

Vocational Programmes - NVQ

Contributed by Administrator
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Our tailor-made Vocational Training Programmes are offered by Hargeisa College of Vocational Training & Alternative Studies and students shall be conferred to the 'National Vocational Qualification - NVQ' upon completion. Duration - 6 months per course six contact hours per week. The merits of this programme is that it is developed with employers for employment, consists of short courses to suit your availability and offers choice of units for personal development.

Business - Sales and Marketing

Understanding the activities of marketing and sales· Building business relationships· Effective planning skills·
 and improving business information· Customer communication and selling Accounting Technician · Commercial
 numeracy· Book-keeping and accounts· Computerized accounts· Cost accounting· Management accounting C
 Management· Administration and Secretarial Studies· Office procedures· Business Communication· Time Mana
 Information Technology· Visual presentations· Graphic design· Spreadsheets· Data processing· Word-pro
 Keyboarding English· English for Speakers of Other Languages· English for Business Communication