



Committed to Accredited Education & Training Assurance Programs Worldwide

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We list all types of training and educational courseware for self directed study, distance study, short courses, skills training, group study, online study, seminars, workshops etc. Some of the more popular topics in the directory include but are not limited to:

(If you can't find what you are looking for or if you need help finding it, you can submit a request for a training course or service)



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A

- A Practical Introduction to Project Management
- A Secretary's Guide to Preparing Powerful Presentations with MS PowerPoint
- Academic Skills Development for Teachers in Practice
- Accounting
- Accounting Principles for Bankers
- Accident/Incident Investigation
- Acupressure
- Administration
- Advanced Collections Skills & Receivables Management
- Advanced Counselling
- Advertise Management
- Advertising & Marketing Management
- African Languages
- African Politics
- Agriculture
- Agriculture Leadership
- Agriculture Management
- Agriculture Science
- Air Quality Management
- Airframe Structures
- Ambulance
- Analytical Thinking, Problem Solving and Creativity
- Analytical Thinking, Tools & Techniques
- Anatomy
- Animal Health
- Animal Tracks & Signs
- Applied Project Management
- Aromatherapy
- Assertiveness & Confidence at Work
- Assertiveness Skills
- Assessor
- Assessor Training in Health
- Asset & Maintenance Management
- Asset Management
- Astronomy
- Auditing
- Aviation Management
- Aviation Medicine

B

- Bank Credit Management
- Bank Credit Principles
- Bank Deposits
- Bank Financial Management
- Banking Financial Services
- Banking Law
- Banking Regulatory Advice
- Banking Services
- Basic Business Statistics & Calculations
- Basic Counselling
- Basic Fire Fighting
- Basic Life Support
- Basic Trauma Counselling
- Basics of Computer
- Biblical Studies Diploma
- Biochemistry
- Body Guarding
- Bookkeeping
- Bookkeeping - ICB

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Bricklaying
 Budgeting
 Building Construction
 Building up the Local Church
 Built Environment
 Burnout Counsellors
 Burnout in the Ministry
 Bushveld Geology
 Business & Systems Analysis
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 Business Administration (Advertising Management)
 Business Administration (Agriculture)
 Business Administration (Communication)
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 Business Administration (Finance)
 Business Administration (Health)
 Business Administration (Hospitality)
 Business Administration (Human Resources)
 Business Administration (Law)
 Business Administration (Marketing & PR)
 Business Administration (Marketing)
 Business Administration (Practical Law & Finance)
 Business Administration (Project Management)
 Business Administration (Public Relations)
 Business Administration (Public Sector)
 Business Administration (Purchasing)
 Business Administration (Safety & Security)
 Business Administration (Sales & Purchasing)
 Business Administration (Sales)
 Business Administration (Security)
 Business Administration (Travel & Tourism)
 Business Administration (Labour Relations)
 Business Administration (Safety)
 Business Administration (Sales & Marketing)
 Business Communication
 Business Consulting
 Business Executive Skills
 Business Focused Project Management
 Business Growth
 Business Law & Accounting Control
 Business Law for Managers
 Business Leadership
 Business Literacy
 Business Management
 Business Negotiations Skills for Office Professionals, Secretaries & PA's
 Business Practice
 Business Process Management
 Business Writing for Office Professionals
 Business Writing for Secretaries and PA's
 Business Writing Skills

C

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Call Centre Staff Skills
 Cardio-Thoracic Nursing
 Career Guidance Practitioner
 Catering Management
 Certified Business Professional (CBP - Executive Level)
 Certified Business Professional (CBP - Master Executive Level)
 Certified Business Professional (CBP)
 Cheese Ripening
 Chemical Engineering
 Child Day Care & Educare
 Child Justice
 Child Law
 Child Psychiatry Workshop
 Child Psychology
 Christian Counselling Certificate
 Christian Life Certificate
 Christian Worship Studies Certificate
 Civil Engineering
 Classroom Management
 Clerical Administration
 Coach Learners
 Coaching
 Cognitive Behavioural Therapy
 Colour Therapy
 Commercial Law
 Communicating with Power & Professionalism
 Communication
 Communication Pathology & Audiology
 Communication Skills
 Communication Skills for Professionals in Business
 Community Capacity Building
 Community Ministry
 Competition Law
 Competitive Intelligence
 Compiling, Issuing & Evaluating Tenders
 Complete A-Z Guide to Developing & Delivering Powerful Presentations
 Complete Guide to Meetings & Minute Taking
 Complexity in a Knowledge-based Organisation
 Comprehensive HIV & AIDS Care, Management & Treatment
 Computer & Information Security
 Computer & Information Systems Concepts
 Computer Engineering
 Computer Graphic Design
 Computer Literacy
 Computer Programming
 Computer Security
 Computer Studies
 Computer Technician

Computer Training
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 Condition Based Maintenance
 Conflict Handling
 Conflict Management
 Congregational Ministry
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 Construction Contract Management
 Construction Plumbing
 Construction Supervision
 Consumer Credit for Collectors
 Consumer Credit for Credit Managers
 Consumer Credit for Legal Clerks
 Consumer Credit for Supervisors
 Consumer Science
 Contract Management
 Cooking & Catering
 Cooking & Nutrition
 Corporate Entrepreneurial Leadership & Management Skills
 Corporate Finance
 Corporate Forensic Investigator
 Corporate Governance & Risk Management
 Corporate Governance & Strategic Direction
 Corporate Image & Etiquette
 Corporate Law
 Corporate Management
 Corporate Venturing
 Cost & Management Accounting
 Counselling & Communication
 Counselling Children & Adolescents
 Counselling Process
 Counselling Theory
 CPR
 CPR for Family & Friends
 Creative Studies
 Creative Writing
 Creativity, Lateral Thinking & Leadership
 Credit Management
 Crime Scene Investigation (CSI)
 Criminal Justice
 Criminal Law
 Crisis Debriefing
 Critical Care Nursing
 Crystal Healing
 Cultural Diversity Management in the Workplace
 Cultural Intelligence & Global Leadership
 Customer Care & Call Centre
 Customer Service
 Customer Service Excellence
 Customs & Excise Tariff Administration
 Customs & Excise Tariff Policy
 Customer Based Telephone Debt Collection Techniques

D

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Dairy Science
 Dealing with Difficult People
 Dealing with Problem Behaviour of Children
 Debriefing, Burnout & Compassion
 Debt Collection - The Legal Aspects
 Debt Litigation
 Defusing & Debriefing
 Dental Practice Assistant
 Dentistry
 Depression
 Design and Development Outcomes-based Assessment
 Design of Integrated Assessment for Learning Programmes
 Design Workshops
 Developing Contextual Ministries in Communities
 Developing Emotionally Intelligent Management & Leadership Strategies
 Developing Managerial Excellence
 Developing Powerful Presentations Using MS PowerPoint
 Developing Safe Work Procedure
 Developing Urban Ministries
 Diabetes Risk Management
 Diabetic Foot Care
 Digital Media Production
 Digital Photography
 District Health Systems
 Diversity Management
 Diversity Training
 Divorce & Family Mediation
 Doing Research for Urban Ministry
 Draughting
 Dream Therapy
 Drug & Alcohol Counselling
 Dynamic Telephone Techniques

E

Early Childhood Development
 Easy Script
 Eating Disorders
 E-Commerce
 Econometric Analysis of Co integration
 Econometric Analysis of Panel Data
 Econometrics for the Practitioner
 Economic Indicators
 Economic Literacy
 Economic Management Analysis
 Economics
 Education
 Educational Law
 Effective & Accurate Budgeting

Effective Christian Education and Leadership
 Effective Debt Collection
 Effective Negotiation Skills
 Effective People Management
 Effective Stakeholder Management
 Effective Strategic Thinking
 Effective Team Development
 Effective Time Management
 Electrical Engineering
 Electrometallurgy
 Electronic Design Automation Software
 Electronic Engineering
 Emergency Nursing
 Emergency Planning
 Emotional Intelligence
 Employee Health Benefits
 Engineering & Technology Management
 Engineering Management
 English Communication Skills
 English for Business
 Enterprise Risk Management
 Entrepreneurship
 Entrepreneurship & Small-Business Management
 Environmental Inspection
 Environmental Law
 Environmental Education
 Environmental Management
 Environmental Science
 Essential Leadership Skills
 Essential Management Skills
 Estate Planning, Trusts & Taxation
 Ethics & Professionalism
 Evacuation Warden
 Events Coordination
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 Excelerated NLP Practioner Certification
 Excel for Financial Managers
 Excel for Public Sector Financial Managers
 Exceptional Customer Service
 Executive Public Management
 Explosives Management
 Extractive Metallurgical Engineering

F

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Facilitator
 Faithful Witnesses
 Family Law
 Farm Management
 Field Guiding Game Ranging
 Finance & Accounting
 Finance & Budgets
 Finance for Non-Financial Executives
 Finance for Non-Financial Managers
 Finance Fundamentals for Senior Managers
 Finance, Accounts & Budgets for Secretaries & PA's
 Financial and Business Skills for Sales Managers
 Financial Data Management Using Excel
 Financial Management
 Financial Management for Non-financial Managers
 Financial Management Skills for Managers & Directors
 Financial Planning
 Financial Products
 Financial Reporting in the Property Industry
 Fire Fighting
 First Aid Level 1 - 3
 First Line Managers
 Fitness & Nutrition
 Flower Remedies
 Fluid Flow Catalytic Reactors
 Food & Agriculture
 Food & Beverage Management
 Food Sciences
 Forensic Accounting
 Forensic Nursing
 Forgiveness
 Foundation Management Programme
 Foundation Municipal Management
 Foundations of Health Management
 Fraud & Risk Management
 Fraud Examination
 Free Surface Flow Modelling
 Fringe Benefits, Retirement Benefits & Employees' Tax
 Frontline Staff
 Froth Flotation
 Fundamental Hydraulics
 Fundamentals of Project Management
 Fundamentals of Shopping Centre Marketing

G

Game Lodge Management
 Game Ranging & Wildlife Management
 Garden Centre Management
 Garden Design
 Gas Turbine Appreciation
 General Business
 General Finance & Tax
 General Health
 General Law
 General Management
 General Office Administration
 Generic Quality Management

Gender as Catalyst for Change
 Gender-based Violence: Breaking the Cycle
 Gender in Everyday Life
 Gender Mainstreaming
 Geography & Geo-informatics
 Gifted Child Education
 Good Clinical Practice
 Government Studies
 Graphic & Advertising Design
 GPRS Introduction
 GSM Introduction
 GSM Systems Engineering
 Guest House Management

H

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Hazard Identification & Risk Assessment
 Health & Safety
 Health & Wellbeing
 Health Emergencies
 Health Legislation
 Health Management
 Health Sciences
 Health Systems & Public Health
 Health Systems Operations
 Healthcare
 Heartsaver AED
 Heartsaver CPR
 Herbalism
 Hiring & Firing
 HIV & AIDS
 HIV/AIDS Associated Dementia
 HIV/AIDS Counselling & Management
 Holistic Dowsing
 Homeopathy
 Hospitality Management
 Hotel & Catering Management
 Hotel & Hospitality
 Hotel Management
 Housing Development & Management
 How to Conduct Effective Meetings
 How to Prepare & Evaluate Advertising that Works
 Human Ecology
 Human Resource Management
 Hydrometallurgy
 Hypnotherapy

I

Implementing Effective Workplace Discipline
 Incident Investigation
 Income Tax Returns
 Indian Face Massage
 Indian Head Massage
 Industrial & Systems Engineering
 Industrial Psychology
 Industrial Relations
 Industrial Waste Management
 Information & Knowledge Management
 Information Security Management
 Information Technology Management
 Innovative Thinking and Solution Finding
 Insolvency Law
 Insulin Pump Therapy
 Intelligence Analysis
 Intelligence Management
 Interim Ministry
 Interior Decorating
 Internal Auditing
 International Classification of Diseases
 International Insolvency Law
 International Law
 International Trade
 Internet for Beginners
 Internet Research
 Interviewing & Selection Techniques for Managers
 Introduction to Business Studies
 Introduction to Negotiation & Persuasion
 Introduction to Project Management
 Investigations
 Investment Management & Personal Financial Planning
 Iridology
 Irrigation Management
 IT Management
 IT Training
 ITIL Foundation Course in IT Service Management

J

Journalism & Media Studies

K

Key Productivity & Stress Management Skills for Secretaries & Pas
 Key Skills for Effective Managers
 Key Skills for Professional Secretaries and PA's
 Kinesiology
 Knowledge Management

L

Labour Dispute Resolution
 Labour Law
 Labour Law Updates, Guidelines & Pitfalls
 Labour Relations
 Labour Relations Management

Landscaping
 Languages – Afrikaans
 Languages – English
 Languages – French
 Languages – IsiNdebele
 Languages – IsiXhosa
 Languages – IsiZulu
 Languages – Northern Sotho
 Languages – Portuguese
 Languages – Sesotho
 Languages – Setswana
 Languages – SiSwati
 Languages – Swazi
 Languages – Tshivenda
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 Law
 Leadership Development
 Leadership, Management & Governance
 Legal Aspects in Nursing
 Legal Aspects of Bank Credit
 Legal Studies
 Legislative Drafting
 Life Coaching
 Life Skills in the Workplace
 Lifting Machine Operator
 Local Government
 Local Government Finance
 Locomotive Systems, Performance & Maintenance
 Logistics

M

Machine Design
 Maintenance Management
 Mammography
 Management
 Management & Leadership Development
 Management Accounting
 Management Accounting – ICB
 Management Education
 Management Principles for Bankers
 Management Studies
 Managing a Project
 Managing Diversity
 Managing Performance, Discipline & Dismissal
 Managing Projects with MS Project
 Managing Stress & Conflict & Enhancing Performance
 Managing with Intent
 Marketing
 Marketing & Communication
 Marketing Management
 Master Class in Finance
 Master Class in Microfinance
 Master Direct Selling
 Master ETD Facilitation
 Master Quality Management Systems for Education & Training
 Mastering Excel for Secretaries & Pas
 Masters Outcomes-based Assessment
 Mathematics Teaching
 Maths Motivational Workshop
 Mechanical Engineering
 Mechanical Metallurgy
 Mechanical Vibration
 Mechanistic Pavement Design
 Media Studies
 Medical & Dental Reception
 Medical Practice Assistant
 Medicine Management for Nurses
 Membrane Processes
 Mentor Learners
 Mentoring & Coaching
 Mentoring, Guidance & Support for Teachers & Trainers
 Mergers & Acquisitions
 Meridian Psychotherapy
 Metallurgy
 Microfinance
 Microfinance Managers
 Microsoft Access Basic/Intermediate
 Microsoft Excel (basic, intermediate & advanced)
 Microsoft Office
 Microsoft Outlook Basic/Intermediate
 Microsoft PowerPoint Basic/Intermediate
 Microsoft Project
 Microsoft Project Basic/Intermediate
 Microsoft Visio Basic/Intermediate
 Microsoft Word & Outlook
 Microsoft Word Basic/Intermediate & Advanced
 Milk Goat Management
 Mine Fluid Flow (Air & Water)
 Mine Ventilation Planning
 Mining
 Missiology
 Modelling School
 Moderator
 Moderator Training in Health
 Monitoring & Evaluation of Health Programmes
 Monitoring & Evaluation of HIVE & AIDS
 Motivational Management
 Mourning, depression, anger, anxiety & happiness
 MS Access
 MS Project for Project Administrators & Secretaries
 Multisectoral Course in HIV & AIDS Care, Treatment and Antiretroviral Medicine

Municipal Accounting
Municipal Management

N

National Credit Act - Practical Implications
Natural Sciences
Nature Training
Negotiating & Deal Making Strategies
Negotiating with Success
Negotiation Skills
Neonatal Nursing
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Nursing
Nutrition

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O

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Oncology Nursing
Operating Theatre Nursing
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Operational Analysis for Investigators
Operational Management for HIV/AIDS Coordinators
Operational Management for HIV/AIDS Coordinators
Operations Management
Operations Management & Strategy
Organisational Development
Organisational Effectiveness
Organisational Psychology

P

Paediatric Nursing
Paralegal Studies
Particla & Powder Technology
Past Life Therapy
Pastel
Pastoral Care
Pastoral Counselling
Patient Safety
Pavement Materials & Design
Pavement Structural Analysis
Payroll & Monthly SARS Returns
Peer Educator Training
People Management Skills for New Managers
Performance Management
Personal Branding
Personal Financial Management
Personal Financial Management for Non-financial Managers
Pharmacy Retail Assistant
Philosophy
Photography
Pipeline Design
Play Therapy
Policing
Policy Analysis
Policy Development & Implementation
Policy Implementation
Policy Management
Policy Monitoring
Policy Review
Positive Strategies for Dealing with Prickly Personalities & Poor Performance
Power Distribution Engineering
Powerful Negotiation Tactics & Techniques
Practical Confidence & Assertiveness
Practical Contract & Business Law for all Managers
Practical Credit Assessment & Credit Management
Practical Influencing Techniques for Women in Business
Practical Project Management
Practical Stress Management
Practical Time Management for Secretaries & PA's
Practical Wiring
Practitioner Coaching
Preaching
Presentation of Business Proposals
Presentation Skills
Presenting with Confidence
Prevention of Corruption
Primary Eye Care
Principles of Income Tax for Corporates (SARS)
Principles of Public Economics
Principles of the Economics of Social Protection
Private Investigator
Private Sector Health Care Financing
Pro-Active Solving & Decision Making
Problem Solving
Process Engineering in the Fast Lane
Procurement & Materials Management
Professional Business Communication Skills
Professional Business Writing
Professional Development for Secretaries & PA's
Professional Event Management
Professional Office Management
Professional Purchasing & Procurement Skills & Practices
Professional Relaxation Therapy
Professional Selling Skills
Project Management
Project Management for the Health Sector
Project Management Software
Property & Construction
Property Administration

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 Public Administration
 Public Financial Management
 Public Health Legislation
 Public Management
 Public Relations Management
 Public Sector
 Public Sector Diversity Management
 Pumping Station Design
 Purchasing Management
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Q

Quality
 Quality Assurance
 Quality Awareness
 Quality Management
 Quantitive Management

R

Radio Broadcasting
 Radio Journalism
 Radiographic Techniques & Film Critique
 Radiology
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 Railway Infrastructure Maintenance Management
 Real Estate
 Reception Year Teaching
 Reflexology
 Refractory Materials
 Reiki
 Report Writing
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 Research Skills
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 Retail Management
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 Risk Management
 Rock Mechanics
 Running Effective & Productive Meetings

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 Sales Management
 Sales Marketing Management
 School Law for Educators
 School Management
 Science & Technology Management
 Scientific Writing
 Secretarial - Professional Etiquette & Corporate Image
 Secretarial Training
 Sectional Title Management
 Security
 Security Guard
 Security Management
 Security Risk Management
 Security, Investigations & Protection
 Seed Science
 Service Management
 Sexual Harassment
 Sexuality
 SHE Implementation
 SHE Induction for Construction
 SHE Representative
 Shelter Camp Management
 Shiatsu
 Shopping Centre Leadership
 Shopping Centre Management
 Small Business Management
 Social Intelligence for Personal & Care Success
 Social Science and Ethics
 Social Work
 Socio-Economic Rights
 Software Training/Computer Related
 Speechmaking
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 Sport & Social Responsibility
 Sport and Education
 Sport and Recreation
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 Sport Code Science
 Sport Event Management
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 Sport Psychology
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 Sport Studies
 Sports Club Development
 Sports Facility Management
 Sports Fitness
 Sports Management
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 Sports Organisation Development
 Sports Project Management
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 SQL & Information Systems Security
 SQL Database Administration

Stewardship and Church Financial Planning
 Storemanship
 Stores & Stock Control
 Strategic Black Economic Empowerment
 Strategic Intelligence Analysis
 Strategic Planning & Management
 Strategic Supply Management
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 Stress & Burnout
 Stress Management
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 Sustainable Engineering
 Systems Engineering

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 Taxation
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 Teacher Training
 Team Development
 Technology Management
 Telephone Etiquette & Frontline Reception
 Telephone Techniques
 Telesales
 The 5 Day Executive MBA
 The Accounts Assistant
 The Art of Negotiation
 The Commercial Aspects of Sport
 The Complete Guide to Meetings & Minute Taking
 The Customer Protection Bill
 The Effective Executive Secretary/PA
 The e-Generation Secretary
 The Modern Supervisor
 The Orientation to Management Program
 The Power of Purposeful Women Leadership
 The Professional Office Administrator
 The Professional Receptionist
 The Secret of Success for Secretaries and PA's
 The Secrets to Presenting with Impact
 The Sports Environment
 Theology
 Thermal Engineering
 Time Management
 Time Management for Office Professionals
 Time, Priority & Productivity Management for Secretaries, PA's & Administrators
 Tourism
 Tourism Management
 Tourism Marketing
 Town & Regional Planning
 Track Geotechnology
 Trade Remedies
 Traffic Engineering
 Trail Guiding
 Train the Trainer Programme
 Training Practices for Educators & Trainers
 Transient Flow in Pipe Networks
 Transportation Engineering
 Trauma Counselling
 Trauma Debriefing
 Travel & Tourism
 Trust Law
 Turf Pest Control

U

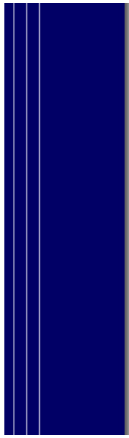
Understanding the CCMA, Disciplinary, Hearings, Warnings, Sanctions & Dismissals
 Union Rights and Negotiation
 Urban Ministry

V

VAF Skills
 Value Chain Analysis
 Value Creation Through Effective Human Resource Management
 Veterinary Business Management
 Veterinary Science
 Veterinary Surgery Assistant
 Viral Vectors
 Vista Operating System
 Visual Arts

W

Warehousing Management
 Waste Management
 Water Quality Management
 Water Quality Management & Effluent Treatment
 Website Design
 Website Development
 Welding – Corrosion
 Welding - Non Destructive Testing
 Welding - OHS Act (Competent Persons)
 Welding Metallurgy
 Welding Technology
 Wellness in the Workplace
 Wildlife
 Wildlife DNA Forensics
 Wildlife Immobilisation
 Wildlife Management
 Wills & Administration of Deceased Estates
 Windows Operating System



- Windows Vista
- Windows XP
- Wireless Sensor Network
- Wireless Telephony
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- Working with Finance, Accounts & Budgets for Non-Financial Managers
- Workplace Employment Relations
- Workplace Ethics
- Workplace Harassment
- Workplace Labour Relations Skills Development
- Writing Effective Minutes
- Writing Effective Reports
- Writing Financial Reports
- Writing Professional Business Documents for Secretaries & PA's

Y
Yoga Beginners

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