



Growth Institute

Workplace Integrated Training Solutions
An approved private college

Growth Group Short Courses

Group I Short Courses	Group II Short Courses	Group III Short Courses	Duration for Group III Courses
Bookkeeping to Trial Balance	Contemporary Issues in Tourism and Hospitality	Business Control	8 hours
Business and Office Administration I	Customer Relations Man. in Tourism and Hospitality	Business Efficiencies	8 hours
Business and Office Administration II	Customer Service Management in Tourism and Hospitality	Business Organisation	8 hours
Business and Office Administration II	Essentials of Finance in Tourism and Hospitality	Business Planning	8 hours
Business Law and Accounting Control	Essentials of HR and Business Computing	Communication	3 Days
Business Law and Administrative Practice	Essentials of Marketing and Customer Relations	Conflict Management	2 Days
Business Literacy*	Essentials of Tourism and Hospitality Operations	Customer Service	3 Days
Business Management I	Facilities Management	CV and Interview Skills	2 Days
Business Management II	Food and Beverage Management	Decision Making	8 hours
Business Management III	Food and Beverage Operations	Front Office & Reception Skills	3 Days
Computerised Bookkeeping	Food and Beverage Supervision	Housekeeping Principles	3 Days
Corporate Strategy	Global Tourism and Hospitality	Information Management	8 hours
Cost and Management Accounting	Human Resource Management in Tourism and Hospitality	Leadership	3 Days
Economics	Operational Finance in Tourism and Hospitality	Marketing	3 Days



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Entrepreneurship I	Rooms Division Operations	Motivation	8 hours
Entrepreneurship II	Rooms Division Supervision	Negotiation Skills	2 Days
Entrepreneurship III	Strategic Marketing in Tourism and Hospitality	Organisational Development	3 Days
Financial Management and Control	The Tourism and Hospitality Industry	Risk Management	3 Days
Financial Reporting and Regulatory Frameworks	Course Duration: 40 hours per Course	Sales Management	3 Days
Financial Statements		Waitron Basics	3 Days
Human Resource Management and Labour Relations			
Income Tax Returns			
Management			
Management Accounting Control Systems			
Marketing Management and Public Relations			
Office and Legal Practice			
Office and Legal Practice			
Payroll and Monthly SARS Returns			
Course Duration: 40 hours per Course			



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Pricing: R 2 800 per module (Excl. VAT) - textbook or handouts included

Terms and Conditions:

- 1. Short courses in Group I and Group II can be issued with a certificate from Professional Bodies**
- 2. Short courses in Group III are not linked to a qualification and can be awarded an attendance certificate only**
- 3. Students who wish to obtain a formal qualification through modules in Group I and/or Group II must adhere to the rules of the relevant Professional Bodies**
- 4. Growth Group is a theory provider and does not issue qualifications or certifications. These are awarded by the relevant Professional Bodies and/or SETA**

* The Business Literacy Module can be adapted to focus on either Basic Business Communication or Basic Business Calculations