

# International Training College Lingua

Fully Accredited By The Ministry Of Education/ Namibia Qualification Authority (NQA)



## SHORT COURSES

International Training College Lingua offers short courses, workshops and conferences. These provide a means for the ongoing education of professionals, outside the formal academic courses offered at International Training College Lingua. A certificate of attendance or of successful completion (where an examination is passed) is normally issued. Some courses may be undertaken outside normal working hours, while others may require full-time attendance for a number of days. Courses may also be run on an in-house basis for companies, if requested.

These short courses are ideal if you want:

- to learn informally about a subject for personal or professional development;
- flexible start and completion dates;
- the support of an expert learning adviser to answer your questions;

COURSE	DURATION (NOTIONAL HOURS)	COST PER MODULE [Subject to Change]
Taxation	63Hrs	N\$2500.00
VAT	16Hrs	N\$2500.00
Internal Auditing	63Hrs	N\$2500.00
Basic Bookkeeping	24Hrs	N\$2000.00
Office Skills/Reception Skills	24Hrs	N\$1800.00
Writing a Business Plan	24Hrs	N\$2000.00
Fundamental Accounting	24Hrs	N\$2500.00
Computerised Accounting: <ul style="list-style-type: none"> <li>• Pastel</li> <li>• QuickBooks</li> </ul>	24hrs	N\$3400.00
Practical Labour Law	32Hrs	N\$2500.00
Proposal Writing	16Hrs	N\$1200.00

COURSE	DURATION (NOTIONAL HOURS)	COST PER MODULE [Subject to Change]
Local & Foreign languages: <ul style="list-style-type: none"> <li>• Spanish</li> <li>• English</li> <li>• Portuguese</li> <li>• Afrikaans</li> <li>• French</li> <li>• German</li> <li>• Oshiwambo</li> <li>• Damara &amp; Nama</li> </ul>	3hrs per week for two months	<b>Namibian Students:</b> Reg.: N\$100.00 Course: N\$650.00  <b>Foreign Students:</b> Reg.: N\$150.00 Course: N\$1000.00
PC Repair [A+]	40hrs per module	N\$3500.00 per module
Networking [N+]	40hrs	N\$3500.00
Server Administration [MCITP]	40hrs per module	N\$12600.00
Programming: <ul style="list-style-type: none"> <li>• Java</li> <li>• Visual Basic.Net</li> </ul>	40hrs per program	N\$3500.00 per program
Using Internet	8hrs	N\$800.00
Basic Computer Skills	16hrs	<b>Namibian Students:</b> Reg.: N\$100.00 Course: N\$650.00  <b>Foreign Students:</b> Reg.: N\$150.00 Course: N\$1000.00
Website Design	40hrs	N\$3800.00
Graphic Design	40hrs	N\$3800.00
Photoshop	20hrs	N\$3000.00
Project Management Foundations	40hrs	N\$5000.00
Reservation & Ticketing	40hrs	N\$5000.00
Training Skills	40Hrs [10 weeks]	N\$9000.00