

Diploma in Tourism

- Travel Office Procedure N4-N6
- Tourism Communication N4-N6
- Tourist Destinations N4-N5
- Travel Services N4-N6
- Hotel Reception N6



Diploma in Legal Secretary

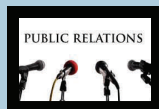
- Office Practice N4-N6
- Public Administration N4
- Communication N4-N5
- Information Processing N4-N6
- Legal Practice N5-N6
- Public Relations N5

Diploma in Marketing Management

- Marketing Management N4-N6
- Management Communication N4
- Entrepreneurship and Business Management N4
- Computer Practice N4-N5
- Sales Management N5-N6
- Economics N4
- Marketing Research N6
- Marketing Communication N6

Diploma in Public Relations

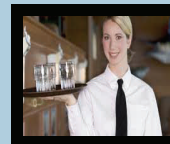
- Information Processing N4-N5
- Public Administration N4
- Communication N4-N6
- Office Practice N4-N6



- Public Relations N5-N6
- Legal Practice N5

Diploma in Hospitality and Catering Studies

- Applied Management N4-N6
- Sanitation and Housekeeping N4
- Catering Theory and Practical N4-N6
- Nutrition and Menu Planning N4
- Entrepreneurship And Business Management N5
- Food and beverage service N5
- Communication and Human Relations N6
- Computer Practice N4



Diploma in Public Management

- Public Administration N4-N6
- Management Communication N4-N6
- Computer Practice N4-N5
- Economics N4
- Public Relations N5
- Municipal Administration N5-N6
- Public Law N6
- Public Finance N6

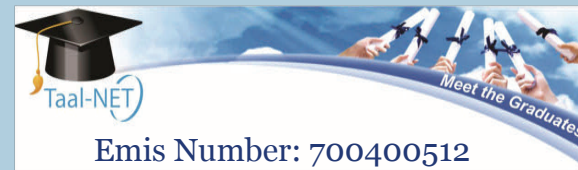
Diploma in Medical Secretary

- Office Practice N4-N6
- Intro to Information Processing N4
- Information Processing N4-N6
- Medical Practice N5-N6
- Communication N4-N6



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Certificates and Diplomas



Business College

Higher Education Reg No: 2012/FE07/025

Exam Center Number: 0899998872

Kempton Campus

51 Maxwell Rd, Kempton Park

Tel: 011 975 2771

Cell: 083 247 1061

Johannesburg Campus

128 Market Str, Corner Von Brandis Street

Mr Price Building, 3rd Floor

Tel: 011 333 2377

Cell: 079 073 3492

www.taalet.co.za

SMS College to: 33903 and we will call you

info@taalet.co.za

Talk to us on Whatsapp: 0832471061

Terms and Conditions apply.

Business Courses

The following courses are on offer:

- Introductory Business Studies N4
- National Diploma/Certificate in Human Resources Management
- National Diploma/Certificate in Financial Management
- National Diploma in Business Management
- National Diploma in Management Assistant
- National Diploma in Tourism
- National Diploma in Legal Secretary
- National Diploma in Marketing Management
- National Diploma in Public Relations
- National Diploma in Hospitality and Catering
- National Diploma in Public Management
- National Diploma in Medical Secretary

For the N4 Introductory Business Studies

you will be issued a certificate by the National Department of Education after the successful completion of the course. The certificate is recognized by Commerce and Industry. You choose **four** subjects depending on the diploma you want to do, for example a diploma in Human Resources Management you would choose Introductory to Personnel Management. This can be done if you don't have N3 or if you do not meet the requirements. All other Certificates and Diplomas are issued by the National Department of Education and are recognized by Commerce and Industry.

Students will qualify for a diploma on completion of minimum 12 subjects ranging from N4– N6 together with 18 months of in-service training. Exams are available in July and November.

Entry requirements for Diplomas are:

Grade 12 or its equivalent

Price List	
Registration Fee	R350.00
Fees per subject	
Level N4–N6	R1440.00
Exam Fee per subject	R180.00
Total Fee per semester	R1620.00
Per Semester (6 Months)	
Deposit	R1200.00
Monthly Fee	R960.00
Total per semester	R5760.00
Exam Fee per subject	R180.00
Total Cost per year (12 Months)	
Deposit	R1200.00
Yearly Fee	R11520.00
Exam Fee per year	R2160.00
Total Cost	R14880.00

N4 Introductory Business Studies

Entry Requirements:

Grade 10 or its equivalent

Subjects:

- Introductory Computer Practice
- Introductory Public Administration
- Introductory Communication
- Introductory Accounting
- Introductory Personnel Management
- Introductory Entrepreneurship

Diploma in Human Resources Management

- Management Communication N4

- Personnel Management N4-N6
- Entrepreneurship and Business Management N4
- Computer Practice N4-N6
- Personnel Training N5-N6
- Labour Relations N5-N6



Diploma in Financial Management

- Financial Accounting N4-N6
- Entrepreneurship and Business Management N4-N6
- Management Communication N4
- Computerized Financial Systems N4
- Economics N4 –N5
- Cost and Management Accounting N5
- Income Tax N6

Diploma in Business Management

- Management Communication N4
- Introductory accounting N4
- Computer practice N4-N6
- Entrepreneurship and Business Management N4– N6
- Sales Management N5-N6
- Economics N4
- Financial Accounting N4



Diploma in Management Assistant

- Office Practice N4-N5
- Public Administration N4-N6
- Information Processing N4-N6
- Public Relations N5
- Legal Practice N5