Office Automation Secretary ship

The National Diploma in Office Automation Secretaryship (ND Office Automation Secretaryship) programme involves the use of computer technology to automate clerical tasks such as scheduling appointments, managing databases, and creating reports. This programme prepares students for work as professional office assistants, secretaries, receptionists, and administrative assistants.

Office Automation Secretaryship students learn how to use software applications to streamline administrative processes, improve organizational efficiency, and reduce paper waste. With the BIT Office Automation Secretaryshipprogramme, students learn how to save time and resources, increase accuracy and productivity, and simplify complex office tasks.

ND Office Automation Secretaryship Updated Course Outline

FIRST SEMESTER

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	OAS201	C	6	Computer Keyboarding
02	OAS205	C	6	Microsoft Word
03	OAS207	C	6	Microsoft Excel
04	OAS209	C	6	Secretarial Practice I
05	GDP211	C	6	Graphic and Multimedia Design
06	FRE101	R	2	Basic French Language I
07	ENG101	R	2	Basic English Language I
08	DIL101	R	2	Digital Literacy
Total Credits:36				

SECOND SEMESTER

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	OAS202	C	6	Microsoft Publisher
02	OAS204	C	6	Microsoft Power Point
03	OAS206	C	6	Microsoft Access
04	OAS208	C	6	Secretarial Practice II
05	OAS290	C	12	Academic Project I
06	CVE102	R	4	Civics, Ethics, and Law
07	IPL102	R	4	Integration to Professional Life
Total Credits: 44				
General Credits to be Obtained: 80				

Course Requirement

- **GCE O' Level or equivalence**

Duration

- **Ten (10) months, including internship.**

Certificate To Be Obtained

- **National Diploma in Office Automation Secretaryship issued by the Ministry of Employment and Vocational Training.**

Training Sessions

January/June/September (yearly)

Job and Career Opportunities for ND Office Automation Secretaryship Graduates

Graduates of the ND in Office Automation Secretaryship program have various job and career opportunities in the administrative and secretarial fields. Here are some potential career paths for graduates:

1. **Administrative Assistant: As an ND Office Automation Secretaryship Graduate, you can work as an administrative assistant, providing support to executives, managers, or departments within an**

organization. You'll handle tasks such as managing schedules, organizing meetings, preparing documents, and coordinating office operations.

2. **Executive Secretary:** In this role, you'll provide high-level administrative support to top-level executives. You'll manage their calendars, handle correspondence, prepare reports, and assist with decision-making processes.

3. **Office Manager:** As an office manager, you'll oversee the day-to-day operations of an office. You'll manage administrative staff, coordinate office activities, handle budgets and expenses, and ensure smooth workflow within the organization.

4. **Virtual Assistant:** With the rise of remote work, virtual assistants are in high demand. You can provide administrative support to clients remotely, manage their schedules, organize travel arrangements, handle emails, and perform various administrative tasks.

5. **Customer Service Representative:** Graduates can pursue customer service roles, where they'll handle inquiries, resolve issues, and provide assistance to customers. Strong communication and organizational skills developed through the program will be valuable in delivering excellent customer service.

6. **Data Entry Specialist:** With proficiency in office automation tools and software, graduates can work as data entry specialists, accurately inputting and managing data in databases or spreadsheets.

7. **Records Management Officer:** In this role, you'll be responsible for organizing and maintaining records and documents within an organization. You'll ensure proper filing, retrieval, and disposal of records, adhering to relevant policies and regulations.

8. **Project Coordinator:** Graduates can work as project coordinators, assisting in project planning, documentation, and coordination of tasks and resources. They'll support project managers and ensure projects are executed smoothly.

Bilingual Secretaryship(English/French)

From a monolingual background, most countries in the world are adopting at least another language because of the growing globalization. English and French are indisputably becoming the global languages of the world and its harbingers are opened to better opportunities.

Cameroon pride itself as one of those rare countries in the world wherein these two major languages are used officially in both governmental and private services.

The programme seeks to equip students with tools of secretaryship in a bilingual set up in order to prepare them for service in any environment and bureau in the world. Moreover, foreigners from other countries also benefit from the bilingual nature of the programme as well as the bilingual study environment. Today, bilingual secretaries are highly demanded because most companies and institutions are either serving French speaking or English speaking nationals or both.

Candidates for the programme should have at least a GCE Ordinary Level or its equivalent. However, candidates with higher certificates are also admitted.

The programme runs for one year and is sanctioned by a Diploma in Bilingual Secretaryship recognized by the Ministry of Employment and Vocational Training.

Graduates can work in any office in Cameroon and around the world. Wherever people meet for goods and services, office secretaries are demanded. It may be in a school, university, company, NGO, INGO, international organization, government institution, diplomatic mission and embassies etc.

Computerized Accounting

Teaching computerized accounting typically involves introducing students to accounting software and tools used to automate and manage financial transactions within businesses.

Objectives of this course are to :

1. 2.   Provide an overview of basic accounting principles and concepts
2. Introduce students to the accounting cycle and accounting terminology
3. Teach students how to create and manage accounting records using computerized accounting software
4. Enable students to prepare financial statements and bank reconciliation statements
5. Teach students about the payroll system and how to process employee payments using computerized accounting software
6. Present a final project or end of course paper
7. Sit and pass the national diploma in computerized accounting given by the minister of employment and vocational training
8. Gain employment in any business as a computerised accountant.

Computer Maintenance

Students taking the National Diploma programme in Computer Maintenance (ND Computer Maintenance) study a variety of topics related to keeping computers running smoothly and efficiently. This includes topics such as hardware installation and repair, operating system installation and maintenance, troubleshooting computer problems, and software installation and configuration. Computer Maintenance students also learn about networking, security, data backup and storage, and computer programming.

Why is it important to study computer maintenance today?

It is important to study computer maintenance today because computer technology is constantly evolving and changing. With the rapid pace of technological advancements, our ND Computer Maintenance students stay informed and knowledgeable about the latest developments in computer maintenance. This knowledge helps them keep computers running smoothly, protect them against viruses and other threats, and make sure that computer data is safe and secure. Additionally, being knowledgeable about computer maintenance helps students identify and solve any potential issues that are commonly encountered with computers.

Who can take the National Diploma in Computer Maintenance Programme?

The ND Computer Maintenance programme is open to persons with at least the level of Lower Sixth or Form 4 in the technical and commercial schools or who prove that they have attained this level, and to persons who have acquired some skills. In addition, these individuals must pass the vocational orientation

test and the pre-training test, (if necessary). The period of training is 9 months, 7 of which are spent in-classroom training and 2 months in the professional environment.

The programme comprises 13 modules, at the end of which a Vocational Qualification Diploma in Computer Maintenance is issued.

Entry Requirement

•   **Minimum, Lower Sixth**

Duration

•   **Ten (10) months, including internship.**

Certificate To Be Obtained

•   **A National Diploma in Computer Maintenance issued by the Ministry of Employment and Vocational Training.**

Training Sessions

October to June (yearly)

Software Application Development

Our National Diploma – ND Applications Development – programme enables students to develop the skills required to design, develop, and maintain software applications. BIT Applications Development students must acquire a good knowledge of coding languages, databases, and software engineering principles. They must also be creative and able to come up with innovative solutions to complex problems. ND Applications Development students are responsible for creating applications that are both functional and user-friendly.

Students in this programme will encounter 11 modules, including an internship in a company. At the end of the training, persons would be issued a Vocational Diploma in Application Development.

Why is application development relevant today?

Applications development is highly relevant today, as it allows us to create powerful and intuitive software that can be used to solve a variety of problems. Not only is it applicable to businesses, but it can also help individuals achieve their goals, whether it is developing a website or creating a mobile application. With the right knowledge and tools, application development can be used to create useful and efficient solutions that can improve the lives of many.

Networking

National Diploma Computer Networking (ND Computer Networking) students master how to connect multiple computers together to share information and resources. Computer networking can be done through wired or wireless connections including both hardware and software components. Computer networking students learn how to set up computer networks that allow users to access and transfer data, share files, access the internet, and share printers and other peripheral devices.

This National Diploma Programme in Computer Network is aimed at developing in students the skills they need to be able to use communication tools and techniques correctly, assemble and operate computer equipment, install and use operating systems and equipment, and repair a computer network, amongst others. Persons must pass the vocational orientation test and the pre-training test, (if necessary). Students in this programme will encounter 14 modules which are listed below;

Entry Requirement

- **Minimum, GCE A- Level**

Duration

- **Ten (10) months, including internship**

Certificate To Be Obtained

- **National Diploma in Computer Network issued by the Ministry of Employment and Vocational Training.**

-

Training Sessions

October to June (yearly)

Webmaster

Students in the National Diploma Webmaster (ND Webmaster) Programme learn how to manage the content, design, and functionality of websites. ND webmaster students learn how to perform tasks such as troubleshooting technical issues, creating webpages, and optimizing code for better search engine results. Webmaster students also understand how to monitor website traffic and analytics as well as provide customer support.

Our National Diploma Webmaster (ND Webmaster) programme is open to any person who holds at least a GCE A-Level certificate or its equivalent. The period of training is 12 months, 10 of which are spent in classroom training and 2 months in the professional environment. The programme comprises 16 modules, at the end of which a Vocational Qualification Diploma in Webmaster is issued.

Updated National Diploma Webmaster Course Outline

FIRST SEMESTER

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	WSD201	C	6	HTML/CSS
02	WSD203	C	6	Database Management Systems
03	WSD205	C	6	PHP I

04	WSD245	C	6	Introduction to Software Engineering
05	GDP211	C	6	Graphic and Multimedia Design
06	FRE101	R	2	Basic French Language I
07	ENG101	R	2	Basic English Language I
08	DIL101	R	2	Digital Literacy
Total Credits:36				

SECOND SEMESTER

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	WSD202	C	6	JavaScript
02	WSD204	C	6	Content Management System (WordPress)
03	WSD236	C	6	Programming II – Java
04	WSD242	C	6	Maintenance and Operating Systems
05	WSD390	C	12	Academic Project I
06	GDP206	C	6	Graphic Illustration – Adobe Illustrator
07	CVE102	R	4	Civics, Ethics and Law
08	IPL102	R	4	Integration to Professional Life
Total Credits: 50				
General Credits to be Obtained: 86				

Entry Requirement for ND Webmaster

• **Minimum, GCE A- Level**

Programme Duration

- **Ten (10) months, including a two-month internship**

Certificate To Be Obtained

- **National Diploma in Webmastering issued by the Ministry of Employment and Vocational Training.**

Training Sessions

October to June

Job/Career Opportunities ND Webmaster Graduates

Graduates of the National Diploma Webmaster (ND Webmaster) programme have a range of job and career opportunities in the field of web development and management. Here are some potential career paths for graduates:

1. **Web Developer: As a web developer, you'll specialize in building and maintaining websites. You'll use your coding skills in languages like HTML, CSS, JavaScript, and frameworks like WordPress or Joomla to create visually appealing and functional websites.**
2. **Front-End Developer: Front-end developers focus on the user interface and user experience of websites. They work on the visual design, layout, and interactivity aspects, ensuring a seamless and engaging user experience.**
3. **Back-End Developer: Back-end developers handle server-side programming and database management. They create and maintain the functionality of websites, manage data, and work with server technologies such as PHP, Python, or Ruby on Rails.**
4. **Web Administrator: Web administrators are responsible for managing and maintaining websites. They handle tasks such as website updates, content management, security, and performance optimization.**
5. **Web Designer: Web designers specialize in creating visually appealing and user-friendly website designs. They work on the overall look and feel, color schemes, typography, and graphic elements to ensure a visually appealing website.**
6. **E-commerce Developer: E-commerce developers focus on creating and maintaining online stores and e-commerce platforms. They integrate payment gateways, manage product catalogs, and ensure smooth online transactions.**
7. **UX/UI Designer: User Experience (UX) and User Interface (UI) designers focus on creating intuitive and visually appealing digital interfaces. They work on wireframes, mockups, and prototypes to enhance the usability and user experience of websites.**
8. **Web Project Manager: Web project managers oversee the planning, execution, and delivery of web development projects. They coordinate with clients, manage resources, and ensure projects are completed on time and within budget.**

Graphic Design

Ignite your creativity and master the art of visual communication with our National Diploma (ND) Production of Graphic Design programme.

Our comprehensive curriculum will equip you with the skills and techniques necessary to excel in the dynamic world of graphic design. From concept development to final production, you'll learn to create

captivating visuals, design stunning layouts, and craft compelling brand identities. With hands-on experience and industry insights, you'll gain expertise in software tools, typography, colour theory, and print production.

Are you ready to unleash your design potential and bring ideas to life? Join us today and embark on a journey of graphic design excellence. Enrol now and turn your passion into a profession.

Skills Our Students will Obtain:

1. **Graphic Design Principles and Concepts**

2. **Proficiency in Design Software and Tools**

3. **Typography and Layout Design**

4. **Branding and Identity Development**

5. **Print Production Techniques**

Updated Course Outline for the National Diploma in Production of Graphic Design Programme

FIRST SEMESTER

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	GDP201	C	6	Introduction to Arts
02	GDP203	C	6	Adobe Photoshop
03	GDP211	C	6	Graphic and Multimedia Design
04	WSD201	C	6	HTML/CSS
05	MEC201	C	6	Communication Fundamentals
06	FRE101	R	2	Basic French Language I
07	ENG101	R	2	Basic English Language I
08	DIL101	R	2	Digital Literacy
Total Credits:36				

SECOND SEMESTER

SN	COURSE CODE	STATE	CREDIT VALUE	COURSE TITLE
01	OAS202	C	6	Microsoft Publisher

02	WSD204	C	6	Civics, Ethics, and Law
03	GDP206	C	6	Graphic Illustration – Adobe Illustrator
04	MEC212	C	6	Public Relations and Advertising Production
05	WSD240	C	6	Engineering Mathematics I
06	CVE102	R	4	Civics, Ethics and Law
07	IPL102	R	4	Integration to Professional Life
08	GDP290	C	12	Academic Project I
Total Credits: 38				
General Credits to be Obtained: 74				

Course Requirement

•   **Minimum, Upper sixth Level**

Duration

•   **Ten (10) months, including internship.**

Certificate To Be Obtained

•   **National Diploma in Diploma in Production of Graphic Design issued by the Ministry of Employment and Vocational Training.**

Training Sessions

October to June (yearly)

Job/career opportunities for graduates

Graduates of the National Diploma in Production of Graphic Design have a wide range of job and career opportunities in the creative industry. Here are some potential career paths for graduates:

1. **Graphic Designer: As a graphic designer, you can work in design agencies, advertising firms, or as a freelance designer. You'll create visual concepts, develop layouts, design logos, packaging, websites, and other marketing materials.**
2. **Art Director: In this role, you'll oversee the visual aspects of creative projects. You'll manage design teams, provide creative direction, and ensure the visual integrity and consistency of campaigns across various media.**
3. **Branding and Identity Designer: As a branding and identity designer, you'll specialize in developing and maintaining brand identities for businesses. You'll design brand logos, colour schemes, typography, and other visual elements to ensure consistent and impactful brand representation.**

4. **Web Designer:** With expertise in web design, you can specialize in creating visually appealing and user-friendly websites. You'll use your skills in HTML, CSS, and web design tools to develop engaging online experiences.
5. **Print Production Specialist:** With knowledge of print production techniques, you can work in printing companies or marketing departments to oversee the production of printed materials such as brochures, packaging, signage, and promotional materials.
6. **Packaging Designer:** In this role, you'll focus on creating innovative and visually appealing packaging designs for products. You'll consider factors like product safety, branding, and consumer appeal to create packaging that stands out on shelves.
7. **Motion Graphics Designer:** Specializing in motion graphics, you can create visually captivating animations, videos, and multimedia content for advertising, film, television, or online platforms.
8. **UX/UI Designer:** User Experience (UX) and User Interface (UI) designers focus on creating intuitive and visually appealing digital interfaces. You'll design user-friendly layouts, wireframes, and prototypes to enhance the usability and overall experience of websites and applications.

Audio-Visual Editing

Video & Audio Editing has become a cornerstone of content creation. With the rise of social media and digital marketing, the ability to craft high-quality multimedia content is more crucial than ever. Video and audio editing technology allows creators to manipulate, enhance, and perfect their media, ensuring that the final product is engaging and professional.

From vlogs and podcasts to corporate presentations and cinematic productions, the applications of video and audio editing are vast. Learning these skills opens doors to careers in film , television , advertising , and online content creation . As we consume more digital content daily, the demand for skilled editors continues to grow.

Big corporations like Adobe , Apple , and Avid develop advanced editing software such as Premiere Pro, Final Cut Pro, and Pro Tools, which are industry standards for professionals around the globe. These tools offer powerful features for color correction , sound design , visual effects , and multimedia project management .

By mastering video and audio editing, individuals can become part of a creative process that shapes how we see and hear the world. Whether it's for personal interest or professional development, learning these technologies is an investment in a future-proof career. With Koenig Solutions, you can gain the expertise to join the ranks of creators who bring stories to life through the art of editing.

The evolution of video and audio editing has been pivotal in the advancement of media and entertainment. From the early days of film editing, using manual cut-and-paste methods, to the digital revolution in the late 20th century, technology has transformed how we create and consume multimedia

content. The introduction of non-linear editing systems in the 1990s allowed editors to manipulate digital video with software, which was a game-changer.

With the rise of personal computing, software like Adobe Premiere and Final Cut Pro made video editing accessible to the masses, unleashing a wave of creativity and innovation. Similarly, in the realm of sound, the shift from analog tape to digital audio workstations revolutionized music production, giving birth to new genres and sounds.

Today, advancements in AI and machine learning are setting the stage for even more sophisticated editing capabilities, making it easier than ever to achieve professional results. As video and audio editing technology continues to evolve, it remains a dynamic and exciting field , with endless possibilities for creators around the globe.

Video and audio editing technology is rapidly advancing, with AI integration leading the charge. Cutting-edge tools now offer automated editing capabilities, significantly reducing the time needed for post-production. Immersive audio experiences , such as 3D audio and spatial sound , are becoming mainstream, enhancing virtual reality (VR) and augmented reality (AR) applications.In video editing, 4K to 8K resolution transitions are setting a new standard, while High Dynamic Range (HDR) is pushing the boundaries of color and contrast. Drone footage and gimbal stabilizers are revolutionizing cinematography with smooth aerial shots and dynamic angles.Social media platforms are driving the demand for vertical videos , tailored for mobile consumption. Live streaming has also seen exponential growth, requiring real-time editing solutions. Additionally, cloud-based editing platforms are facilitating remote collaboration , allowing editors to work together from anywhere in the world. With these advancements, content creators can craft compelling stories with unprecedented creativity and efficiency. As technology evolves, Koenig Solutions ensures IT professionals are adept with the latest tools and techniques in video and audio editing.

Subjects include:

Fundamentals of Graphic Design

W Adobe Premiere Pro CC

Adobe Audition CC

Adobe Animate CC

Unity for Animation Studios,

Character Animation in 3D Software,

Apple Final Cut Pro Fundamentals,

Blender - 3D Modeling and Animation

Medical Delegate (MD)

The MD profession consists of visiting pharmacists, doctors, general practitioners and/or specialists in their office or in the hospital in order to present on behalf of the pharmaceutical laboratories, the specialties they produce and thus encourage them to prescribe them.

The MD is a medical informant. He is the medical representative and a medical informant. He is the spokesman for the pharmaceutical company that employs him and that he represents. His role is to present new drugs marketed by his laboratory to doctors or hospitals, to inform and demonstrate the effectiveness of the drug to encourage the doctor to prescribe it.

The MD is not a drug vendor. However, he must be a good salesman and master all communication techniques. He must be able to demonstrate the virtues of the drug, describe its composition, contraindications, side effects and instructions for use. He must therefore know the products he sells professionally. To this end, he must therefore have a certain scientific background.

Indeed, the medical delegate can evolve, either towards a commercial branch, that is to say he becomes a medical assistant, and subsequently a self-manager, or towards marketing, where he can become product manager and then director. It is worth noting that many medical laboratory directors began their careers as medical delegates.

Requirement: 2 years University level.

Duration: 24 Months

Kitchen-Bar and Restaurant

Making delicious food is an art. If you enjoy working with different ingredients, fusing different flavours and making people smile with each meal, then the Hospitality and Catering field is for you. The course will teach you nutrition and menu planning, food and beverage services, sanitation and safety, housekeeping, restaurant and bar activities, function planning, events, how to manage a kitchen, as well as guest relations and entrepreneurship and business skills. A key feature of this programme is the practical element, where students turn their theory into a delicious dish.

Admission Requirements: GCE O L OR its equivalent

Courses Include:

Hotel Reception

Housekeeping

Food Preparation and Catering

Restaurant and Bar Activities

Functional Planning and Events

Guest Liaison Services

Duration: 12 Months

Hotel Management

The mutation of the world has guaranteed a growing tertiary and service industry in recent times. Previously, the tertiary industry was almost non-existent in many African countries but with the transformation of the world to a global village, the service industry in Africa in general and Cameroon is fast growing.

Hotel Management and Catering is one of those fast growing service industries in Cameroon with a wide range of opportunities for students upon graduation. As Cameroon is gradually becoming a Tourist destination, hotels are demanded together with their catering services. Moreover, with the growth of division of labour and specialization, many party and event organisers, weddings planners go for professional caterers than family members and friends.

Requirement: A level or Equivalence

Duration: 12 Months

Professional Hairdressing and Barbing

The overall aim of the programme is to provide the learner with the opportunity to acquire the knowledge, skill and competence in hairdressing skills to work independently and under supervision in a hairdressing environment and/or to progress to further or higher education or training.

Minimum requirement: GCE O Level or its equivalent

Duration: Nine Months

Esthetiques and Cosmetics

Reach your full potential in a career as an Esthetician through MALUKU. MALUKU will make you dive into a world of beauty, nail artistry, and skin care. This is an exciting and rewarding professional journey. This accredited, comprehensive program will equip you with the skills and knowledge needed to excel in today's beauty industry.

Receive hands-on training with our experienced educators, who will guide you every step of the way. Learn a wide range of techniques and treatments, including a variety of facials, manicures, pedicures, dermaplaning, massage, waxing, makeup application, lash beauty, and more.

We ensure you are well-prepared to meet the needs of diverse clients and thrive in today's evolving industry. Gain a deep understanding of skin anatomy, nail care, client consultation, product knowledge, device innovations, and business management.

We are committed to your success and provide you with the tools you need to launch a successful career as an esthetician. We have designed this course to teach you also the fundamentals of cosmetology, including health and safety tips to observe in the salon. So if you find fulfilment in providing beauty treatments encompassing skin, hair and nail care, grab this opportunity and learn the basic knowledge of cosmetology.

Minimum requirement: GCE O LEVEL

Motor Vehicle Repair

The program offers the basic technical needs for today's motor vehicle repair industry.

Students study both the theory and practical aspects of the following:

- Light Vehicle Construction and Routine Maintenance
- Operating Principles of Light Vehicle Engines, Tyres, Brakes, Steering and Suspension Systems
- Operating Principles and Maintenance of Light Vehicle Transmission Systems and Electrical and Electronic Systems

Students also gain a broad knowledge and understanding of health and safety in the workplace and other skills associated with working in a garage.

Requirement: GCE O Level

Motor Vehicle Electricity

This program is designed for persons interested in automotive maintenance. This unit will focus on the principles of automotive electrical and electronic systems, their operation, diagnosis and repairs with emphasis being placed on the use of equipment and tools to diagnose engine performance and the technical training required to complete repairs in line with the manufacturer specifications.

In order to ensure that the learner fully understands the concepts relating to automotive maintenance, the course content was structured to maximize the contact hours allocated for practical work. Currently 80% of the course involves hands on, practical training.

On completion of this course, learners will be able to:

- Understand the fundamentals of Automotive Electrical and Electronic Systems.
- Carry out tests and repairs to the vehicle Ignition and starting systems.
- Carry out tests and repairs to the vehicle battery and charging systems.
- Use a scan tool to carry out system diagnosis and repairs.

Industrial Electricity

The Industrial Electricity/Electronics Diploma program emphasizes electrical wiring, including the applications to residential, commercial, and industrial installations. Although the basic installation of electrical components is an important part of the industrial electrician's job, increased emphasis has been placed on the wiring and programming of programmable logic controllers. Entry-level positions for graduates are available with local electrical contractors, industrial plants, hospitals, power companies, government agencies, and other related businesses. Graduates of this electrical technician training program are ready for positions with local electrical contractors, industrial plants, hospitals, power companies, government agencies, and other related businesses. Our electrical training courses cover theory and hands-on training in residential and commercial electrical wiring and troubleshooting; various residential, commercial, and industrial applications; PLC programming and troubleshooting; and renewable energy applications like solar electricity.

Medical Secretaryship

A medical secretary must enjoy the medical fraternity, be strong in administrative functions and build good relationships with doctors, nurses and professionals in the medical industry. With these traits you are well on your way to a career as a Medical Secretary. The course attracts students with a passion for medicine, administration and patient care. It will groom you to work as front office reception at hospitals, clinics and doctor's rooms, and be a liaison with all medical aids and medical sales representatives, often providing order to the busy schedules of medical professionals.

If you enjoy being the go-to person for all matters related to medical queries and administration and assisting patients with relevant information and support, then this career is for you.

Auxiliary of Life

The program's objectives are to develop persons to function effectively in a health care environment while providing a high standard of care, hospitality and humanity to older adults. These participants will then be better positioned to meet the growing need for a sound, person-centered holistic care approach to this target market in a dynamic care setting both locally and internationally.

Diploma in one of the above vocational skill and Pastoral Ministry (DPM)

The course provides vocational skill in one of the above fields plus pastoral training to enable pastors or church planters to have a tent making ministry.