

# Prospectus 2025

LEARN TO SUCCEED





## VISION

Adult Education Institute envisions a future where everyone has access to quality education, regardless of their background or circumstances. We believe that everyone deserves the opportunity to reach their full potential, and we are committed to providing that opportunity through our accessible, affordable, and high-quality educational programs. Our courses have a strong focus on women empowerment within communities

## MISSION

Adult Education Institute's mission is to bring quality education to those who have been forgotten and failed by the education system. We partner with students to ensure their successful completion of qualifications, and we ensure they are better prepared for real jobs and economic freedom.



## ABOUT US

At Adult Education Institute (AEI), you'll find the creative and comfortable learning atmosphere you have been hoping for. Delivering distance learning education, our College aims to shape minds and refine skills in the coming centuries. We are privileged to teach students from all over South Africa, offering them a unique curriculum that will prepare them for their careers.

Our commitment to excellence and our technologically savvy approach make studying at Adult Education Institute (AEI) a rewarding experience, one that will last many years after graduation.



## ACCREDITATION

Adult Education Institute is proudly registered with the following accreditation bodies:



Office Administration Short Course presented by Adult Education Institute (AEI) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027) [www.opsa.org.za](http://www.opsa.org.za)

6 CPD points  
Reg No: CPD2023/164



South African Institute of Occupational Safety and Health  
Corporate Member





## WHY CHOOSE US

- Study at your own pace
- Accredited and recognized programs
- Cutting-edge, industry-relevant curriculum
- Experienced and qualified educators
- Diverse range of courses
- Study material delivery to your door
- Affordable Fees and payment plans
- Comprehensive career services and support
- Personalized academic and administrative support

## MESSAGE FROM OUR HEAD

Dear Students and Prospective Learners,

As the Academic Head of Adult Education Institute, it is my pleasure to extend a warm welcome to each one of you. In today's fast-paced and ever-changing world, the importance of accessible, flexible, and high-quality education cannot be overstated. At Adult Education Institute, we are committed to providing just that.

Our mission is to empower you, our students, with the knowledge and skills necessary to excel in your chosen fields. We understand the challenges of balancing education with other life commitments, and our programs are designed to be as flexible and accommodating as possible. Whether you're advancing your career, changing your career path, or pursuing personal growth, we are here to support you every step of the way.

We take pride in our expert faculty, who are not only leaders in their respective fields but are also deeply committed to your learning and success. Our curriculum is continually updated to keep pace with the latest industry trends, ensuring that you receive an education that is both relevant and forward-thinking.

Moreover, our learning platform is designed to provide an engaging and interactive experience, bringing the rigors and community of traditional classroom learning into your home. This, combined with our diverse range of programs, ensures that you have the freedom to learn in a way that best suits your individual needs and goals.

As part of our global community, you will have the opportunity to connect with peers from around the South Africa, expanding your professional network and cultural horizons. Our dedicated staff are always here to provide guidance, whether it be academic, administrative, or career-related.

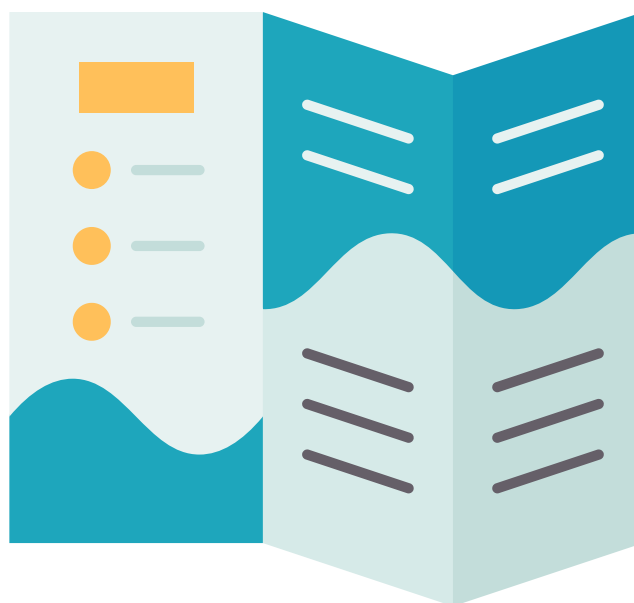
We are excited to embark on this educational journey with you and are committed to supporting your aspirations. Welcome to Adult Education Institute, where your future begins today.

Sincerely  
Academic Head  
Adult Education Institute

*Nicola Flynn*

## ACCREDITED COURSES

OC: Early Childhood Development	<b>R12 350</b>	R650	R7 800	R650	18	18
OC: Project Management NQF 5	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Office Supervisor NQF 5	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Marketing Coordinator NQF 5	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Management Assistant NQF 5	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Contact Centre Manager NQF 5	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Organizational Risk Practitioner NQF 6	<b>R16 150</b>	R 850	R15 300	R850	18	18
AOC: Human Resource Management Officer NQF 6	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Social Auxiliary Worker NQF 5	<b>R16 000</b>	R1000	R15 000	R1250	12	12
OC: Bookkeeper NQF 5	<b>R16 150</b>	R 850	R15 300	R850	18	18
OC: Internal Auditor NQF 7	<b>R16 150</b>	R 850	R15 300	R850	18	18
GED® (excludes exam fees)	<b>R6 400</b>	R1000	R5 400	R450	12	12



**COURSE OVERVIEWS CAN BE REQUESTED FROM OUR FRIENDLY ENROLMENT ADVISORS**



# HOME-BASED CARER

## Secure Your Future with a Reliable College

The qualification's objective is to prepare learners to serve as Home Based Carers, offering supervised care and support to patients and their families in homes and community settings.

### Features

- Facilitated classes
- Assignments
- Exams
- Certification
- Practical Placement

### Fee Structure

Registration - R850  
 Monthly - R600 x 4  
 Total course fee - R2400  
 Practical Hours - 160 hours

# MODULES

-  Fundamentals of Home-Based Care
-  Community Health Care and Social Support
-  Rehabilitative Care
-  Therapeutic Care
-  Supportive and Palliative Care

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 WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595







# HIV/AIDS COUNSELLOR

## Secure Your Future with a Reliable College

Are you passionate about supporting individuals affected by HIV/AIDS? Do you want to make a real difference in people's lives?

Our HIV/AIDS Counseling Course will equip you with the knowledge, skills, and empathy needed to provide compassionate and effective support to those living with or affected by HIV/AIDS.



# MODULES



HIV/AIDS Theory



Counselling Techniques

### Fee Structure

Monthly - R750 x 2

Total course fee - R1500

### Features

- Distance Learning
- Assignments
- Practical Re-enactment
- Certification
- Ongoing support

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**Email : [registration@adulthoodtute.co.za](mailto:registration@adulthoodtute.co.za)**

**Call : 072 052 5313/ 021 330 5595**





# FIRST AID

## Secure Your Future with a Reliable College

Doing a first aid course equips you with the knowledge and skills to provide immediate assistance and care in emergency situations. First aid training teaches you how to respond effectively to various injuries and medical emergencies.

### Features

- Distance Learning
- Assignments
- Practical simulation
- Certification
- Ongoing support

### Fee Structure

Registration - R500  
Monthly - R500 x 3  
Total course fee -  
R2000

# MODULES



Introduction



Wound Care



Medical Emergencies



Treatment and  
Stigma



Psychological First  
Aid

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South African Institute of  
Occupational Safety and Health  
Verified - 5 CPD Points



# TRAUMA SUPPORT AND COUNSELLING

## Secure Your Future with a Reliable College

Trauma counselling emphasizes building trust and safety, which can help individuals feel more comfortable seeking help and support. This approach can also help individuals feel more empowered and in control of their healing process. Trauma-informed care is also important for healthcare professionals.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 4  
Total course fee -  
R3450

## MODULES



The Basics of Psychology



Trauma Response and  
Coping Mechanisms



Trauma-Informed Approaches in  
Counselling



Counselling Techniques

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# ADVANCED PSYCHOLOGY

## Secure Your Future with a Reliable College

Studying psychology also fosters growth in interpersonal skills, such as compassion, empathy and communication. Additionally, psychology students gain a deeper understanding of how humans develop relationships and resolve complex issues through psychology course topics like development in different life stages.

### Features

- Distance Learning
- Assignments
- Practical Simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 8  
Total course fee -  
R6450

## MODULES



Psychological Disorders and  
Treatment



Brain and Behavior



Developmental and Social  
Psychology



Applied Psychology



Special Topics in  
Psychology



Counselling  
Techniques

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# CERTIFICATE IN CHILD PSYCHOLOGY

## Secure Your Future with a Reliable College

Child psychology provides valuable insights into children's emotional, cognitive, and social development. This allows adults to better understand their needs and provide appropriate guidance. By studying child psychology, adults can identify and address any potential developmental delays or behavioral issues early on

### Features

- Distance Learning
- Assignments
- Practical Simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R600 x 4  
Total course fee -  
R3250

## MODULES



The Basics of Psychology



Child Deveopement



Theories and Perspectives



Social and Emotional  
Development



Personality  
Development



Problems in  
Childhood

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# EARLY CHILDHOOD CAREGIVER (ECC)

## Secure Your Future with a Reliable College

A Childhood Caregiver is responsible for carefully watching for any signs of emotional or developmental issues with children. When they notice something amiss, they must bring it to the attention of a child's parents or the appropriate team leader.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R650  
 Monthly - R650 x 6  
 Total course fee - R3900 (Excl reg)

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# MODULES



Basic child development



Environment for Development



Quality Interactive Care



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#781460

Verify @ <https://the cpdregister.com>



# EDUCATIONAL AU PAIR

## Secure Your Future with a Reliable College

An Educational Au Pair is similar to a traditional au pair but with an additional emphasis on the educational aspect of the experience.

### Features

- Distance Learning
- Assignments
- Certification
- Ongoing support

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee -  
R5050

# MODULES



Introduction to Au  
Pair



Child Development



Activities and Play



Effective  
Communication



Household Management &  
Reflection

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# CERTIFICATE IN CHILD PSYCHOLOGY

## Secure Your Future with a Reliable College

Child psychology provides valuable insights into children's emotional, cognitive, and social development. This allows adults to better understand their needs and provide appropriate guidance. By studying child psychology, adults can identify and address any potential developmental delays or behavioral issues early on

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 4  
Total course fee -  
R3450

## MODULES



The Basics of Psychology



Child Deveopement



Theories and Perspectives



Social and Emotional  
Development



Personality  
Development



Problems in  
Childhood

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## CRECHE MANAGEMENT

### Secure Your Future with a Reliable College

Creche Management Course brings numerous benefits. From understanding child development and ensuring legal compliance to developing business and communication skills, the course equips individuals to manage childcare facilities effectively. It's a pathway to personal fulfillment, professional growth, and making a positive impact on the lives of young children.

#### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

#### Fee Structure

Registration - R850  
 Monthly - R650 x 12  
 Total course fee - R8650

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 Call : 072 052 5313/ 021 330 5595

## MODULES



Entrepreneurship and Business Management



Communication



Time Management



Employee Relations & Labour Relations



Planning and Programme Development



Administration for Early Childhood Development



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#781460

Verify @ <https://theccdregister.com>



# HUMAN RESOURCE MANAGEMENT

## Secure Your Future with a Reliable College

As businesses recognize the importance of effective HR practices, the demand for HR professionals with specialized skills and knowledge is on the rise.

Pursuing a HR course can offer a multitude of benefits, ranging from understanding the intricacies of HRM to honing essential leadership skills.

### Features

- Distance Learning
- Assignments
- Practical - 160 hours
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 12  
Total course fee -  
R8650

## MODULES



Organisational and Work design  
and implementation processes



Making Talent  
Management and  
workforce plans work



Operationalising Learning and  
Development (L&D) and  
Organisational Growth Strategies



Implementing Employment  
Relations Strategies



Delivering Human Resource  
Management Services



Practical Component

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# ADVANCED MEDICAL RECEPTIONIST MODULES

## Secure Your Future with a Reliable College

In most medical offices, the receptionist is the first staff member to interact with patients. These professionals are responsible for patient registration and many of a practice's operational tasks, including collecting paperwork and scheduling appointments.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 8  
 Total course fee - R6450



Introduction to Medical Reception



Administrative Skills in Medical Reception



Patient Interactions and Customer Service



Electronic Health Record (EHR) Systems



Medical Terminology and Language



Medical Office Procedures

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# OFFICE ADMINISTRATION - OPSA

## Secure Your Future with a Reliable College

This comprehensive program will equip you with the knowledge and tools needed to excel in the dynamic world of office administration.

Be a necessary part of your department. Whilst holding an accredited certificate.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 6  
 Total course fee - R5050

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# MODULES

-  Introduction to Office Administration
-  Office Technology and Software
-  Records Management and Filing Systems
-  Office Procedures and Protocol
-  Financial and Budget Management
-  Project Management and Leadership



Office Administration Short Course presented by Adult Education Institute (AEI) is endorsed by the Association for Office Professionals of South Africa (SAOA ID: 10271) [www.oapsa.org.za](http://www.oapsa.org.za)

6 CPD points  
 Reg No: CPD2023/154



# OCCUPATIONAL HEALTH AND SAFETY

## Secure Your Future with a Reliable College

This course has been meticulously designed to provide you with a comprehensive understanding of the fundamental principles, practices, and regulations essential for creating and maintaining a safe and healthy work environment.

### Features

- Assignments
- Distance Learning
- Practical simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 12  
Total course fee -  
R8650

### Sign Up Now

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## MODULES



Mathematical  
Literacy



Communication Skills



Workplace Safety Assessment  
& Management



Basic Workplace  
Safety



Workplace Emergency  
Procedures



Computer Application Literacy  
and Fire Safety





**AEI** ADULT EDUCATION  
INSTITUTE

# OPERATIONS MANAGEMENT

## Secure Your Future with a Reliable College

This specialized training equips individuals with a profound understanding of the intricacies involved in the end-to-end management of goods and services. Participants gain insights into inventory management, procurement, transportation, and distribution, crucial components in ensuring the seamless flow of products. With the increasing global nature of businesses, a course in supply chain and logistics prepares individuals to navigate complexities.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050

# MODULES



Operations Management



Management



Communication



Records Management and  
Filing Systems



Strategic Marketing



Entrepreneurship and  
Business Management

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# PERSONAL ASSISTANT

## Secure Your Future with a Reliable College

This specialized training equips participants with a diverse set of skills essential for providing seamless support to executives and managers. From mastering effective communication and time management to honing organizational and multitasking abilities, the course prepares individuals to be efficient and adaptable in dynamic work environments. Moreover, a personal assistant course often covers software tools and technologies integral to modern office settings, enhancing proficiency in tasks such as scheduling, document preparation, and data management.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 6  
 Total course fee - R5050

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# MODULES



Introduction to Office Administration



Office Procedure & Protocol



Records Management and Filing Systems



Office Technology and Software



Digital Literacy



HR administration and technology



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## PMI - PROJECT MANAGEMENT READY™

### Secure Your Future with a Reliable College

Taking on a project management certificate can be a valuable step in boosting your career and equipping yourself with essential skills for today's dynamic workplaces. Increased earning potential: **Certified** project managers often command higher salaries. Improved job prospects: Stand out from the competition and secure better job opportunities. Enhanced skills: Learn how to effectively plan, organize, execute, and monitor projects.

#### Features

- Fully Online
- Gmetrix
- Ongoing support
- Certification

#### Fee Structure

Registration - R1500  
 Monthly - R650 x 5  
 Exam Fee - On Request  
 Total course fee - R3250  
 excluding exam fee

#### Sign Up Now

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 Call : 072 052 5313/ 021 330 5595

## MODULES



Project Management Fundamentals



Starting the project



Planning the work



Completing the work



Ending the project







# ADVANCED PROJECT MANAGEMENT

## Secure Your Future with a Reliable College

This course is designed to take your project management expertise to the next level, equipping you with the knowledge and tools needed to successfully navigate complex projects, lead diverse teams, and deliver results that exceed expectations.

### Features

- Assignments
- Distance Learning
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 12  
Total course fee -  
R8650

## MODULES



Introductory studies for Project Managers



Project Time Management



Project Cost Management



Project Quality Management



Project Scope Management



Project Communications Management

### Sign Up Now

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## RECEPTIONIST

### Secure Your Future with a Reliable College

This training equips individuals with essential skills such as effective communication, organization, and technology proficiency. A receptionist, often the first point of contact for clients, benefits from learning proper etiquette, ensuring positive first impressions

The course emphasizes time management and problem-solving skills, crucial in a dynamic office environment. .

#### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

#### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee -  
R5050

## MODULES



Time Management



Communication



Digital Literacy



Telephone Skills



Office Procedure &  
Protocol



Office Technology and  
Software

### Sign Up Now

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## SECRETARY

### Secure Your Future with a Reliable College

This comprehensive training enhances core competencies essential for secretarial positions, such as effective communication, organizational skills, and proficiency in office technology. Participants gain insights into time management strategies, enabling them to handle varied responsibilities efficiently. A secretary course not only refines practical skills like document preparation and scheduling but also emphasizes the importance of professionalism, confidentiality, and interpersonal relations.

#### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

#### Fee Structure

Registration - R850  
Monthly - R700 x 8  
Total course fee -  
R6450

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## MODULES



Introduction to Office  
Administration



Communication



Digital Literacy



Records Management and  
Filing Systems



Office Procedure &  
Protocol



Office Technology and  
Software



Time Management



HR administration and  
technology



# SUPPLY CHAIN & LOGISTICS MANAGEMENT

## Secure Your Future with a Reliable College

This specialized training equips individuals with a profound understanding of the intricacies involved in the end-to-end management of goods and services. Participants gain insights into inventory management, procurement, transportation, and distribution, crucial components in ensuring the seamless flow of products. With the increasing global nature of businesses, a course in supply chain and logistics prepares individuals to navigate complexities.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050

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## MODULES



Supply Chain Management



Logistics Management



Communication



Time Management



Entrepreneurship and Business Management



Records Management and Filing Systems



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# BUSINESS MANAGEMENT

## Secure Your Future with a Reliable College

Business management is the art and science of steering an organization toward its goals. It involves orchestrating a myriad of functions, from strategic planning and financial management to overseeing daily operations and nurturing human resources. A successful business manager navigates the complexities of the market, making informed decisions to optimize resources and achieve sustainable growth. Leadership in business management is not only about setting a vision but also about fostering a dynamic and collaborative work culture.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050

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# MODULES



Entrepreneurship and Business  
Management



Strategic Marketing



Communication



Recruitment and  
Onboarding



Employee Relations and  
Labour Relations



Time Management



**APPROVED  
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## ADVANCED DENTAL RECEPTIONIST

**Secure Your Future with a  
Reliable College**

In most medical offices, the receptionist is the first staff member to interact with patients. These professionals are responsible for patient registration and many of a practice's operational tasks, including collecting paperwork and scheduling appointments.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 8  
Total course fee -  
R6450

## MODULES



Introduction to Dental  
Reception



Administrative Skills in  
Dental Reception



Patient Interactions and  
Customer Service



Dental Insurance and  
Billing



Technology and  
Software



Reception  
Management

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## EBM - ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT

### Secure Your Future with a Reliable College

Entrepreneurship and Small Business is a certification from **Certiport**, that ensures tomorrow's leaders are prepared with the toolkit they need to get ahead in today's competitive landscape. Whether you are starting a bakery or launching the next billion rand startup, ESB validates your understanding of core business principles, including the essentials of launching and maintaining a successful company.

#### Features

- Fully Online
- Gmetrix
- Ongoing support
- Certification

#### Fee Structure

Registration - R1800  
 Monthly - R650 x 5  
 Exam Fee - R850  
 Total course fee - R5900 including exam fee

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## MODULES



The Entrepreneur



Opportunity Recognition



Starting a Business



Business Operations



Marketing and sales & Finance

**ESB**   
 Entrepreneurship  
 and Small Business



Centre Number: 90091389



# EXECUTIVE PERSONAL ASSISTANT

## Secure Your Future with a Reliable College

An Executive Personal Assistant (PA) plays a pivotal role in providing high-level administrative support to executives and senior management within an organization. This demanding yet rewarding position involves a diverse range of tasks aimed at enhancing the efficiency and effectiveness of the executive's workflow.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 8  
 Total course fee -  
 R6450

**Sign Up Now**

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 Email : [registration@adulthoodtute.co.za](mailto:registration@adulthoodtute.co.za)  
 Call : 072 052 5313/ 021 330 5595

# MODULES



Introduction to Office Administration



Financial and Budget Management



Digital Literacy



Records Management and Filing Systems



Office Procedure & Protocol



Office Technology and Software



Project Management and Leadership



HR administration and technology



# EVENT MANAGEMENT



**AEI** ADULT EDUCATION  
INSTITUTE

## EVENTS MANAGEMENT

### Secure Your Future with a Reliable College

The value of events management lies in its ability to cultivate professionals capable of orchestrating seamless and unforgettable experiences. Pursuing education in events management imparts a comprehensive skill set, ranging from meticulous organizational abilities to effective communication and problem-solving skills. This training not only hones creativity but also encourages innovative thinking, essential qualities for crafting distinctive and memorable events.

#### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

#### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050

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Call : 072 052 5313/ 021 330 5595

## MODULES



Entrepreneurship & Business Management



Events Management



Communication



Strategic Marketing



Project Management & Leadership



Time Management



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# TOURISM MANAGEMENT

**Secure Your Future with a Reliable College**

Tourism management is a dynamic field that oversees the planning, development, operation, and marketing of travel experiences. It's about creating unforgettable journeys for tourists, ensuring sustainable practices, and contributing to the economic and social well-being of destinations.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 6  
 Total course fee - R5050

## MODULES



Entrepreneurship & Business Management



Tourism Management



Communication



Strategic Marketing



Project Management & Leadership



Events Management

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# DIGITAL PHOTOGRAPHY

## Secure Your Future with a Reliable College

Digital photography is a transformative medium that has revolutionized the way we capture, edit, and share images. It involves the use of digital cameras or smartphones to capture photographs, and the subsequent processing and manipulation of these images using computer software.

The value of digital photography lies in its accessibility and versatility. Digital cameras allow for instant preview, enabling photographers to review and retake shots on the spot.

Sign Up Now

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Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

## MODULES



Entrepreneurship & Business  
Management



Digital Photography



Communication

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050



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# CISCO CERTIFIED SUPPORT TECHNICIAN (CCST)

## Secure Your Future with a Reliable College

This program includes two certification exams designed to validate work-ready skills and knowledge to help learners find a job in the field of networking and cybersecurity. Earning a Cisco Certified Support Technician certification showcases the learner's skillset to employers, telling them they are ready to roll up their sleeves on day one.

### Features

- Fully Online
- Assignments
- Ongoing support
- Certification

### Fee Structure

Upon Request

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Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

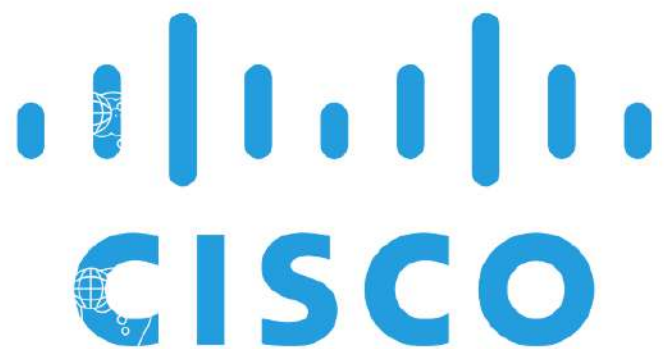
## COURSES



CCST - Networking



CCST - Cybersecurity



**CERTIPORT**

A PEARSON VUE BUSINESS

**AUTHORIZED TESTING CENTER**



# Microsoft

## DIGITAL LITERACY

### Secure Your Future with a Reliable College

A digital literacy course is designed to equip individuals with the essential skills and knowledge needed to navigate and thrive in the digital era. In such a course, participants typically learn a spectrum of skills, including basic computer operations, internet usage, and proficiency in utilizing common software applications. Beyond the basics, digital literacy courses often cover topics such as online safety, cybersecurity awareness, critical evaluation of digital information, and effective communication in the digital realm.

#### Features

- Online
- Ongoing support
- Certification

#### Fee Structure

Full course fee: R500

## MODULES



Work with computers



Access information online



Communicate online



Participate safely and responsibly online



Create digital content



Collaborate and manage content digitally

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# MICROSOFT CERTIFIED EDUCATOR (MCE)

**Secure Your Future with a Reliable College**

Networking is at the heart of the digital transformation. The network is essential to many business functions today, including business critical data and operations, cybersecurity, and so much more. A wide variety of career paths rely on the network -- so it's important to understand what the network can do, how it operates, and how to protect it. This is a great course for developers, data scientists, cybersecurity specialists, and other professionals.

#### Features

- Fully Online
- Gmetrix Practise Test
- Ongoing support
- Certification

#### Fee Structure

Registration - R750  
 Monthly - R650 x 6  
 Total Course Fee: R3900  
 (Fees include Exam)

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## MODULES



Facilitate student collaboration



Facilitate skilled communication



Facilitate self-regulation



Facilitate real-world problem solving and innovation



Facilitate student use of Information and Communication Tools (ICT)



Use ICT to be an effective educator





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## META - CERTIFIED DIGITAL MARKETING ASSOCIATE

### Secure Your Future with a Reliable College

Meta builds technologies that help people connect, find communities and grow businesses. When Facebook launched in 2004, it changed the way people connect. Apps like Messenger, Instagram and WhatsApp further empowered billions around the world. Now, Meta is moving beyond 2D screens toward immersive experiences like augmented and virtual reality to help build the next evolution in social technology.

#### Features

- Fully Online
- Gmetrix
- Ongoing support
- Certification

#### Fee Structure

Registration - R1500  
Monthly - R650 x 5  
Exam Fee - R850  
Total course fee - R5600  
including exam fee

#### Sign Up Now

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## MODULES



The value of META  
Technologies



Establish a Business  
Presence



Advertising Fundamentals



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Centre Number: 90091389



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# INTUIT - CERTIFIED BOOKKEEPING

## Secure Your Future with a Reliable College

Bookkeeping is essential to any business; from categorizing transactions to managing and organizing finances, they help businesses thrive. Intuit Certified Bookkeeping Professional validates essential bookkeeping knowledge and proves students have the essential skills to be successful in an entry-level accounting career.

### Features

- Fully Online
- Gmetrix
- Ongoing support
- Certification

### Fee Structure

Registration - R1500  
 Monthly - R650 x 5  
 Exam Fee - Request  
 Total course fee - R4750  
 excluding exam fee

## MODULES



Accounting Basics



Reconcile Accounts



Analyze Financial reports



Liabilities & Equities



and more

**intuit**®

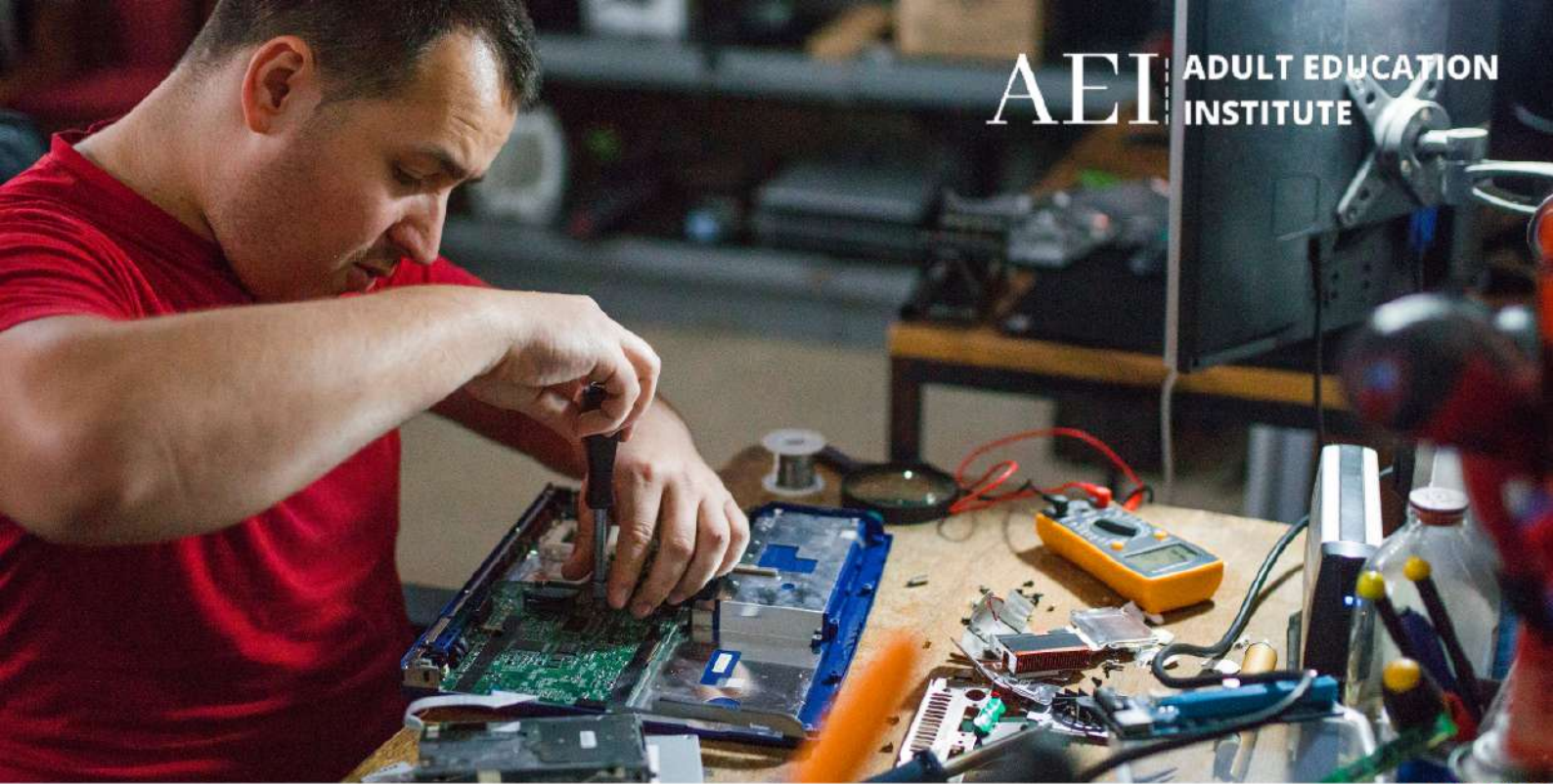


Centre Number: 90091389

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# CISCO CERTIFIED - CYBERSECURITY

## Secure Your Future with a Reliable College

A single breach can have huge consequences for a company, hurting the bottom line and causing disruption in the daily lives of millions of people. That is why the demand for security professionals continues to grow. Get onboard—and develop an understanding of cybercrime, security principles, technologies, and procedures used to defend networks.

### Features

- Fully Online
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R2000  
 Monthly - R650 x 10  
 Total Course Fee:  
 R6500 (excluding Reg fee)  
 Exam Fee : Upon Request

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## SUBJECTS



Incident Handling



Essential Security Principles



Basic Network Security Concepts



Endpoint Security Concepts



Endpoint Security Concepts





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INSTITUTE

# CISCO CERTIFIED - NETWORKING

**Secure Your Future with a Reliable College**

Networking is at the heart of the digital transformation. The network is essential to many business functions today, including business critical data and operations, cybersecurity, and so much more. A wide variety of career paths rely on the network -- so it's important to understand what the network can do, how it operates, and how to protect it. This is a great course for developers, data scientists, cybersecurity specialists, and other professionals.

### Features

- Fully Online
- Gmetrix
- Ongoing support
- Certification

### Fee Structure

Registration - R2000  
 Monthly - R650 x 10 Total  
 Course Fee: R6500  
 (excluding Reg fee) Exam  
 Fee : Upon Request

## CERTIFICATIONS



Standards and Concepts



Addressing and Subnet Formats



Endpoints and Media Types



Infrastructure



Diagnosing Problems



Security

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# ADULT MATRIC - ASC/ MATRIC REWRITES

## SUBJECT CHOICES

### Secure Your Future with a Reliable College

The aim of the Adult Matric Programme is to provide support to learners who have not been able to meet the requirements of the National Senior Certificate (NSC) or the extended Senior Certificate (SC)

#### Benefits

- Learners are able to meet the requirements of the NSC or SC and obtain a Grade 12 matric certificate
- Increase job opportunities and career pathing
- Learners are able to access bursary opportunities for further studies

#### Entry Requirements

- To qualify to register for a Senior Certificate (as amended), candidates need to be over the age of 21 and have either:
- a Grade 9/Standard 7 report stating they passed the year, OR
- a General Education and Training Certificate (GETC), OR • a recognised equivalent obtained at NQF level 1 which requires two official languages. Candidates may also register if they have an incomplete Senior Certificate

<b>Compulsory Subjects</b> Choose one HL, one FAL and Mathematics or Mathematical Literacy	<b>Electives</b> Choose any 3
English Home Language English First Additional Language Afrikaans Huistaal Afrikaans Eerste Addisionele Taal isiZulu Home Language isiXhosa Home Language isiNdebele Home Language Sepedi Home Language Xitsonga Home Language Tshivenda Home Language Sesotho Home Language Siswati Home Language Setswana Home Language Mathematics Mathematical Literacy	Physical Sciences Life Sciences Religious Studies History Accounting Geography Business Studies Economics Agricultural



## ADULT MATRIC - ASC/ MATRIC REWRITES

### Secure Your Future with a Reliable College

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- a General Education and Training Certificate (GETC), OR • a recognised equivalent obtained at NQF level 1 which requires two official languages. Candidates may also register if they have an incomplete Senior Certificate

## SUBJECT CHOICES

English HL/Afrikaans FAL

Xhosa HL/Zulu HL

Mathematics/Mathematical Literacy

Physical Science

Business Studies

Economics

History

Geography

Accounting

## ADULT MATRIC - ASC/ MATRIC REWRITES - FEES LIST

Subject	Total Price	Reg Fee	Monthly	No of Install	Course Duration
1 Subject	R1,990.00	R850.00	R570.00	2	12
2 Subjects	R3,130.00	R850.00	R570.00	4	12
3 Subjects	R4,270.00	R850.00	R570.00	6	12
4 Subjects	R5,410.00	R850.00	R570.00	8	12
5 Subjects	R6,550.00	R850.00	R570.00	10	12
6 Subjects	R7,690.00	R850.00	R570.00	12	12

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A close-up, high-resolution photograph of a woman's face, focusing on her eyes and nose. She has light-colored, multi-toned eyes (green, yellow, and blue) with dark, dramatic eye makeup, including heavy black eyeliner and long, dark, curled eyelashes. Her skin is fair and has a soft, natural-looking glow. The background is a plain, light color.

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Beauty Courses



## About Us

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Welcome to Adult Education, a premier institute dedicated to nurturing and shaping the next generation of beauty therapy professionals. With a commitment to excellence and innovation, we offer a comprehensive range of industry-leading courses designed to equip our students with the skills and knowledge necessary to thrive in the dynamic world of beauty and wellness.

## Entry requirements

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16 years old  
Be able to read and write  
Be able to study independently with the help of our lecturer

## Contact Us

---

registration@adultinstitute.co.za  
www.adultinstitute.co.za  
@adultinstitute





## Skills Based Programmes with CPD Points

A skills-based non-credit-bearing course refers to a training program or educational course that focuses on developing specific skills or competencies without leading to the attainment of academic credit. These courses are designed to provide practical and hands-on training in a particular field, profession, or specialized area of study, with the primary aim of enhancing participants' skill sets and knowledge in a specific domain.

While these courses do not typically result in the awarding of academic credits or formal qualifications, they are instrumental in providing individuals with the necessary practical skills and expertise required to perform specific tasks or roles effectively in various professional or vocational settings. Such courses are often favored by professionals seeking to acquire new skills, update their existing knowledge, or enhance their proficiency in a particular area, without the commitment or structure associated with traditional academic credit-bearing programs.

Skills-based non-credit-bearing courses can range from workshops, seminars, and short-term training programs to specialized certifications, all of which are tailored to meet the specific demands of the industry or field in which the skills are being taught. They offer a flexible and focused approach to learning, catering to the immediate needs of individuals or professionals looking to gain practical skills and knowledge relevant to their career advancement or personal development.

All our Beauty Courses award students with CPD points proving they've gained practical experience.



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## Our Courses

Beauty Therapist  
Advanced Course - 12  
Modules

Nail Technologist - 6  
module

Lash Therapist - 3  
Module

Skin Therapist - 3  
Modules

Make Up Artist - 3  
Module

Intimate Waxing  
Therapist - 3 module

All courses include a kit



## Why Choose us!

**Expert Faculty:** Our institution boasts a team of dedicated professionals with extensive experience in the beauty and wellness industry. Our instructors are committed to providing comprehensive guidance and mentorship to help you achieve your full potential.

**Comprehensive Curriculum:** Our meticulously crafted curriculum combines theoretical knowledge with practical applications, offering a holistic approach to beauty therapy education. Gain in-depth insights into various beauty techniques, skincare treatments, and holistic wellness practices to prepare you for a successful career in the industry.

**Practical Exposure:** Our practical assignments are designed to provide a comprehensive learning experience that goes beyond textbooks, allowing students to develop confidence and proficiency in their craft. Through these hands-on opportunities, students can build a strong foundation and practical skills that will set them apart in the competitive beauty and wellness industry.



## Beauty Therapist Advanced Course 12 Modules/24 Months

The Beauty Therapist Course is designed to equip students with a comprehensive understanding of the fundamental principles and practical skills required for a successful career in the beauty therapy industry.

1. Anatomy and Physiology
2. Waxing Techniques
3. Massage Techniques
4. Make Up Techniques
5. Facial Skincare Techniques
6. Lash Application Techniques
7. Nail Techniques
8. Client consultation
9. Customer Service
10. Entrepreneurship & Business Management
11. Intro Financial and Budget Management
12. External Practical

Full course kits included

Fees: R20 000

Registration fee: R1200

Kit Fees: R5000

R609 per month x 23 months

# Nail Technologist

## 6 Modules/12 Months

The Nail Technologist Course offers comprehensive training in the art and science of nail care and enhancement. This course is meticulously designed to provide students with a solid foundation in nail anatomy, health, and hygiene, along with a deep understanding of various nail treatment techniques and designs.

1. Anatomy and Physiology
2. Manicure and Pedicure
3. Client consultation - creating forms
4. Gel & Acrylic Nail
5. Customer Service
6. Entrepreneurship & Business Management



### Kit included

Fees: R11 300

Registration fee: R850

R950 per month x 11 months



## Massage Therapist 3 Modules/6 Months

The Massage Therapist Course is a comprehensive program designed to provide students with a deep understanding of various massage techniques and their applications in promoting physical and mental well-being.

Through a combination of theoretical knowledge and practical training, students will learn the art of using touch and pressure to alleviate muscle tension, reduce stress, and enhance relaxation.

1. Anatomy and Physiology
2. Massage Techniques
3. Entrepreneurship & Business Management



### Kit included

Fees: R5600  
Registration fee: R850  
R950 per month x 5 months



## Lash Therapist 3 Modules/6 Months

The Lash Therapist Course provides comprehensive training in the art and technique of eyelash enhancement and extension. Through a combination of theoretical instruction and hands-on practice, students will learn the latest industry techniques for applying and designing eyelash extensions.

The course covers a wide range of topics, including lash health, safety and sanitation practices, as well as current trends and styles in lash design.

1. Anatomy and Physiology
2. Lash Therapy Techniques
3. Entrepreneurship & Business Management



**Kit included**

Fees: R5600

Registration fee: R850

R950 per month x 5 months



## Facial Skincare Therapist 3 Modules/6 Months

The Skin Therapist Course offers comprehensive training in the science and art of skincare. Through a meticulously designed curriculum, students will gain a deep understanding of skin anatomy, common skin conditions, and advanced treatment techniques.

The course emphasizes the use of cutting-edge technologies and industry-leading products to address various skin concerns effectively.

1. Anatomy and Physiology
2. Facial Skincare Techniques
3. Entrepreneurship & Business Management



### **Kit included**

Fees: R5600  
Registration fee: R850  
R950 per month x 5 months



## Make Up Artist 3 Modules/6 Months

The Makeup Artist Course provides comprehensive training in the art of professional makeup application. Through a balanced curriculum that combines theoretical knowledge with hands-on practice, students will learn a diverse range of makeup techniques, including bridal, fashion, editorial, and special effects makeup.

The course covers various aspects of makeup artistry, such as color theory, facial contouring, and product knowledge, emphasizing the use of high-quality cosmetics and tools.

1. Anatomy and Physiology
2. Make-up Techniques
3. Entrepreneurship & Business Management



### Kit included

Fees: R5600

Registration fee: R850

R950 per month x 5 months



## Intimate Waxing Therapist 3 Modules/6 Months

The Intimate Waxing Therapist Course is a specialized program designed to equip students with the skills and expertise necessary to provide professional and sensitive intimate waxing services. Through a comprehensive curriculum that includes theoretical instruction and practical training, students will learn the art of performing various intimate waxing techniques with precision and care. The course covers topics such as health and safety considerations, advanced waxing methods for Brazilian and Hollywood waxing, and client communication in a respectful and confidential manner.

1. Anatomy and Physiology
2. Intimate Waxing Techniques
3. Entrepreneurship & Business Management



### **Kit included**

Fees: R5600

Registration fee: R850

R950 per month x 5 months



## Work Opportunities

- **Beauty Therapist:** Our students can work as beauty therapists, providing a range of beauty treatments and services such as facials, manicures, pedicures, and skincare consultations in salons, spas, or wellness centers.
- **Makeup Artist:** With their in-depth knowledge of makeup application techniques, graduates can pursue careers as professional makeup artists for various industries, including bridal, fashion, film, television, and theater.
- **Nail Technologist:** Our students can become certified nail technicians, specialising in providing nail care services, including manicures, pedicures, and nail enhancements, in nail salons, spas, or as freelance professionals.
- **Skin Therapist:** Graduates can work as skin therapists, offering specialised skincare treatments and procedures, including advanced facials, chemical peels, and microdermabrasion, in medical spas, dermatology clinics, or luxury resorts.
- **Massage Therapist:** Our students can pursue careers as licensed massage therapists, providing therapeutic and relaxation massages in spas, wellness centers, fitness clubs, or as independent practitioners.



# Contact Details

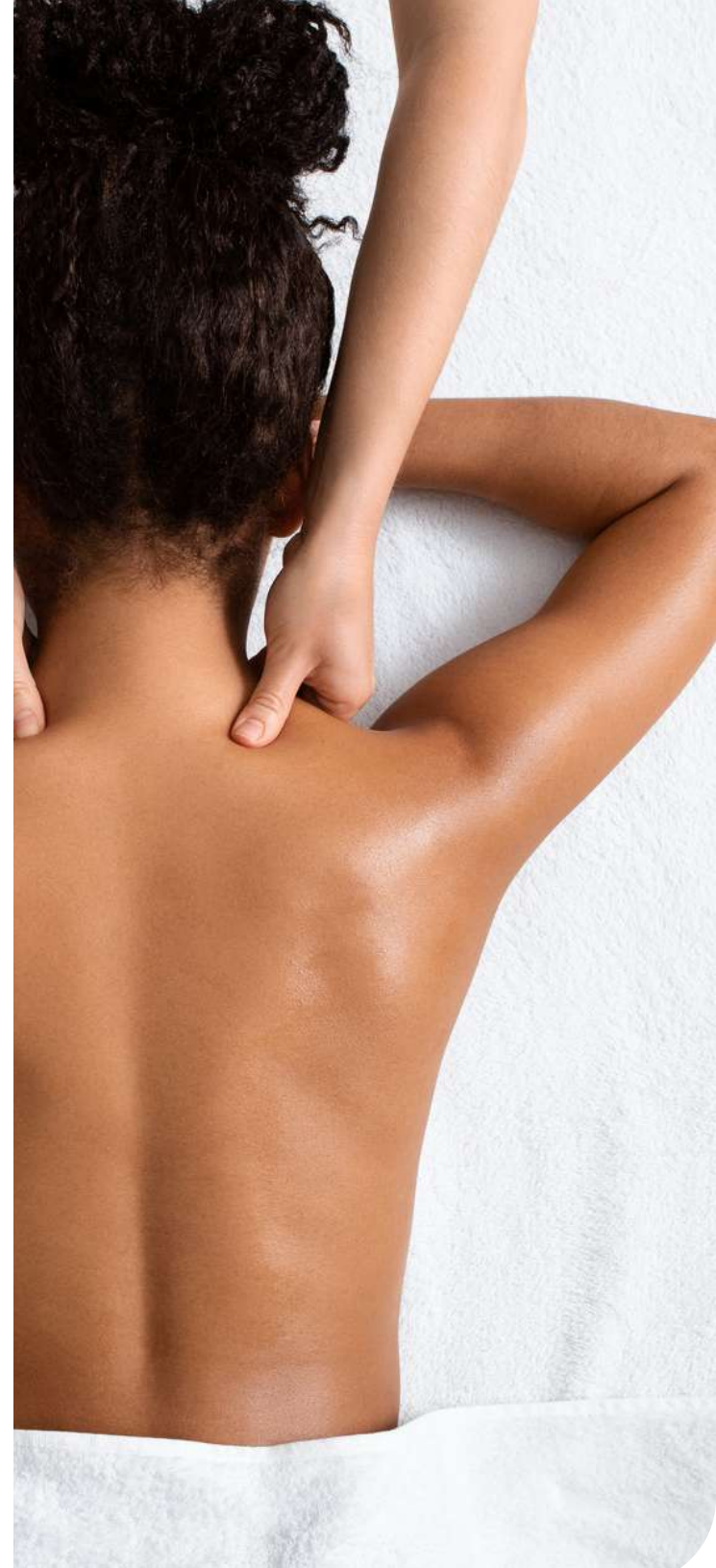
Telephone: 0677244217 (Registration)

0720525313 (Support)

[registration@adultinstitute.co.za](mailto:registration@adultinstitute.co.za)

[info@adultinstitute.co.za](mailto:info@adultinstitute.co.za)

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





# SALON MANAGEMENT

**Secure Your Future with a Reliable College**

Studying salon management is a valuable investment for those in the beauty industry. This education provides essential business skills, covering financial management, marketing, and customer relations. It addresses operational efficiency, staff management, and legal compliance, crucial for successful salon operations.

Overall, salon management education equips professionals with a well-rounded skill set

## Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

## Fee Structure

Registration - R850  
 Monthly - R700 x 6  
 Total course fee - R5050

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# MODULES



Entrepreneurship & Business Management



Customer Service



Intro Financial and Budget Management



Time Management



Setting up the Salon



Client consultation

