID of Parent/Guardian.
- ✎ One ID size photo of Learner.

**NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY
END- USER COMPUTING - N3 SAQA ID 49077**

Duration: Full time: 1Year

Subjects	
Basic Concept of IT	Fundamentals: Workplace English Mathematics Literacy Research Project
Internet & Email	
Micro Soft Word	
Micro Soft Excel	
Micro Soft PowerPoint	

Registration fee and Tuition fees are payable on registration.

All new applications must be accompanied by:

Requirement for End User Computing

- ✎ Certified copy of Grade 9 statement of results or certificate.
- ✎ Two certified copies of ID & size photo of Learner. Two certified copies of ID of Parent/Guardian.

**NATIONAL CERTIFICATE TECHNICAL SUPPORT - N4
SAQA ID 24293**

Duration: Full time: 1Year

Subjects	
Computer Hardware (A+)	Fundamentals: Workplace English Mathematics Literacy Research Project
Data Communication	
Office Equipment Operations	

Registration fee and Tuition fees are payable on registration.

All new applications must be accompanied by:

Requirement for Technical Support

- ✎ Certified copy of Grade 12 / N3 or equivalent
- ✎ Two certified copies of ID & size photo of Learner. Two certified copies of ID of Parent/Guardian.

**NATIONAL CERTIFICATE IN SYSTEM DEVELOPMENT-N5
SAQA ID 48872**

Duration: Full time: 1Year

Subjects	
Introduction to Programmng	Fundamentals: Workplace English Mathematics Literacy Research Project
Web Design & Database	
Web Project	

Registration fee and Tuition fees are payable on registration.

All new applications must be accompanied by:

Requirement for System Development

- ✎ Certified copy of Grade 12 / N3 / N5 or equivalent
- ✎ Two certified copies of ID & size photo of Learner. Two certified copies of ID of Parent/Guardian.

National Certificate & Diploma: Business Management

Business Management enables prospective students to start and manage their own businesses or they can be employed in many sectors of the business world as managers or sales persons.

Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

N4	N5	N6
Entrepreneurship and Business Management	Entrepreneurship and Business Management	Entrepreneurship and Business Management
Computer Practice	Computer Practice	Computer Practice
Management Communication	Sales Management	Sales Management
Introductory Accounting	Public Relations	Public Relations

National Certificate & Diploma: Financial Management

Financial Management enables the prospective student to record accounting information manually and electronically. Neatness, orderliness, thoroughness, accuracy, sound judgement and a sense of responsibility are the characteristics needed for this field of study.

Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

N4	N5	N6
Financial Management	Financial Management	Financial Management
Computerised Financial Systems	Computerised Financial Systems	Computerised Financial Systems
Management Communication	Cost Management Accounting	Cost Management Accounting
Entrepreneurship and Business Management	Entrepreneurship and Business Management	Income Tax

National Certificate & Diploma: Educare

Educare offers specialized education and training in Early Childhood Development and understanding of the physical, mental and emotional needs and development of the pre-school child.

Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

N4	N5	N6
Child Health	Day-Care Communication	Day-Care Communication
Day-Care Administration and Personnel Development	Educational Psychology	Day-Care Management
Education	Small Business Management and Entrepreneurship	Educational Psychology
Educare Didactic Theory and Practical	Educare Didactic Theory and Practical	Educare Didactic Theory and Practical



Electrical Engineering



Mechanical Engineering



Grade 12 Re-Write



Civil Engineering



Computer Studies



Electronics Engineering



Computer Hardware (A+) Engineering

National Certificate & Diploma: Tourism

Career Options: Accommodation Management, Conference and Event Planning, Restaurant and Food Services, Tourism Development, Transportation Management, Travel Counseling.

Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

N4	N5	N6
Travel Office Procedure	Travel Office Procedure	Travel Office Procedure
Travel Service	Travel Service	Travel Service
Tourism Destinations	Tourism Destinations	Tourism Communication
Tourism Communication	Tourism Communication	Tourism Destinations

National Certificate & Diploma: Office Administration-ICB

Students will be trained in the general principles of Receptionist, Office Assistant, Public Relation Officer, Marketing Administrator, Human Resource Administrator, Labour Relations Administrator,

ICB Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

L4	L5	L6
Office Communication	Business and Office Administration 2	Business and Office Administration 3
Business and Office Administration 1	Human Resources Management and Labour Relations	Financial Accounting
Bookkeeping	Economics	Management
Marketing Management and Public Relations		
Business Law and Administrative Practice		
Cost and Management Accounting		

Pre-qualifications: L4

Grade 12 (Std 10) or equivalent

You must be at least 16 years of age

No prior accounting knowledge needed. Duration: Year and 6 Months

Pre-qualifications: L5

Certificate: Office Administration NQF L4, which consists of the learning areas in the Junior Office Administrator module. Duration: 1 Year

Pre-qualifications: L6

Higher Certificate: Office Administration, which consists of the learning areas in the Junior Office Administrator and Senior Office Administrator modules.

Fee Duration: 6 Months

Computer Studies Short Courses

Advance Computer Certificate

Ms Word - AD
MS Excel - AD
MS Database - AD
Internet & Email -AD
MS PowerPoint - AD
Intro to PC -DA
Duration 6 months

Computer Literacy Level III

Ms Word - Level III
MS Excel - Level III
MS Database - Level III
Internet & Email - Level III
MS PowerPoint - Level III
Intro to PC - Level III
Duration 3 months

Computer Literacy Level II

Ms Word - Level II
MS Excel - Level II
MS Database - Level II
Internet & Email - Level II
MS PowerPoint - Level II
Intro to PC - Level II
Duration 2 months

Computer Literacy Level I

Ms Word - Level I
MS Excel - Level I
Internet & Email - Level I
MS PowerPoint - Level I
Intro to PC - Level I
Duration 1 months

Corporate Short Courses

Personal Assistant Training Certificate

Computer Literacy - PA
Communication Skills - PA
Customer Satisfaction - PA
Manage Business Operation - PA
Plan and Prepare Meeting - PA
Duration 3months

Cashier Training

Communication Skills - CT
Customer Satisfaction -CT
Computer Skills -CT
Cashier Skills -CT
Duration 1 month

Secretary and Communication Skill

Communication Skills -SCS
Customer Satisfaction - SCS
Computer Literacy Level II - SCS
Plan and Prepare Meetings -SCS
Duration 3 months

Reception and Computer Skills

Communication Skills - RCS
Customer Satisfaction - RCS
Computer Literacy Level II - RCS
Manage office Operations -RCS
Duration 3 months

Call Center for 2 Months

Computer Literacy Level II - CCT
Communication Skills - CCT
Telephone Customer Satisfaction -CCT
Duration : 2 Months

Computer Attendance Literacy

Intro to Computer - CAL
MS Word - CAL
Internet and E-mail - CAL
Duration 2 weeks



Below courses do not have break-down subjects**A+ PC Technician**

Fee Duration 3 Months

N+ PC Networking

Fee Duration 3 Months

Web Design (HTML & CSS)

Fee Duration 3 Months

Online Programming (PHP)

Fee Duration 3 Months

Programming C++

Fee Duration 3 Months

Microsoft Word

Fee Duration 1Week

Microsoft Publisher

Fee Duration 1Week

Typing Skills

Fee Duration 1Month

Programming VB

Fee Duration 3 Months

Graphical Design(CoralDraw)

Fee Duration 3 Months

Data Capturing

Fee Duration 3 Months

Microsoft Excel

Fee Duration 1Week

Microsoft PowerPoint

Fee Duration 1Week

Microsoft Access (Database)

Fee Duration 1Week

Microsoft Windows

Fee Duration 1Week

National Certificate & Diploma: Marketing Management

Career Options: Management Assistant, Telephonist, Receptionist, Secretary, Personal Assistant, General Office Clerk, Typist, Audio Typist

Programme Structure **Duration: Full time: 6m || Part time: 1 Year** **Per Programme**

N4	N5	N6
Information Processing	Information Processing	Information Processing
Office Practice	Office Practice	Office Practice
Communication	Communication	Communication
Computer Practice	Computer Practice	Computer Practice

National Certificate & Diploma: Public Management

Students will be trained in the general principles of political analysis, public values, strategic management and organisation as well as gaining a comprehensive background to the South African system of government and processes involved in the running of the State.

This programme is strongly recommended for students interested in careers in governmental organisations or Municipal Administrations.

Programme Structure **Duration: Full time: 6m || Part time: 1 Year** **Per Programme**

N4	N5	N6
Management Communication	Public Administration	Public Administration
Entrepreneurship and Business Management	Public Finance	Public Law
Public Administration	Municipality Administration	Municipality Administration
Computer Practice	Computer Practice	Public Finance

National Certificate & Diploma: Public Relations

Career Options: Assistant in Public Relations Officer, Public Relations Officer, Marketer and Promoter, Personal Assistant

Programme Structure **Duration: Full time: 6m || Part time: 1 Year** **Per Programme**

N4	N5	N6
Information Processing	Information Processing	Information Processing
Public Administration	Public Relations	Public Relations
Communication	Communication	Communication
Office Practice	Office Practice	Office Practice

National Certificate: Public Sector Accounting NQF L4 - SAQA ID 20352**Pre-qualifications:**

Grade 11, NQF 3 or equivalent.
You must be at least 16 years of age.
No prior accounting knowledge needed.

Subjects / Learning areas:

. Bookkeeping to Trial Balance
. Public Accounting Administration
. Computerised Bookkeeping
. Business Literacy

Duration: 1 Year and 6 Months

National Certificate: Small Business Financial Management NQF L4 - SAQA ID 48736**Subjects / Learning areas:**

. Essential Business Finance
. Computerised Bookkeeping
. Business Literacy

Pre-qualifications:

Grade 11 (Std 9), NQF L3 or an equivalent. Duration: 1 Year

National Certificate & Diploma: Human Resources

Human Resources Management deals with formal systems in the management of people within the organisation. The areas related to attracting and maintaining an effective workforce includes: human resources planning, job analysis, recruitment and selection, performance appraisal, training and development, reward systems and labour relations.

Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

N4	N5	N6
Entrepreneurship and Business Management	Personnel Management	Personnel Management
Personnel Management	Personnel Training	Personnel Training
Management Communication	Labour Relations	Labour Relations
Computer Practice	Entrepreneurship and Business Management	Entrepreneurship and Business Management

National Certificate: Bookkeeping NQF L3 - SAQA ID 58375**Subjects / Learning areas:**

1. Bookkeeping to Trial Balance
2. Payroll and Monthly SARS Returns
3. Computerised Bookkeeping
4. Business Literacy

Pre-qualifications:

Grade 10 (Std 8) or equivalent
No prior accounting knowledge needed
You must be at least 16 years of age.

Duration: 1 Year

Further Education and Training Certificate: Bookkeeping NQF L4 - SAQA ID 58376**Pre-qualifications:**

Grade 11 (Std 9) or equivalent
Successful completion of the previous learning areas (1-4) – or be a qualified Junior Bookkeeper.

Subjects / Learning areas:

5. Financial Statements
6. Cost and Management Accounting

Duration: 6 Months

National Diploma: Technical Financial Accounting NQF L5 - SAQA ID 36213**Pre-qualifications:**

Grade 12 (Std 10) or equivalent - with accounting as a subject
Successful completion of the previous learning areas (1-6) – or be a qualified Senior Bookkeeper.

Subjects / Learning areas:

7. Income Tax Returns
8. Business Law and Accounting Control

Duration: 6 Months

National Diploma: Technical Financial Accounting NQF L5 – or equivalent.**Subjects / Learning areas:**

9. Corporate Strategy
10. Management Accounting and Control Systems
11. Financial Reporting and Regulatory Frameworks
12. Accounting Theory and Practice

Duration: 1 Year

National Certificate & Diploma: Engineering Electronics

Engineering Electronics involves electronic engineering and Electrical appliances. The domain of this field is every piece of electrical, electronic equipment or system.

Programme Structure

N4	N5	N6
Digital Electronics	Digital Electronics	Digital Electronics
Refrigeration, Air Condition & Ventilation	Refrigeration, Air Condition & Ventilation	Refrigeration, Air Condition & Ventilation
Television Techniques	Television Techniques	Television Techniques
Computer Principles	Computer Principles	Computer Principles

National Certificate & Diploma: Civil Engineering

Civil Engineering involves designing, building and maintaining of various structures like buildings, bridges, dams etc

Programme Structure

N4	N5	N6
	Trimester 1 (January-March)	
Quantity Surveying	Quantity Surveying	Quantity Surveying
Building & Structural Surveying	Strength of Material & Structure	Strength of Material & Structure
Building & Structural Construction	Building & Structural Construction	Building & Structural Construction
Building Administration	Building Administration	Building Administration

National Certificate & Diploma: Mechanical Engineering

Mechanical engineering involves design, manufacture and maintenance of machines manufactured

Programme Structure

N4	N5	N6
Engineering Science	Engineering Physics	Mechanotechnics
Mathematics	Mathematics	Mathematics
Mechanotechnics	Mechanotechnics	Mechanotechnics
Mechanical Draughting	Mechanical Drawing & Design	Mechanical Drawing & Design

National Certificate & Diploma: Electrical Engineering

Electrical Engineering involves electronic engineering and telecommunication. The domain of this field is every piece of electrical, electronic equipment or system.

Programme Structure

N4	N5	N6
Electro technics	Electro technics	Electro technics
Digital Electronics	Digital Electronics	Digital Electronics
Industrial Electronics	Industrial Electronics	Industrial Electronics
Mathematics	Mathematics	Mathematics

National Certificate & Diploma: Engineering Management

Programme Structure Duration: Full time: 6m || Part time: 1 Year Per Programme

N4	N5	N6
Supervisory Management N4	Supervisory Management N5	Supervisory Management N6
Communication Electronics N4	Communication Electronics N4	Computer Principles N6
Computer Principles N4	Computer Principles N5	Production and Quality Control N6
Production and Quality Control N4	Production and Quality Control N5	Production and Quality Control N6