



ATTI
COLLEGE
053 831 3367
082 889 2920
QUALITY EDUCATION AND TRAINING

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PROSPECTUS

ATTI 
ADVANCED TECHNOLOGY TRAINING INSTITUTE
COLLEGE

2026

QUALITY EDUCATION AND TRAINING

ACCREDITATION NO:ACC/2012/02/875



What to study?

Full Qualifications: THREE DIRECTIONS

Business Field

- ✓ National Certificate: Information Technology: End User Computing

Technical Field

- ✓ Further Education & Training Certificate: Information Technology: Technical Support

Designing Field

- ✓ Further Education & Training Certificate: Information Technology: System Development

Skills Certificates: FOUR DIRECTIONS

Computer Literacy

- ✓ Office Application Specialist Skills Certificate

Technical Field

- ✓ PC Technician Skills Certificate
- ✓ Network Technician Skills Certificate
- ✓ System Administrator Skills Certificate

Business Field

- ✓ Project Management Skills Certificate
- ✓ Project and Business Management Skills Certificate

Designing Field

- ✓ Graphic and Web Design Skills Certificate



Career Choices

SKILLS COURSE	DURATION	ACTUAL COST	WHAT YOU PAY IN TOTAL	PARTIAL SCHOLARSHIP SUBSIDY	MONTHLY INSTALLMENT
COMPUTER LITERACY FIELD					
Office Application Specialist	5 Months	R11 500	R8 100	R3 400	R1 400
Office Application Specialist	10 Months	R13 500	R12 900	R600	R1 180
BUSINESS FIELD					
Project Management	5 Months	R9 000	R8 100	R900	R1 400
Project Management and Office Expert	10 Months	R20 000	R14 300	R5 700	R1 320
Business Management	5 Months	R9 000	R8 100	R900	R1 400
NATIONAL CERTIFICATE: End User Computing (Business Management)	10 Months	R25 000	R16 100	R8 900	R1 500
Project and Business Management	10 Months	R17 900	R15 100	R2 800	R1 400
TECHNICAL FIELD					
PC Technician	5 Months	R9 000	R8 100	R900	R1 400
PC Technician & Office Expert	10 Months	R20 000	R14 300	R5 700	R1 320
Network Technician	5 Months	R9 000	R8 100	R900	R1 400
System Administrator and Office Expert	20 Months	R35 000	R33 500	R1 500	R1 620
NATIONAL CERTIFICATE: Technical Support	15 Months	R35 000	R28 025	R6 975	R1 795
DESIGNING FIELD					
Graphic and Web Design	5 Months	R10 100	R9 100	R1 000	R1 600
NATIONAL CERTIFICATE: System Development	15 Months	R35 000	R28 025	R6 975	R1 795

Course prices include R1 100 registration fee.

Course prices are VAT INCLUSIVE

Partial Scholarships are awarded on a **first come first served basis**. Only 200 scholarships are awarded annually. Scholarships awarded, cover the following: Formative Assessments; Summative Assessments; Projects and Courseware (books/manuals)

*Terms and Conditions apply

Why study at ATTI?



Our training involves:

- Practical assessments
 - Instructor-led Training
 - Classes are 3 times a week with 1,5-hour duration
- Highly qualified Lecturers, assessors and moderators
All Books and Manuals included

Certification:

Assessment Opportunities: Students can be assessed through any of the following bodies:

- ATTI Skills Certificate and MICT SETA credits

PLEASE NOTE, COURSES AND COURSE CONTENT CAN BE ADDED, CHANGED OR DISCONTINUED, AT THE DISCRETION OF ATTI MANAGEMENT.

Registrations for 2026 Career Courses:

- Registrations are open
- Career classes start in **February for the First Semester and July for the Second Semester** at ATTI.
- **Registration: you need to:**
 - Complete ATTI **application form**
 - Pay your **non-refundable Admission/Registration** fee of R1 100
 - **Bring your ID book & Highest Qualification**

SCHOLARSHIPS FOR IT SKILLS CERTIFICATES

ATTI has 200 scholarships to give away to any learner (both learners finishing grade 12 and students who are already working) for any of our courses for 2026. These scholarships subsidize a part of your course expenses no matter how long you study, and pay for:

- All your books
- Assessment, Moderation & Verification
- Portfolio of Evidence for Credits
- ATTI Skills Certificate

The scholarships work on a first come first serve basis and anyone can get one, no requirements are needed. The first 200 learners to register for a career course automatically qualify for these scholarships. The scholarship is held on merit during your studies. The programme price therefor includes your course material, books, usage of computers, lecture-based classes, ATTI assessments, exams and practical sessions.

MICT SETA ACCREDITATION

Our accreditation number is Acc/2012/02/875 and can be confirmed with Nambitha Kasi-Ndzuzo, Regional Advisor at MICT SETA: Tel 021 461 3926

OFFICE APPLICATION SPECIALIST



(COMPUTER LITERACY)

**Certification: Provider Skills Programme
Skills Certificate, Credit-bearing: 60
Duration: 10 Months or 5 Months
Minimum Requirements: Grade 11**

Purpose of this programme:

The purpose of this program is to build the knowledge and skills required by learners within an office environment using MS Office Applications. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the MS Office Software environment.

Module Content:

PC Basics;

Windows 10;

Typing Techniques;

MS Word Basic and Expert;

MS Excel Basic and Expert;

MS PowerPoint Basic and Expert;

Internet browser; MS Outlook

NATIONAL CERTIFICATE: END USER COMPUTING (BUSINESS MANAGEMENT)



Certification: National Certificate
Full Qualification, Credit-bearing: 130, NQF Level 3
Duration: 10 Months
Minimum Requirements: Grade 11

Purpose of this programme:

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, lifelong learning and to productive employment

Module Content:

Business Communication:

Write texts for a range of communicative contexts

Use language and communication in occupational learning programmes

Accommodate audience and context needs in oral communication

Present information in report format

Mathematical literacy:

Monitoring financial aspects of personal, business and national issues

Number bases, measurement units and an awareness of error in calculations

Investigate life and work-related problems using data & probabilities

Analyse and calculate shape and motion in 2- and 3-dimensional space

Invoicing and accounting principles

Computer Skills:

Using ICT in the Organisation

Using a Web Browser

MS Office Word Basic & Expert

MS Office PowerPoint Basic & Expert

MS Office Excel Basic & Expert

MS Office Outlook Basic

PROJECT MANAGEMENT AND OFFICE EXPERT



Certification: Provider Skills Programme
Skills Certificate Credit-bearing: OAS: 60, PM: 18
Duration: 10 Months
Minimum Requirements: Grade 11

Purpose of this programme:

The purpose of this program is to build the knowledge and skills required by learners within an office environment using MS Office Applications. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the MS Office Software environment. **Basic and Advanced Levels are addressed.** Project Management is growing exponentially. It is now used in virtually all industries such as health care, government, education and banking. This course will teach students fundamental project management skills. It covers the entire project life cycle from initiation and planning through to execution, acceptance, support and closure. Students will also learn to utilize the software package MS Project.

PLEASE NOTE, THIS COURSE CAN BE OFFERED OVER 5 MONTHS, BUT WILL THEN NOT INCLUDE OFFICE APPLICATION SPECIALIST

Module Content:

Office Application Specialist:

PC Basics, Windows, Typing Techniques

MS Word Basic and Expert

MS Excel Basic and Expert

MS PowerPoint Basic and Expert

Internet browser; MS Outlook

Project Management:

Project Management Theory:

Project Management Processes

Characteristics of a Project

Initiation and Scope Planning

Project Scope definition, verification and change control

Time Management

Scheduling development and control

Resource identification and cost approximating

Budgeting and cost control

MS Project Software:

Building a task list

Setting up resources

Assign resources to tasks

Format and share your plan

Tracking progress: Basic Techniques

Advanced scheduling techniques

Fine tune task scheduling, task- resource and assignment details

Fine tune the Project plan

Organising plan details

Tracking Progress: Detailed techniques

Customizing a Project

Sharing a Project with other programs

Consolidate projects and resources

BUSINESS MANAGEMENT



Certification: Provider Skills Programme
Skill Certificate; Credit-bearing: BM: 55
Duration: 10 Months
Minimum Requirements: Grade 11

Purpose of this programme:

Business Management is an essential part of this course, teaching students the Core and Support Functions of an organization, developing, building and motivating a team. Negotiation skills are taught as well as structuring meetings, keeping records, recognizing areas in need of change, making recommendations and implementing changes in the team, department or division.

Module Content:

Business Management:

Your business and job

Interpret current affairs relating to a business sector

Core, support & management functions of an organisation

Apply knowledge of self and team to develop a plan to enhance team

performance

Identify responsibilities of a team leader in ensuring that organisational standards are met

Motivate and build a team, Induct a member into a team

Manage time and the work process in a business environment

Conduct a structured meeting

Maintain records for a team

Empower team members through recognising strengths, encouraging

participation in decision making and delegating tasks

Recognise areas in need of change, make recommendations and implement

change in the team, department or division

Describe the relationship of junior management to other roles

Negotiate an agreement or deal in an authentic work situation

Devise and apply strategies to establish and maintain workplace relationships

Mathematical Literacy

Applying knowledge of statistics and probability to communicate findings

Investigate & monitor the financial aspects of Personal, business, national & international issues

PROJECT AND BUSINESS MANAGEMENT



Certification: Provider Skills Programme

Skills Certificate Credit-bearing: 73

Duration: 10 Months

Minimum Requirements: Grade 11 & End User Fundamentals/Computer Literacy Program

Purpose of this programme:

The purpose of this program is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the MS Project Software environment. **Basic and Advanced Levels are addressed.** Project Management is growing exponentially. It is now used in virtually all industries such as health care, government, education and banking. This course will teach students fundamental project management skills. It covers the entire project life cycle from initiation and planning through to execution, acceptance, support and closure.

Business Management is an essential part of this course, teaching students the Core and Support Functions of an organization, developing, building and motivating a team. Negotiation skills are taught as well as structuring meetings, keeping records, recognizing areas in need of change, making recommendations and implement change in the team, department or division.

Module Content:

Business Management:

Your business and job	Induct a member into a team
Interpret current affairs relating to a business sector	Conduct a structured meeting
Core and support functions of an organisation	Maintain records for a team
Management functions of an organisation	Empower team members through recognising strengths, encouraging
Apply knowledge of self and team to develop a plan to enhance team	participation in decision making and delegating tasks
performance	Recognise areas in need of change, make recommendations and implement
Identify responsibilities of a team leader in ensuring	change in the team, department or division
that organisational standards are met	Describe the relationship of junior management to other roles
Motivate and build a team	Negotiate an agreement or deal in an authentic work situation
Manage time and the work process in a business environment	Devise and apply strategies to establish and maintain workplace relationships

Mathematical Literacy

Applying knowledge of statistics and probability to communicate findings

Investigate & monitor the financial aspects of Personal, business, national & international issues

Project Management:

Project Management Theory:

Project Management Processes

Characteristics of a Project

Initiation and Scope Planning

Project Scope definition, verification and change control

Time Management

Scheduling development and control

Resource identification and cost approximating

Budgeting and cost control

MS Project Software:

Building a task list & setting up resources

Assign resources to tasks

Format and share your plan

Tracking progress: Basic Techniques

Advanced scheduling techniques

Fine tune task scheduling, task- resource and assignment details

Fine tune the Project plan

Organising plan details

Tracking Progress: Detailed techniques

Customizing a Project

Sharing a Project with other programs

Consolidate projects and resources

PC TECHNICIAN AND OFFICE EXPERT



Certification: Provider Skills Programme
Skills Certificate Credit-bearing: OAS: 60, Hardware and Software: 56
Duration: 10 Months
Minimum Requirements: Grade 11

Purpose of this programme:

This course starts off with the Office Application Specialist course. The student will continue with PC Technician. Students are taught the latest skills needed by today's computer support professionals. This course requires a student to perform tasks such as installation, building, upgrading, repairing, troubleshooting, configuration, diagnosing and preventative maintenance, and basic networking. The students will gain the knowledge and skills of networking by learning features and functions of networking components, installing and configuring, and troubleshooting hardware, protocols and services.

PLEASE NOTE, THIS COURSE CAN BE OFFERED OVER 5 MONTHS, BUT WILL NOT THEN INCLUDE OFFICE APPLICATION SPECIALIST

Module Content:

Office Application Specialist:

PC Basics;

Windows 10;

Typing Techniques;

MS Word Basic and Expert;

MS Excel Basic and Expert;

MS PowerPoint Basic and Expert;

Internet browser; MS Outlook

Hardware and Software Technician:

Performing tasks such as: Building, Installation, Upgrading, Repairing, Troubleshooting, Configuration, Diagnosing, & preventative Maintenance

Customer support

Hardware Configurations

Explain computer architecture concepts

Handle a range of customer complaints

Resolve technical computer problems

Resolve computer user`s problems

NETWORK TECHNICIAN



**Certification: Provider Skills Programme
Skill Certificate, Credit-bearing: 50
Duration: 5 Months**

Minimum Requirements: Grade 11; Office Application Specialist or equivalent; A+ (Hardware and Software Technologies)

Purpose of this programme:

The students will gain knowledge and skills of networking by learning features and functions of networking components, installing and configuring, and troubleshooting hardware, protocols and services.

Module content:

Features and functions of networking components,

Installing and configuring, and troubleshooting hardware,

Networking protocols and services.

Install and commission a local area computer network

Administer a local area computer network

Management of a local area computer network (LAN)

Testing IT systems against given specifications

Comparing and understanding of Wide Area Computer Networks (WAN`s), and Local Area Networks (LAN`s)

Install networked computer application software

SYSTEM ADMINISTRATOR AND OFFICE EXPERT



Certification: Provider Skills Programme
Skills Certificate Credit-bearing: OAS: 60, SA: 106
Duration: 20 Months
Minimum Requirements: Grade 11

Purpose of this programme:

This course starts off with the Office Application Specialist course. On successful completion of this course, the student will continue with PC Technician. Students are taught the latest skills needed by today's computer support professionals. This course requires a student to perform tasks such as installation, building, upgrading, repairing, troubleshooting, configuration, diagnosing and preventative maintenance, and basic networking. The students will gain knowledge and skills of networking by learning features and functions of networking components, installing and configuring, and troubleshooting hardware, protocols and services. Students will also learn to effectively maintain and monitor server resources, functions and performances.

Module Content:

Office Application Specialist:

PC Basics; Windows; Typing Techniques;

MS Word Basic and Expert;

MS Excel Basic and Expert;

MS PowerPoint Basic and Expert;

Internet browser; MS Outlook

Hardware and Software Technician:

Performing tasks such as: Building, Installation, Upgrading, Repairing, Troubleshooting, Configuration, Diagnosing, & preventative Maintenance

Customer support

Hardware Configurations; Explain computer architecture concepts

Handle a range of customer complaints

Resolve technical computer problems

Resolve computer user`s problems

Network Technician:

Features and functions of networking components,

Installing and configuring, and troubleshooting hardware; Networking protocols and services

Install and commission a local area computer network; Administer a local area computer network

Management of a local area computer network (LAN)

Testing IT systems against given specifications

Comparing and understanding of Wide Area Computer Networks (WAN`s), and Local Area Networks (LAN`s)

Install networked computer application software

Server:

Installing and Configuring Windows Server

Administering and Maintaining Windows Server

NATIONAL CERTIFICATE: TECHNICAL SUPPORT



Certification: National Certificate
Credit-bearing: NQF Level 4, Credits 163

Duration: 15 Months

Minimum Requirements: Grade 12 & Office Application Specialist/Computer Literacy Program

Purpose of this programme:

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Support, covering basic knowledge needed for further study in the field of Systems Support at Higher Education Levels.

A Qualifying learner at this level will be a well-rounded entry-level Systems Support professional with a good fundamental knowledge of the Information Technology field, coupled with interpersonal and business skills.

Module Content:

Hardware and Software Technician:

Performing tasks such as: Building, Installation, Upgrading, Repairing, Troubleshooting, Configuration, Diagnosing, & preventative Maintenance

Customer support

Hardware Configurations

Explain computer architecture concepts

Resolve technical computer problems

Resolve computer user`s problems

Network Technician:

Features and functions of networking components,

Installing and configuring, and troubleshooting hardware,

Networking protocols and services.

Install and commission a local area computer network

Administer a local area computer network

Management of a local area computer network (LAN)

Testing IT systems against given specifications

Comparing and understanding of Wide Area Computer Networks (WAN`s), and Local Area Networks (LAN`s)

Install networked computer application software

General Business Management:

Mathematical Literacy:

Applying knowledge of statistics and probability to communicate findings

Investigate & monitor the financial aspects of Personal, business, national & international issues

Business Communication Part 1:

Reading Strategies

Responding to selected texts in a manner appropriate to the context

Writing Structures

Language structures and Features

Editing for fluency & unity

Clarity and correctness of writing

How to access and use available learning resources

Managing occupational learning materials

Conducting basic research and analyse and present findings

Functioning in a team

Analysing information in texts

Understanding content, language and style

Business Communication Part 2

Engage in sustained oral/signed communication & evaluate spoken/signed texts

Apply comprehension skills to engage oral texts in a business environment

NATIONAL CERTIFICATE: SYSTEM DEVELOPMENT



Certification: National Certificate
Credit-bearing: NQF Level 4, Credits 165
Duration: 15 Months

Minimum Requirements: Grade 12 & Office Application Specialist/Computer Literacy Program

Purpose of this programme:

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Development, covering basic knowledge needed for further study in the field of Systems Development at Higher Education Levels.

A qualifying learner at this level will be a well-rounded entry-level Systems Developer with a good fundamental knowledge of the Information Technology field, coupled with interpersonal and business skills, preparing for later specialisation in Systems Development fields.

Module Content:

- Principles of Program Design
- Computer Architecture
- Digital Literacy & Proficiency
- Programming; Core Web Development
- Programmer Ethics
- HTML 5; CSS (Cascading Style Sheets)
- JavaScript; • Adobe Illustrator
- Adobe Photoshop Basic & Advanced
- Corel Draw Basic & Advanced

General Business Management:

Mathematical Literacy:

Applying knowledge of statistics and probability to communicate findings

Investigate & monitor the financial aspects of Personal, business, national & international issues

Business Communication Part 1:

Reading Strategies; Responding to selected texts in a manner appropriate to the context

How to access and use available learning resources

Managing occupational learning materials

Writing Structures; Language structures and Features

Conducting basic research and analyse and present findings

Editing for fluency & unity; Clarity and correctness of writing

Functioning in a team; Analysing information in texts

Understanding content, language and style

Business Communication Part 2

Engage in sustained oral/signed communication & evaluate spoken/signed texts

Apply comprehension skills to engage oral texts in a business environment

GRAPHIC AND WEB DESIGN



Certification: Provider Skills Programme

Skills Certificate Credit-bearing: 20

Duration: 5 Months

Minimum Requirements: Office Application Specialist or equivalent

Purpose of this programme:

Students will specialize in Adobe Illustrator (Graphic Design), HTML5, CSS3 and JavaScript (Web Programming). This course will provide learners with the knowledge to create rich graphics.

The programme is designed to enhance the learners' Paper Based design abilities in the Graphic Design sphere. The course is practical and creative and focuses on learners with a creative streak.

Module Content:

Adobe Illustrator

Adobe Photoshop Basic and Advanced

HTML 5

CSS (Cascading Style Sheets)

JavaScript

Creating multimedia/web-based applications with scripting



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