

# GLOBAL SOFTECH SKILLS ACADEMY

## PROSPECTUS 2017



Changing lives through education...



**mictseta**

Accreditation no: ACC/2014/07/3104  
Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

Tel: 011 207 2600/03 [www.mict.org.za](http://www.mict.org.za)

## BACKGROUND

Global Softech Skills Academy (GSS Academy) is established in response to client requirements and to contribute towards Skills Development initiatives with the sole purpose of creating opportunities in the IT sector including related Business Administration training.

Our slogan "Our passion, Your success" is aimed at not only delivery of training programmes but to ensure that each candidate we meet realizes the opportunities for personal development growth academically including the possibilities of a career in the area of their passion.

GSS Academy is based in Pretoria. It's centrally located in the CBD allowing easy access to all stake holders, the use of the latest Technology will add to the Innovative strategies planned for Education and training implementation.

**The Academy provides Learning programmes such as:**

- ❖ Further Education and Training Certificates
- ❖ National Certificates
- ❖ International Certificates
- ❖ Learnerships
- ❖ Corporate Training
- ❖ Skills Programmes
- ❖ Short Courses



Our skills development programmes are in line with SETA's empowering the community with new skills as well as improving on existing ones. GSS is accredited by various bodies both nationally and internationally to deliver training effectively

GSS Academy endeavour's to grow in the education, training and development environment as a high quality training academy service provider. It believes that skills are very essential in empowering learners to cope with modern technology and advancing their careers in the various career disciplines.

We transfer knowledge and skills to learners to equip them with the necessary tools to cope with the challenging and diverse competitive demands of the various industries but also taking into cognisance the individual needs that contribute to the wider economy.

Our Academy services are tailored to meet both industry needs as well as clients specific Needs. The academy also responds to the requirements of its wide-clientele base by constantly redefining the training centre's practices, reworking the contents in the light of the objectives, designing methods best suited to the individual/organisation needs of the trainees, and putting these new methods and ways of working into practise.

Our training programmes are geared towards improving skills and enhancing performance thereby increasing efficiency and productivity at the workplace.

We aim to equip learners with the relevant IT and Business skills to enable them to work effectively and efficiently in order to cope with the ever-growing demands of the dynamic world.

**"Education is the most powerful weapon which you can use to change the world. Nelson R Mandela"**

## CONTENTS

VISION AND MISSION.....	3
COMMUNITY ENGAGEMENTS .....	4
OUR LEARNING PROGRAMMES .....	5
REGISTRATION REQUIREMENTS .....	8
CONTACT US .....	8

Don't limit yourself,  
continue to study...



## VISION AND MISSION

### VISION STATEMENT

“To Provide and achieve academic excellence in Education and training”

### MISSION STATEMENT

“We provide quality education which is committed to learners, learning outcomes and success”

### THESE CORE VALUES REPRESENT THE ASPIRATIONS AND BELIEFS OF THE GSS ACADEMY:

1. Excellence in Teaching and Learning
2. Lifelong Learning and Success
3. Innovation and Customer Service
4. Integrity
5. Embracing Change



### **Excellence in Teaching and Learning**

We strive for high standards and quality in teaching and learning by dedicated, qualified, specialist and experienced staff by using latest teaching and learning methods

### **Lifelong Learning**

We believe education is a lifelong necessity and commitment for our community of learners, faculty and staff by engaging from all generations in learning opportunities

### **Innovation and Customer service**

We are committed to excellent value service to the learners and clients in the areas of academic, personal and professional development

### **Integrity**

We uphold the highest ethical standards, striving for institutional and personal integrity in all that we do

### **Embracing Change**

We see change an opportunity and we easily adapt to new changes in the educational environment

## COMMUNITY ENGAGEMENTS

Understand the challenges facing teachers and the impact of Technology in assisting to resolve part of the challenges. Global Softech Solutions in support National Department of Public Work school programme initiative contributed IC3 training.

The training was for 14 Educators in IC3 – Internet & Computing Core Certification which is a global IT qualification that proves proficiency in computing and internet knowledge skill, is also an internationally recognized symbol of digital literacy.

The Internet and Computing Core Certification (IC3), Certification offered includes the following three modules:

### Computing Fundamentals

- ❖ Computer Hardware, Peripherals and Troubleshooting
- ❖ Computer Hardware
- ❖ Using an Operating System

### Key Applications

- ❖ Common Program Functions
- ❖ Word Processing Functions
- ❖ Spreadsheet Features
- ❖ Communicating with Presentation Software

### Living Online

- ❖ Communication Network and the Internet
- ❖ Electronic Communication and Collaboration
- ❖ Using the Internet and the World Wide Web
- ❖ The Impact of Computing and the Internet on Society
- ❖ The beneficiaries of the training was 14 Educators from Soshanguve South High School.
- ❖ The success of the project was measured during implementation and understanding of the challenges
- ❖ Gave us insight into the daily struggles of the Educators.



# PROSPECTUS 2017

## OUR LEARNING PROGRAMMES

### ❖ NATIONAL CERTIFICATES

**NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING NQF LEVEL 3 CREDITS 130 (SAQA ID: 49077)**

NO.	MODULE	DURATION	COURSE FEE	REGISTRATION FEE (non-refundable)	MINIMUM DEPOSIT	REMAINING FEE WILL BE DIVIDED BY NO. OF MONTHS	CAREER FOCUS
1	MICROSOFT WORD OFFICE	12 MONTHS	R9,999.00	R200.00	R1000.00	12 MONTHS	<ul style="list-style-type: none"> <li>❖ End user technician</li> <li>❖ Data Capturer</li> <li>❖ Software user</li> <li>❖ System Administrator</li> <li>❖ Data Capturer</li> <li>❖ Micro soft Administrator</li> <li>❖ Software User</li> <li>❖ Executive Assistant</li> </ul>
2	MICROSOSOFT OFFICE POWER POINT						
3	MICROSOFT OFFICE EXCEL						
4	MICROSOFT OFFICE ACCESS						

**Admission Requirements:**  
Grade 12 or RPL

**NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: SYSTEM SUPPORT NQF LEVEL 5 CREDITS 147 (SAQA ID: 48573)**

NO	MODULE	DURATION	COURSE FEE	REGISTRATION FEE (non-refundable)	MINIMUM DEPOSIT	REMAINING FEES WILL BE DIVIDED BY NO. OF MONTHS	CAREER FOCUS
1	Client Support	12 MONTHS	R12,999.00	R200.00	R1000.00	12 MONTHS	<ul style="list-style-type: none"> <li>○ IT Technician</li> <li>○ Network Technician</li> <li>○ System Administrator</li> </ul>
2	Personal Development						
3	MS Installation & Configuration						
4	MS Administration						
5	MS Advanced						
6	MS Desktop Infrastructure						
7	Implementation						
8	Enterprise						

**Admission Requirements:**

Foundational skills in English and Mathematics at NQF level 4/Grade 12 or equivalent  
Ability to use a personal computer competently

# PROSPECTUS 2017

## ❖ FURTHER EDUCATION & TRAINING CERTIFICATES

FUTHER EDUCATION AND TRAINING CERTIFICATE: INFORMATION TECHNOLOGY: TECHNICAL SUPPORT NQF LEVEL4 CREDITS163 (SAQA ID: 78964)

NO	MODULES	DURATION	COURSE FEE	REGISTRATION FEE (non-refundable)	MINIMUM DEPOSIT	REMAINING FEES WILL BE DIVIDED BY NO. OF MONTHS	CAREER FOCUS
1	COMMUNICATIONS SKILLS	12 MONTHS	R10,999.00	R200.00	R1000.00	12 MONTHS	<ul style="list-style-type: none"> <li>❖ Computer Technician</li> <li>❖ Networking Administrator</li> <li>❖ Hardware Technician</li> <li>❖ Help desk support</li> </ul>
2	MATHEMATICAL LITERACY						
3	COMPTIA A+						
4	COMPTIA N+						

### Admission Requirements:

Grade 11 or Equivalent qualification NQF L3 with English & Maths

## ❖ SKILLS PROGRAMMES

### END USER COMPUTING

NO.	MODULE	DURATION	COURSE FEE	REGISTRATION FEE (non-refundable)	MINIMUM DEPOSIT	REMAINING FEES WILL BE DIVIDED BY NO. OF WEEKS	CAREER FOCUS
1	Microsoft Office Word	1 WEEK	R745.00	R200.00	R745.00	1 WEEK	<ul style="list-style-type: none"> <li>○ Office Administrator</li> <li>○ Micro Soft Administrator</li> <li>○ MS-Office Executive</li> <li>○ System Administrator</li> </ul>
2	Microsoft Office Power Point	1 WEEK	R749.00	R200.00	R749.00	1 WEEK	
3	Microsoft Office Excel	1 WEEK	R749.00	R200.00	R749.00	1 WEEK	
4	Microsoft Office Access	1 WEEK	R745.00	R200.00	R745.00	1 WEEK	

### Admission Requirements:

Grade 11 or Equivalent qualification NQF L3 with English & Math



# PROSPECTUS 2017

## BASIC PC AND IT CONCEPTS

NO.	MODULE	DURATION	COURSE FEE	REGISTRATION FEE (non-refundable)	MINIMUM DEPOSIT	REMAINING FEE WILL BE DIVIDED BY NO. OF MONTHS	CAREER FOCUS
1	Operating System	3MONTHS	R3,490.00	R200.00	R1000.00	3MONTHS	<ul style="list-style-type: none"> <li>○ System Administrator</li> <li>○ Network Administrator</li> <li>○ Computer Technician</li> </ul>
2	Introduction to Windows 7						
3	Information and Communication Technology						

### Admission Requirements:

Grade 11 or equivalent qualification NQF L3 with English & Math

## ❖ SHORT COURSES

NO.	MODULE	DURATION	COURSE FEE	REGISTRATION FEE (non-refundable)	MINIMUM DEPOSIT	REMAINING FEES WILL BE DIVIDED BY NO. OF MONTHS	CAREER FOCUS
1	Business Fundamentals	3 MONTHS	R3,490.00	R200.00	R1000.00	3 MONTHS	<ul style="list-style-type: none"> <li>○ Advisor</li> <li>○ Entrepreneur</li> <li>○ Customer Care Support</li> <li>○ HRM management</li> <li>○ Effective English communications</li> </ul>
2	Customer Care	1MONTH	R2,490.00	R200.00	R1000.00	1 MONTH	
3	People Management	1 MONTH	R1,999.00	R200.00	R1000.00	1MONTH	
4	Practical English	1 MONTH	R1,499.00	R200.00	R1000.00	1 MONTH	

### Admission Requirements:

Grade 11 or equivalent qualification NQF L3 with English & Math

## ❖ CORPORATE TRAINING

Please enquire about our price packages for  
Corporate training, Government Departments and Municipalities

**REGISTER NOW!**



## REGISTRATION REQUIREMENTS

- Minimum deposit for any course is 1000.
- A registration fee of R200 is non-refundable for all courses and is not included in the above fees.
- Fees exclude: external exam fees, textbooks, student card fee, supplementary exam fees, transport and excursions, if and where applicable.
- The fee of international examinations are not included in the above fees.
- Our courses/programmes are aligned to the SAQA as per National Qualification Framework
- Accredited with Mict Seta (Accreditation confirmation: Tel: 011 207 2600/03 [www.mict.org.za](http://www.mict.org.za))

## CONTACT US

Tel: 012 321 0866

Fax: 012 321 0868

Email: [info@gssacademy.co.za](mailto:info@gssacademy.co.za)

[www.gssacademy.co.za](http://www.gssacademy.co.za)

Address: **176 Academy House**, Francis Baard (Schoeman) Street, Between Bosman and Paul Kruger Streets, Pretoria.

