



PENTAGON COLLEGE

TURFLOOP

COMPANY REG NO. 2015/435487/07

DHET Examination Centre No. 799992721

DHET Reg No. 2019/FE07/020

Next to **UNIVERSITY OF LIMPOPO** Gate 3

BUSINESS STUDIES N4-N6

(NATIONAL DIPLOMA)

● **BUSINESS MANAGEMENT**

QCTO/SDP260422-5377

Focuses on the principles of managing a business, including finance, operators, marketing, and organization behaviour.

Job Opportunities:

Business analyst, operations manager, marketing manager, project manager, small business owner.

● **MARKETING MANAGEMENT**

QCTO/SDP030224182806

Focuses on marketing principles, strategies, and techniques for promoting products or services

Job Opportunities:

Marketing manager, market research analyst, advertising executive, brand manager.

● **MEDICAL SECRETARY**

QCTO/SDP030224183448

Focuses on administrative tasks specific to healthcare settings, including medical terminology, patient records, and billing.

Job Opportunities:

Medical secretary, medical administrative assistant, medical records clerk, healthcare office

● **HUMAN RESOURCE MGT.**

QCTO/SDP260422-5379

Focuses on managing human resources within organizations, including recruitment, training, and employee relations.

Job Opportunities:

Human resources manager, HR specialist, recruitment coordinator, training and development manager

● **PUBLIC MANAGEMENT**

QCTO/SDP030224183154

Covers the management of public sector organizations, including government agencies, non-profits, and NGOs.

Job Opportunities:

Public administrator, government program manager, policy analyst, community development.

● **MANAGEMENT ASSISTANT**

QCTO/SDP030224182806

Covers administrative and management support skills such as office procedures, communication, and organization

Job Opportunities:

Administrative assistant, executive assistant, office manager, administrative coordinator.

● **FINANCIAL MANAGEMENT**

QCTO/SDP260422-5378

Covers financial planning, budgeting, investment analysis and risk management .

Job Opportunities:

Financial analyst, financial manager, investment banker, financial planner.

● **PUBLIC RELATIONS**

QCTO/SDP030224183448

Focuses on managing communication and relationships between organizations and the public.

Job Opportunities:

Public relations specialist, communications manager, media relations coordinator, social media manager

Entry Requirements: Grade 12 or equivalent
Course Duration: 3years (theory and practical)



ENGINEERING STUDIES N4-N6

(NATIONAL DIPLOMA)

• ELECTRICAL ENGINEERING

QCTO/SDP260422-5372

(HEAVY CURRENT)

Focuses on designing, develop, test and supervise the manufacturing of electrical equipment such as electric motor, communication system a power generation equipment.

• CHEMICAL ENGINEERING

QCTO/SDP030224183649

Focuses on performing chemical analysis, and physical property testing of material and products. Research, design and develop new production processes.

• CIVIL ENGINEERING

QCTO/SDP260422-5374

Focuses on planing, designing and supervising the construction and maintenance of infrastructure projects

• MECHANICAL ENGINEERING

QCTO/SDP260422-5376

FITTING & TURNING

Focuses on fitting and assembling, maintaining and repairing of various types of machinery.

BOILER MAKING

Focuses on cutting, shaping, assembling and welding steel to construct and repair metal products.

DIESEL

Focuses on diagnosing and repairing mechanical and electrical faults for diesel vehicles and machinery

Entry Requirements: Grade 12 or equivalent

Course Duration: 2 years and 6 months (theory and practical)

OCCUPATIONAL CERTIFICATE

QCTO/SDP150124115542

EARLY CHILDHOOD DEVELOPMENT NQF LEVEL 4

The early childhood development program aims to prepare the practitioner in planning and preparing early childhood activities, facilitation and mediation of learning, observing and assessing children, to support the holistic development of the child (from conception to school In both center based and non center

ASSOCIATED JOBS

- ECD Practitioner
- Pre-school Educator
- College Lecturer
- ECD Owner

Entry Requirements: Grade 9 or equivalent

Course Duration: 1 year (theory and practical)

HEALTH PROMOTION OFFICER NQF LEVEL 3

The programs aims to prepare candidates with this qualification to, carry out basic assessment of communities, households, groups and individuals. Provide basic health education and referrals for a wide range of services. Support and assist in navigating the health and social services.

ASSOCIATED JOBS

- Health Promotion Officer
- Community Health Worker
- Home-Based Care worker
- Palliative Care worker

Entry Requirements: Grade 9 or equivalent

Course Duration: 1 year (theory and practical)

TOURIST INFORMATION OFFICER NQF LEVEL 5

The program is designed to equip the candidate with the necessary skills and knowledge to work in a visitor information center in popular tourist destinations throughout South Africa. The candidate will assist in matters such as accommodation, arranging local tours and recommending restaurants and popular entertainment activities as well as providing travel, hospitality and accommodation information to tourists, distribute correct brochures and sell souvenirs and prepare display centers

ASSOCIATED JOBS

- Travel Advisor
- Travel and Tourism Advisor
- Tourist Information center Assistant
- Travel Agency Operations
- Tourist Assistant
- Tourism Coordinator
- Tourism Officer

Entry Requirements: Grade 12 or equivalent

Course Duration: 2 years (theory and practical)

OFFICE ADMINISTRATOR NQF LEVEL 5

The program provides an opportunity to acquire a range of administrative skills to coordinate the activities of an office, including information management and operational processes. The candidate will be competent to support management in the function of human resource, Marketing, Public Relations or financial departments.

ASSOCIATED JOBS

- Officer Supervisor
- Office Coordinator
- Administrative Assistant
- Clerical Officer
- Operation Services/Support Officer
- Business Administrator (Local Government)
- Client Service Administrator
- Community Services Clerk
- Tender Evaluation Coordinator
- Accounts Supervisor
- Administration Officer (Local government)
- Planning Support Officer /Site Clerk

Entry Requirements: Grade 12 or equivalent

Course Duration: 3 years (theory and practical)

OCCUPATIONAL HEALTH AND SAFETY (OHS)

QCTO/SDP200425175922

Occupational health and safety (OHS) is a multidisciplinary field focused on protecting the safety, health, and well-being of workers at their jobs. It involves identifying and managing hazards, implementing preventative measures, and ensuring compliance with relevant regulations and standards. The goal is to create a safe and healthy work environment that minimizes the risk of injuries, illnesses, and other adverse health outcomes.

1. Occupational Health and Safety Assistant NQF level 4 (Duration: 6 months)

2. Occupational Health and Safety Officer NQF level 4 (Duration: 1 year)

3. Occupational Health and Safety Practitioner NQF level 5 (Duration: 1 year)

Entry Requirements: Grade 9 / Equivalent

SOCIAL AUXILIARY WORKER NQF LEVEL 5

This occupation assists in the provisioning of social services and support to individuals, families, groups and communities with regards to a full range of social services and related social welfare matters. These services include but are not limited to services and support relating to: emotional trauma (life skills development/emotional stress); financial stress; recreational needs; social needs and matters relating to housing

Minimum entry requirements: Grade 12 or equivalent

Duration: 18 months

SHORT COURSES / SKILLS PROGRAMMES

COMPUTER COURSES

1. Basic End User Computing **NQF Level 3**
2. Intermediate End User Computing **NQF Level 4**
3. Advanced End User Computing **NQF Level 5**

EMERGENCY FIRST AID COURSES

1. Basic emergency First Aid **NQF level 2**
2. Intermediate emergency First Aid **NQF level 3**
3. Advanced First Aid **NQF level 4**

NEW VENTURE CREATION **NQF LEVEL 2**

Aims at equipping individuals with the skills needed to start, manage, and grow a small business.

SHORT COURSES ENTRY REQUIREMENTS: **GRADE 9 OR EQUIVALENT**

QCTO/SDP170325143919

QCTO/SDP180824195205

MATRIC RE-WRITE

(CAPS AND OLD-SYLLABUS / ADULT MATRIC)

ENGLISH LANGUAGE (HL & FAL)

MATHEMATICS

MATHEMATICAL LITERACY

PHYSICAL SCIENCE

LIFE SCIENCE

GEOGRAPHY

AGRICULTURAL SCIENCE

ACCOUNTING

BUSINESS STUDIES

HISTORY

ECONOMICS

WHY PENTAGON COLLEGE?

- Dedicated and result orientated educators
- Refreshing educational environment with lots of entertainment
- Free computer literacy classes
- Guaranteed graduation after course completion

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