



umAFRIKA

PROJECT SPECIALIST

A B.E.E Company focussed towards skills upliftment and nation building

125 Florence Nzama Street
Momentum House
2nd Floor
Suite 201 B
Tel No: 031 3681153
Tel No: 031 3681318
Fax No: 031 3681150
Cell No: 072 1701369

STUDENT NO: UMADUT _____

REGISTRATION: PH1-PH4 2012

This registration form hereby confirms that the following student has been accepted to attend the indicated Skills Training

NAME & SURNAME:		
ADDRESS:		
ID. NO:		
GENDER:		
LANGUAGES SPOKEN:		
YEAR MATRICULATED:		
ADDITIONAL QUALIFICATIONS:		
TEL NO'S.:	CELL:	HOME:
EMPLOYMENT STATUS:		
DATE:		
STUDENT SIGNATURE:		

PHASE ONE	
1. INTRO TO PC'S	+Practical
2. MS WORD	+Practical
3. MS EXCEL	+Practical
4. MS POWERPOINT	+Practical
5. MS ACCESS	+Practical
6. INTERNET	
7. E-MAIL	
8. ENTREPRENEURSHIP 1	
9. BUSINESS MANAGEMENT 1	
10. OFFICE ADMINISTRATION 1	

PHASE TWO	
1. CALL CENTRE	
2. ENTREPRENEURSHIP 2	
3. OFFICE ADMINISTRATION 2	
4. COMMUNICATIONS	
5. BUSINESS COMMUNICATIONS	
6. BUSINESS MANAGEMENT 2	
7. MARKETING	
8. MARKETING RESEARCH	
9. ADVERTISING	
10. FRANCHISING	

PHASE THREE	
1. BUSINESS MANAGEMENT 3	
2. BUSINESS LAW	
3. OFFICE ADMINISTRATION 3	
4. RETAIL MARKETING	
5. PROJECT MANAGEMENT 1	
6. PROJECT MANAGEMENT ROLES & RESPONSIBILITIES	
7. PROJECT MANAGEMENT LIFE CYCLE	
8. PROJECT PLANNING	
9. PROJECT IMPLEMENTATION	
10. PROJECT EVALUATION	

PHASE FOUR- HUMAN RESOURCES	
1. IMPACT OF GLOBAL BUSINESS	
2. POLITICAL, LEGAL & TECHNICAL OF GLOBALISATION	
3. MANAGEMENT IN DEVELOPING A GLOBAL MINDSET	
4. QUALITY MANAGEMENT	
5. PRODUCTION MANAGEMENT	
6. STRATEGIC MANAGEMENT	
7. EMPLOYEE RECRUITMENT	
8. EMPLOYEE SELECTION- HR	
9. PERFORMANCE APPRAISALS & PERFORMANCE MANAGEMENT	
10. EMPLOYEE TRAINING, MANAGEMENT DEVELOPMENT AND CAREER MANAGEMENT	

OFFICE USE ONLY	
WEEKDAYS	
SATURDAYS	
CORRESP.	
COPY ID	
COPY MC	
COPY CV	
2×ID PHOTO'S	
R60.00 ST.CRD	
% EVAL TEST	

ANN SEWLAL
DIRECTOR
UMAFRIKA PROJECT SPECIALISTS

On registration day please bring with you a copy of your I.D, your matric certificate, a copy of your C.V, 2 I.D photos (color or black and white) and R60 for your student card.