



SPEC CON
HOLDINGS

ELEARNING ONLINE
COURSES



Affordable to all



We live in a world where education is a luxury for many. In South Africa, most people cannot afford to study following secondary school and very few obtain bursaries. We wanted to create a product that is affordable to all while ensuring that our quality is not compromised. We have spent many years and many millions developing this top-class content.



Quality Content



We have an experienced, in-house content development team, who ensure that our eLearning content is up to date, engaging, and pitched at the correct level. Our content is also continuously reviewed, updated, and improved.



Certificates

Each course consists of questions at the end of each unit, along with a final examination. Once you have passed the examination, you can download your certificate. When you choose to do a recognised qualification, you will take a final examination upon completion of the courses. This final examination must be written at one of our approved centres, or online under supervision.

You do not pay any extra money for the examination or any certificate. Once you pass the examination, (the minimum pass rate is 70%) you can download your certificate. Below is an example of a short course certificate and a qualification certificate. Both of these can be placed under the education heading on your CV and will add value to your CV.





Short Courses

**Full Year
Qualifications**

**Short Learning
Programs**

Pricing



Short Courses

Computer Skills

- Basic Computer Skills
- Microsoft Excel Basic
- Microsoft Excel Intermediate
- Microsoft Excel Advanced (2 days)
- Microsoft Word Basic
- Microsoft Word Intermediate
- Microsoft Word Advanced
- Microsoft PowerPoint Basic
- Microsoft PowerPoint Advanced
- Microsoft Visual Basics (Excel)
- Microsoft Outlook
- Financial Modeling

Health & Safety

- First aid
- Fire Fighting (FF)
- OHS (Occupational Health & Safety)



Short Courses



Leadership Skills

- Conflict Management
- Communication Skills
- Performance Management
- Business Ethics
- Innovation
- Recruitment Process
- Empower Team Members
- Emotional Intelligence
- Promoting a Learning Culture
- Talent Management
- Coaching
- Building Teams
- Change Management
- Workplace Relations
- Diversity
- Leadership Theories

- Risk Management
- Knowledge Management
- Brand Mix Elements
- Decision Making
- Mathematical Analysis
- Finance for Non Finance Managers
- Operational Planning
- Project Planning

Soft Skills

- Customer Satisfaction
- Personal Development
- Sales
- Stress Management
- Negotiation Skills
- Time Management



Full Year Qualifications

Administration

- Certificate in Business Administration Level 3
- Certificate in Business Administration Level 4

Contact Centre

- Certificate in Contact Centre Support Level 2
- Certificate in Contact Centre and Business Process Outsourcing Support Level 3

Entrepreneurship

- Certificate in Entrepreneurship (SMME) Level 2
- Certificate in Entrepreneurship Level 4

Information Technology

- Certificate in End User Computing Level 3
- Certificate in Information Technology (System Support) Level 5
- Certificate in IT Business Analysis Level 6

Leadership

- Certificate in Management Level 3
- Certificate in Management Level 4
- Certificate in Management Level 5

Logistics

- Certificate in Road Transport Supervision Level 4
- Certificate in Supply Chain Management Level 5

Project Management

- Certificate in Project Management Level 4

Retail

- Certificate in Wholesale and Retail Operations Level 3
- Certificate in Automotive Sales and Support: Servicing Level 4
- Certificate in Automotive Sales and Support: Passenger Vehicles Level 4
- Certificate in Automotive Sales and Support: Parts Level 4
- Certificate in Automotive Sales and Support: Commercial Vehicles Level 4



Short Learning Programs

Report Writing - Short Program

- Write texts for a range of communicative contexts
- Present information in report format
- Interpret a variety of literary texts
- Read, analyse and respond to a variety of texts
- Write for a wide range of contexts
- Use the writing process to compose texts required in the business environment
- Interpret and use information from texts

Project Management - Short Program

- Work as a project team member
- Apply a range of project management tools
- Develop, implement and evaluate an operational plan
- Develop, implement and evaluate a project plan

Basic Computer Skills

- Introduction to computers
- MS Excel Level 1
- MS Word Level 1
- MS Outlook Level 1

Excel on Steroids

- MS Excel Advanced Level 3
- Visual Basics for Excel
- Financial Modeling

Short Learning Programs

Sales - Short program

- Identify customers and generate selling opportunities
- Sell products to corporate fleet owners
- Advise customers to optimise choice and benefits
- Apply the skills of customer care in a specific work environment
- Conduct sales and support services
- Evaluate personal sales performance in the retail industry
- Demonstrate knowledge and application of ethical conduct in a business environment
- Describe the interaction with internal departments and external sales support structures

Entrepreneurship - Short program

- Demonstrate an understanding of an entrepreneurial profile
- Apply basic business ethics in a work environment
- Apply innovative thinking to the development of a small business
- Apply the principles of costing and pricing to a business venture
- Implement an action plan for a new venture

Leadership - Short program

- Identify responsibilities of a team leader in ensuring that organisational standards are met
- Apply the organisation's code of conduct in a work environment
- Analyse leadership and related theories in a work context
- Apply the principles and concepts of emotional intelligence to the management of self and others
- Lead people development and talent management
- Devise and apply strategies to establish and maintain workplace relationships



Pricing

R100 per
person per year

For an annual subscription fee of R100, you gain access to a non-accredited version of all the courses included in this brochure.





Conclusion

We all have a responsibility to educate Africa. This is the product which every person can afford and within one day can start adding to their educational profile for their CV.

We need to work together through the networks we have established to educate Africa.

