

2026-2027 PROSPECTUS

EXPLORE OUR AVAILABLE COURSES AND UNLOCK NEW OPPORTUNITIES

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ABOUT US

Motto—Brighten Your Future Today.

Vision - To empower learners with education & Life Skills that will drive their personal growth and ensure effectiveness and efficiency in their work environments.

Mission—To ensure each learner is equipped with the knowledge to build sustainable careers, cultivate their interest in in-demand skills globally, and add value to their work environments.

Our Values Learner Focus: Providing Learner Support Services to Enhance Learning and Personal Development. Providing Learners with a Positive Learning Experience to Increase their Desire for Continuous Learning.

Integrity: Promoting a Culture of Academic Integrity and Intellectual Honesty. Promoting Honesty, Transparency, and Ethical Conduct in all Academic & Operational Activities.

Professionalism: Instilling Principles of Professionalism in Learners, Emphasizing Responsibility, Accountability, and Emotional Intelligence. Commitment to Delivering Quality Education and Improving Processes to Ensure Excellence and Effectiveness.

INTRODUCTION

Adaptability:

Being Alert and Responsive to Changes in Global Education Trends & Industry Needs.

Respect:

Cultivating an Environment where Respect is the Foundation, Embracing and Understanding Differences, and Treating Everyone with Dignity.

Innovation:

Embracing Creativity, Forward-Thinking, and Technology-Driven Approach in Education & Training. Encouraging Research & Development, as well as the Cultivation of New Ideas & Technology.

Social Responsibility:

Being Involved in Uplifting Local Communities, Learning about Skills in Demand, and Being Computer Literate. Integrating Social Responsibility Principles into Teaching, Research, and Community Service

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3. CompTIA Network+
4. CompTIA Server+
5. CompTIA Security+
6. CompTIA Data+
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2. Microsoft Office (Intermediate)
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Skill Programmes



WHO ARE WE?



Khano Training Institute is an Accredited Training Provider with MICT SETA, QCTO, and CompTIA, headquartered in Pretoria, South Africa. We currently have Campus in Hatfield (Pretoria, Gauteng).



We provide both full qualifications and short skills development courses based on your needs.



What Makes Us Different?

Khano Training Institute has partnered with various entities where Learners receive workplace experience as part of their learning, in order to graduate with practical skills for the workplace. Accreditation

ADMISSION TO THE INSTITUTION

01

Khano Training Institute has limited spaces per qualification in our campus, therefore even though you may meet the minimum admission requirements of a particular qualification, you are not guaranteed admission to the qualification of your choice until a confirmation letter is sent to you by the Institution.

02

Basic Admission Requirements to the Institution

Provisional admission is based on Grade 11 results, for applicants still in Grade 12, as well as final Grade 12 results, for applicants who have already completed matric, depending on the NQF level of the qualification you are applying for.

APPLICATION PROCESS

01

You can apply online on our website: www.khano.edu.za or download the application form on our website. After completing the application form, attach all the relevant documents and email to: registration@khano.edu.za.

02

Registration Fee - R500



FACULTY OF HEALTH

Khano Training Institute is MICT SETA Accredited, QCTO Accredited & a CompTIA Certified Partner



HEALTH PROMOTIONS OFFICER NQF 3

Entry Requirement:
Grade 9/NQF 3

01

The Occupational Certificate Health Promotions Officer NQF 3 is designed to equip learners to be able to carry out basic assessments of communities, households, groups, and individuals, provide basic health education and referrals for a wide range of services, and Support and assist in navigating the health and social services system. On completion, learners will be able to conduct assessments of the social, physical, and economic dynamics in communities; Conduct household assessments and identify those at risk of health-related issues. (Including impairments in health status); Provide information, education, and support for healthy behaviours and appropriate home care; Provide psychosocial support; and Identify and manage minor health problems

02

Course Content Overview

- Public and Community Health Support
- Family and Community Services
- Basics of Community Health
- Mobilise the community to address community health issues,
- Identify the service needs, and ease of access to health and social services
- Promote healthy lifestyles and mental well-being
- Promote HIV prevention, including HIV testing, condom use, partner reduction, circumcision, and STI treatment
- Provide information on the prevention of accidents and incidents in homes
- Record and report on information provided to individuals, households, and communities
- Promote and provide support for maternal and women's health
- Promote child health
- Support community members with psychosocial problems
- Provide an integrated approach to support treatment adherence
- Identify and treat a select number of minor ailments
- Provide basic support to people who are unable to care for themselves

Possible Career Choices:

- Health Promotion
- Officer Community Healthcare Worker



FACULTY OF INFORMATION & COMMUNICATION TECHNOLOGY

Khano Training Institute is MICT SETA Accredited, QCTO Accredited & a CompTIA Certified Partner

COMPUTER PROGRAMMING NQF 4

Entry Requirement:
Grade 10/NQF 3

01

The National Certificate: Computer Programming (NQF Level 4) equips learners with the fundamental knowledge and practical skills to develop computer programs, create software applications, and solve technical problems. The programme focuses on programming principles, database fundamentals, web development, and software testing to prepare learners for entry-level careers in the ICT industry.

02

Course Content Overview

- Programming Fundamentals
- Computer Systems
- Software Development
- Web Development
- Database Fundamentals
- Object-Oriented Programming
- Problem Solving Techniques
- Software Testing
- Systems Development Fundamentals
- ICT Fundamentals

Possible Career Choices

- Junior Programmer
- Computer Programmer
- Software Support Technician
- Web Developer
- Application Support Technician
- ICT Support Technician
- Junior Software Developer



01

The FET Certificate in Information Technology: Technical Support at NQF Level 4 is geared towards individuals who want to enter and build a foundational entry into the IT industry and specialize in providing technical support or system support for hardware, software, and network systems.

02

F.E.T CERTIFICATE: I.T - TECHNICAL SUPPORT NQF 4

Entry Requirement:
Grade 11/ NQF 3

Course Content Overview

- Communication in a Technical Environment
- Mathematical Literacy
- PC Hardware & Architecture
- IT Hardware & Infrastructure Support
- PC Repair & Problem Solving
- Troubleshooting
- Network Protocols and the Internet
- Network Support
- Customer Service & Contact Centre
- Professional Workplace Conduct
- CompTIA Network Plus (1 Exam Voucher)

Possible Career Choices:

- PC Technician
- Desktop Support Technician,
- Network Support Technician
- Desktop Administrator

I.T - SYSTEMS DEVELOPMENT NQF 4

Entry Requirement:
Grade 11/ NQF 3

01

The FET Certificate in Information Technology: Systems Development at NQF Level 4 is aimed at individuals who want to pursue a career in systems development, which involves designing, creating, and maintaining software applications and systems.

02

Course Content Overview

- Introduction to Computer Technology & Information Systems
- Network Architecture
- Computer Programming Concepts
- Web/System Development
- Application Programming
- IT Technical Support
- IT Hardware Concepts
- Communication
- Mathematical Literacy
- Customer Service & Troubleshooting

Possible Career Choices:

- IT System Developer
- Web Design & Developer
- IT System Analyst
- Computer Programmer

I.T - SYSTEMS DEVELOPMENT NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The National Certificate: Information Technology – Systems Development (NQF Level 5) equips learners with the knowledge and practical skills to analyse, design, develop, test, and maintain software systems. The programme focuses on programming, database development, web technologies, and systems analysis to prepare learners for careers in software and application development.

02

Course Content Overview

- Programming Fundamentals
- Software Development
- Systems Analysis and Design
- Database Development
- Web Development
- Object-Oriented Programming
- Project Management
- Problem Solving Techniques
- Software Testing
- Information Systems

Possible Career Choices

- Systems Developer
- Software Developer
- Application Developer
- Web Developer
- Programmer
- Systems Analyst
- Database Developer
- Junior Software Engineer

OCCUPATIONAL CERTIFICATE CLOUD ADMINISTRATOR NQF 4

Entry Requirement:
Grade 11/ NQF 3

01

The Occupational Certificate: Cloud Administrator (NQF Level 4) is designed to equip learners with foundational and intermediate-level skills required to support, maintain, and manage cloud-based infrastructures. The qualification prepares learners to confidently navigate the operational aspects of cloud computing environments, enabling them to support cloud services across different platforms, ensure systems efficiency, and provide user support in line with industry best practices.

02

Course Content Overview

- Introduction to Cloud Computing Concepts
- Virtualization and Infrastructure as a Service (IaaS)
- Cloud Platforms and Service Models (IaaS, PaaS, SaaS)
- Storage and Backup Solutions in the Cloud
- Networking in Cloud Environments
- Monitoring and Maintaining Cloud Systems
- Identity and Access Management (IAM)
- Cloud Security Fundamentals
- Migration Strategies and Support
- Technical Support and Troubleshooting in the Cloud

Possible Career Choices:

- Junior Cloud Administrator
- Cloud Support Technician
- Infrastructure Support Assistant
- IT Systems Assistant (Cloud)
- Cloud Helpdesk Operator

OCCUPATIONAL CERTIFICATE CYBERSECURITY ANALYST NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: Cybersecurity Analyst (NQF Level 5) is tailored to develop competent professionals with the technical knowledge and analytical skills required to protect IT systems and networks from cybersecurity threats. This qualification enables learners to assess vulnerabilities, implement security controls, and respond to incidents, ensuring the confidentiality, integrity, and availability of digital information.

02

Course Content Overview

- Introduction to Cybersecurity and Threat Landscape
- Network Security Fundamentals
- Cybersecurity Tools and Technologies
- Vulnerability Assessment and Risk Analysis
- Security Monitoring and Incident Detection
- Cyber Incident Response and Recovery
- Malware and Threat Analysis
- Compliance and Regulatory Frameworks (POPIA, GDPR, etc.)
- Ethical Hacking and Penetration Testing Fundamentals
- Professional Ethics and Cybersecurity Governance

Possible Career Choices:

- Cybersecurity Analyst
- Security Operations Center (SOC) Analyst
- IT Security Technician
- Vulnerability Analyst
- Information Security Assistant

INTERNET-OF-THINGS (IOT) DEVELOPER NQF 4

Entry Requirement:
Grade 11/ NQF 3

01

The Occupational Certificate: Internet-of-Things (IoT) Developer (NQF Level 4) equips learners with the skills to design, develop, and implement IoT systems that connect devices, networks, and applications. This qualification prepares learners to contribute to the 4IR by creating smart solutions for industries such as manufacturing, healthcare, transport, and agriculture

02

Course Content Overview

- Introduction to Internet of Things
- Computers, Devices, and Computing Systems
- Building Blocks of Internet of Things
- Internet of Things Design and Development Considerations
- Data, Databases and Visualisation
- 4IR and Future Skills
- Design Thinking Principles for Innovation
- Basic Electronic Principles
- Apply Basic Scriptwriting for Internet of Things Toolsets
- Access, Analyse and Visualise Structured Data using Spreadsheets
- Implement the Internet of Things Solution Infrastructure & Deploy Edge Devices
- Provision & Manage Devices
- Process & Manage Data in an Internet of Things Solution
- Monitor, Troubleshoot & Optimize Internet of Things Solutions
- Implement Security Measures for Internet of Things Solutions
- Participate in a Design Thinking for Innovation Workshop
- Function Ethically & Effectively in the Workplace
- Internet of Things Solution Deployment Processes
- Data Collecting, Aggregating, Disseminating & Storing Processes
- Data Integration Systems & Processes

Possible Career Choices:

- IoT Developer
- Embedded Systems Programmer
- IoT Technician
- Junior Systems Integrator

DESIGN THINKING PRACTITIONER NQF 4

Entry Requirement:
Grade 11/ NQF 3

01

The Occupational Certificate: Design Thinking Practitioner (NQF Level 4) introduces learners to human-centred problem solving and innovation. This qualification equips learners with the ability to apply design thinking principles to create user-focused solutions in business, ICT, and community contexts.

02

Course Content Overview

- Human Centred Innovation
- Design Thinking Fundamentals
- Collaboration
- Fundamentals of Positive Psychology for Design Thinking
- Research to Inform Design Thinking Processes
- Benefits of Design Thinking
- Introduction to Project Management for Design Thinking
- Introduction to Design Thinking Governance, Legislation, and Ethics
- 4IR and Future Skills
- Beginner, Intermediate, and Advanced Computer Technology and Utilisation
- Conduct Applied Ethnographic Research
- Apply Design Thinking for Innovation Principles and Methodologies
- Beginner, Intermediate, and Advanced Computer Technology and Utilisation
- Apply Ethics and Effectiveness in the Workplace
- Applied Ethnographic Research
- Creative Innovation Solution Design

Possible Career Choices:

- Design Thinking Facilitator
- Junior Innovation Consultant
- Process Improvement Officer
- Product Development Assistant

ARTIFICIAL INTELLIGENCE (AI) SOFTWARE DEVELOPER NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: Artificial Intelligence Software Developer (NQF Level 5) prepares learners to design, train, and deploy AI models and intelligent systems. This qualification develops skills in machine learning, data processing, and ethical AI applications for real-world environments.

02

Course Content Overview

- Overview of Artificial Intelligence
- Introduction to Mathematics and Statistics
- Analytical Thinking and Problem Solving
- Data, Databases and Data Visualisation
- Computing Theory
- Introduction to Artificial Intelligence, Machine Learning, and Deep Learning
- Artificial Intelligence
- Machine Learning
- Deep Learning
- Introduction to Governance, Legislation, and Ethics
- Fundamentals of Design Thinking and Innovation
- 4IR and Future Skills
- Mathematics and Statistics for Programming
- Problem Definition, Analytical Thinking, and Decision-Making
- Access, Analyse and Visualise Structured Data Using Spreadsheets
- Use Python Data Scraping to Populate Database Table in SQL
- Use Machine Learning to Build an AI Solution in Python
- Use Deep Learning to Build an AI Neural Network Architecture in Python
- Use Deep Learning to Build an AI Neural Network Architecture in TensorFlow

Possible Career Choices:

- AI Software Developer
- Machine Learning Engineer
- Data Science Assistant
- AI Research Technician

SOFTWARE TESTER NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: Software Tester (NQF Level 5) trains learners to ensure the quality, security, and performance of software systems. This qualification focuses on equipping learners with systematic testing techniques to detect errors, reduce risks, and improve user experience.

02

Course Content Overview

- Software Engineering
- Fundamentals of Project Management in Relation to Software Engineering
- Digital and Business Mathematics
- Test or Debug Source Code to Ensure Client's Needs are met
- Software Testing
- Software Lifecycle Management
- Defect Reporting and Tracking
- Risk Analysis in Testing
- Professional Ethics in Software Quality Assurance

Possible Career Choices:

- Software Tester
- QA Analyst
- Test Automation Engineer
- Junior Software Engineer

SOFTWARE DEVELOPER NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: Software Developer (NQF Level 5) equips learners to design, develop, and maintain software applications across different platforms. Learners will gain strong programming, problem-solving, and analytical skills relevant to global software industry demands.

02

Course Content Overview

- Computers and Computing Systems
- Desktop and Professional Software to Communicate and Visualise Information
- Automated Web Scraping as a Data Source
- Logical Thinking and Basic Calculations
- Computing Theory
- Software Development with HTML5, Open-Source Frameworks and Libraries
- UML as Standard Modelling Language for Software and Systems Development
- Obtaining, Querying, Manipulating, and Presenting Data with and without MVC
- Software Development Life Cycle, Programming Languages, Algorithms, and Security
- Introduction to Governance, Legislation, and Ethics
- 4IR and Future Skills
- Query and Message Data
- Apply Logical Thinking and Maths
- Apply Code to use a Software Toolkit/Platform in the Field of Study or Employment

Possible Career Choices:

- Software Developer
- Application Programmer
- Web Developer
- Junior Systems Analyst

ROBOTIC PROCESS AUTOMATION (RPA) DEVELOPER NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: RPA Developer (NQF Level 5) prepares learners to design and implement robotic process automation solutions that streamline business operations. This qualification introduces learners to digital transformation tools and automation frameworks that enhance efficiency.

02

Course Content Overview

- Overview of Robotic Process Automation
- Basic Calculations and Logical Thinking
- Computers and Computing Systems
- Computing Theory
- Data, Databases, and Data Scraping
- Introduction to RPA for Automation of Processes
- Robotic Process Automation (RPA)
- Introduction to RPA Governance, Legislation, and Ethics
- Fundamentals of Design Thinking and Innovation
- 4IR and Future Skills
- Basic Calculations for Programming
- Basic Programming
- Access, Analyse and Visualise Structured Data using Spreadsheets and Scraping Tools
- Model and Develop Robotic Automated Process (RPA) Solutions

Possible Career Choices:

- RPA Developer
- Automation Analyst
- Business Process Engineer
- Digital Transformation Officer

SOFTWARE ENGINEER NQF 6

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: Software Engineer (NQF Level 6) equips learners with advanced skills in software design, development, and systems integration. The programme focuses on solving complex technical challenges, leading software projects, and applying best practices in the field.

02

Course Content Overview

- Software Engineering
- Programming
- Database Design and Information Systems
- Fundamentals of Project Management in Relation to Software Engineering
- Digital and Business Mathematics
- Document System Design
- Design and Manipulate Databases
- Programme and Deploy Applications
- Test or Debug Source Code to Ensure Client's Needs are met
- Software Design
- Database Design and Manipulation
- Software Development
- Software Testing

Possible Career Choices:

- Software Engineer
- Systems Architect
- Application Development Lead
- ICT Solutions Engineer

DATA SCIENCE PRACTITIONER NQF 5

Entry Requirement:
Grade 12/ NQF 4

01

The Occupational Certificate: Data Science Practitioner (NQF Level 5) equips learners with the knowledge and practical skills to collect, analyse, transform, and interpret data to support business decision-making. The programme focuses on data analysis, programming, database management, data visualisation, and problem-solving to prepare learners for careers in the growing field of data science.

02

- **CouCourse Content Overview**

- Data Collection and Preparation
- Data Analysis
- Python Programming
- Database Management
- Statistics and Mathematics
- Data Visualisation
- Machine Learning Fundamentals
- Business Intelligence
- Data Reporting
- Data Ethics
- Data Science Projects

Possible Career Choices

- Data Science Practitioner
- Junior Data Analyst
- Business Intelligence Analyst
- Data Analyst
- Data Miner
- Data Modelle



FACULTY OF BUSINESS MANAGEMENT & OPERATIONS

Khano Training Institute is MICT SETA Accredited, QCTO Accredited & a CompTIA Certified Partner



OCCUPATIONAL CERTIFICATE MANAGEMENT ASSISTANT NQF 5

Entry Requirement: Grade
12/NQF 4

01

The Occupational Certificate: Management Assistant at NQF Level 5 is designed to equip learners with the skills needed to provide effective administrative support to management teams. The program typically covers a range of administrative and organizational tasks, focusing on the competencies required for the role of a management assistant.

02

Course Content Overview (

- Office Administrative Skills in Filing Systems & Document Control
- Advanced Written & Verbal Communication Skills
- Information Management
- Meeting and Event Coordination
- Office Technology 6. Travel and Accommodation Coordination
- Problem-Solving and Decision-Making
- Professionalism and Ethics
- Team Collaboration
- Project Support

Possible Career Choices:

- Travel Agent
- Events Coordinator
- Office Administrator
- Executive Assistant



OCCUPATIONAL CERTIFICATE PROJECT MANAGER NQF 5

Entry Requirement: Grade
12/NQF 4

01

The Occupational Certificate: Project Manager at NQF Level 5 is designed to prepare individuals for the role of a project manager. Project managers play a crucial role in planning, executing, and closing projects successfully, meeting objectives and delivering value to stakeholders.

02

Course Content Overview

- Project Management Principles 2.
- Project Planning and Scheduling
- Project Execution and Monitoring
- Stakeholder Management
- Budgeting and Financial Management
- Quality Management
- Risk Management
- Project Documentation and Reporting
- Team Leadership
- Ethics and Professionalism

Possible Career Choices:

- Project Manager
- Project Consultant
- Project Coordinator
- Project Planner



OCCUPATIONAL CERTIFICATE SUPPLY CHAIN PRACTITIONER NQF 5

Entry Requirement: Grade
12/NQF 4

01

The Occupational Certificate: Supply Chain Practitioner at NQF Level 5 is designed to prepare individuals for roles in supply chain management, focusing on the end-to-end processes involved in the flow of goods and services from the point of origin to the point of consumption

02

Course Content Overview

- Introduction to Supply Chain Management
- Demand Execution Management Operations
- Transport and Distribution Operations
- Inventory Management
- Warehousing and Facilities Operations
- Production Operations
- Procurement Operations
- Returns Management
- Performance and Contract Management and Improvement of Operations
- Translate Operational Plans and Performance Objectives into Operational Schedules for the Supply Chain
- Coordinate and Implement Supply Chain Operational Schedules
- Manage Contract Implementation and Service Level Agreements
- Monitor Implementation of Demand Execution and Customer Relationship Activities
- Monitor Execution of Operational Activities for Transportation, Warehousing, and Production. Monitor Operational Procurement Related Activities

Possible Career Choices:

- Supply Chain Practitioner
- Transport Coordinator
- Procurement officer
- Distribution Administrator

OCCUPATIONAL CERTIFICATE SUPPLY CHAIN MANAGER NQF 6

Entry Requirement: Grade
12/NQF 4

01

The Occupational Certificate: Supply Chain Manager at NQF Level 6 is designed to prepare individuals for leadership roles in supply chain management. The qualification provides the learner with the required knowledge, practical skills, and workplace-based experience to operate as a Supply Chain Manager.

A Supply Chain Manager implements the supply chain strategy, develops operational plans, sets performance objectives, and manages and monitors service delivery across the supply chain.

02

Course Content Overview

- Supply Chain Management Theory
- Supply Chain Service Delivery Operational Planning
- Risks, Compliance Management, and Supply Chain Vulnerability
- Operational Performance Management and Improvement
- Management of Major Programmes and Projects
- Translate the Supply Chain, Priorities, Objectives, and Targets into Operational Plans and Performance Objectives
- Align Supply Chain Operational Schedules with Associated Operational Plans and Performance Objectives
- Develop a Risk Management Strategy
- Develop Procedures for the Implementation of Operational Plans
- Determine Contract Specifications and Service Level Agreements
- Develop Criteria to Monitor Implementation of Operational Plans against Supply Chain Strategy
- Develop Criteria and Evaluate Operational Scheduling Implementation Compliance

Possible Career Choices:

- Supply Chain Manager
- Warehouse Manager
- Inventory Manager
- Procurement Manager



OCCUPATIONAL CERTIFICATE SUPPLY CHAIN EXECUTIVE NQF 7

Entry Requirement: Grade
12/NQF 4

01

The Occupational Certificate: Supply Chain Executive at NQF Level 7 is designed for individuals seeking advanced expertise in supply chain management, covering strategic and executive aspects of the field.

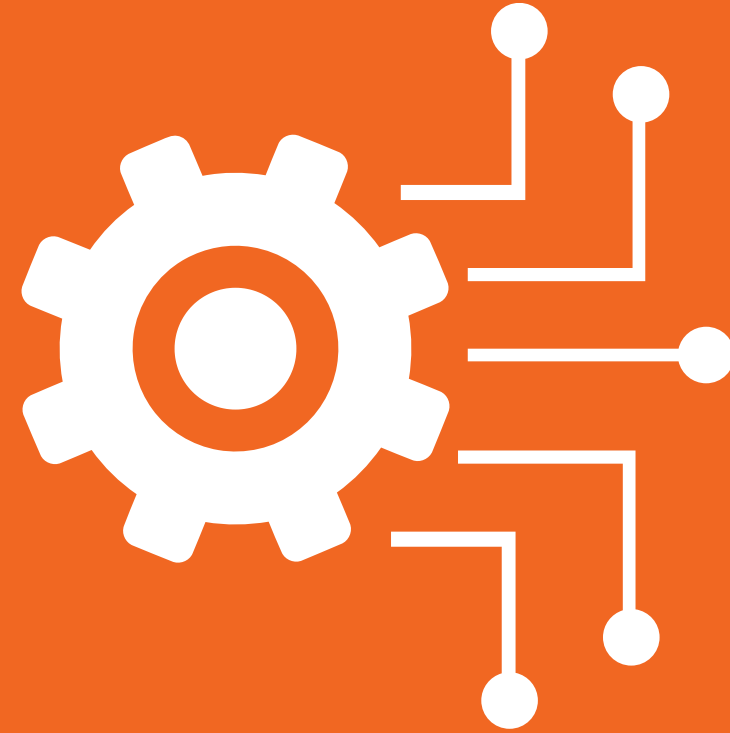
02

Course Content Overview

- Supply Chain Strategy Development
- An integrated supply chain and strategic planning
- Risks, compliance management, and supply chain vulnerability
- Policy drafting principles and procedures, and the legal framework
- Strategic performance management and improvement

Possible Career Choices:

- Supply Chain Manager
- Logistics & Distribution Manager
- Procurement Manager



COMPTIA CERTIFICATION

Khano Training Institute is MICT SETA Accredited, QCTO Accredited & a CompTIA Certified Partner

COMPTIA I.T FUNDAMENTALS

Entry Requirement: Basic
Computer Literacy Skills

01

The CompTIA IT Fundamentals (ITF+) provides professionals with an introduction to fundamental IT knowledge and abilities. IT Fundamentals also aid in preparing nontechnical teams for the digital revolution within organisations. The CompTIA IT Fundamentals Training exam focuses on the fundamental IT abilities and knowledge required to complete tasks frequently completed by entry-level IT workers and advanced end users.

02

Certification Outline

Module 1: Using Computers

- Introduction to Computing
- Devices Using a Workstation
- Using an Operating System Managing
- An Operating System Troubleshooting & Support

Module 2: Using Apps & Databases

- Using Data Types & Units
- Using Apps Programming & App
- Development Using Databases

Module 3: Using the Computer Hardware System

- Components Using Device Interfaces
- Using Peripheral Devices
- Using Storage Devices
- Using File Systems

Module 4: Using Networks

- Networking Concepts
- Connecting to a Network Secure Web
- Browsing Using Shared Storage Using Mobile Devices

Module 5: Security Concepts,

- Security Concerns and Best Practices Using Access Controls
- Behavioural Security Concepts

COMPTIA A + CORE 1 & CORE 2 (220-1101 & 220-110)

Entry Requirement: Basic
Computer Literacy Skills

01

This course is the basic certification to obtain if you want to pursue a career in IT. It is suitable for individuals with or without IT experience. CompTIA A+ is the industry standard for launching IT careers into today's digital world as it prepares technicians to troubleshoot problems with everything from networks, to mobile devices, to operating systems. CompTIA A+ certified professionals are proven problem solvers with good understanding of hardware and software technologies, as well as the skills needed to support complex IT infrastructures. They support today's core technologies from security to cloud to data management and more.

02

Certification Outline

- Module 1: Installing Motherboards and Connectors
- Module 2: Installing System Devices
- Module 3: Troubleshooting PC Hardware
- Module 4: Comparing Local Networking Hardware
- Module 5: Configuring Network and Internet Connections
- Module 6: Supporting Network Services
- Module 7: Virtualization & Cloud Concepts
- Module 8: Supporting Mobile Devices
- Module 9: Supporting Print Devices
- Module 10: Configuration of Windows
- Module 11: Managing Windows
- Module 12: Identifying OS Types and Features
- Module 13: Installing and Troubleshooting Operating Systems
- Module 14: Managing Windows Networking
- Module 15: Managing Linux and MacOS
- Module 16: Configuring Network Security
- Module 17: Managing Security Settings
- Module 18: Supporting Mobile Software
- Module 19: Using Support and Scripting Tools
- Module 20: Implementing Operational Procedures

COMPTIA NETWORK +

Entry Requirement: Grade 10 /
equivalent, Ability to use a
personal computer, CompTIA
A+ / equivalent certification

01

CompTIA Network+ (Plus) - Training & certification helps develop a career in IT infrastructure covering troubleshooting, configuring, and managing networks. The Network + certificate is a vendor neutral International certificate that authenticates that a technician has the vital knowledge and skills required to confidently install, configure, troubleshoot, and maintain wired & wireless network infrastructures. Successful completion of this course will help delegates build their career in IT Infrastructure and Security.

02

Certification Outline

- Module 1: Comparing OSI Model Network Functions
- Module 2: Deploying Ethernet Cabling
- Module 3: Deploying Ethernet Switching
- Module 4: Troubleshooting Ethernet Networks Module 5: Explaining IPv4 Addressing
- Module 6: Supporting IPv4 and IPv6 Networks
- Module 7: Configuring and Troubleshooting Routers
- Module 8: Explaining Network Topologies and Types
- Module 9: Explaining Transport Layer Protocols
- Module 10: Explaining Network Services
- Module 11: Explaining Network Applications
- Module 12: Ensuring Network Availability
- Module 13: Common Security Concepts
- Module 14: Supporting and Troubleshooting Secure Networks
- Module 15: Deploying and Troubleshooting Wireless Networks
- Module 16: Comparing WAN Links and Remote Access Methods
- Module 17: Organisational and Physical Security Concepts
- Module 18: Disaster Recovery and High Availability Concepts
- Module 19: Applying Network Hardening Techniques Module 20: Summarising Cloud and Datacenter Architecture

COMPTIA SERVER +

Entry Requirement: (See 02)

01

Server+ certification is a standard of competency for mid- to upper-level technicians responsible for server hardware functionality. The Server+ certification validates advanced-level technical competency of server issues and technology, including installation, configuration, upgrading, maintenance, troubleshooting and disaster recovery. CompTIA Server+ certified candidates can work in any environment because it is the only vendorneutral certification covering the major server platforms. It is the only industry certification that covers the latest server technologies including virtualization, security and network-attached storage.

02

Pre-requisites: It is recommended that participants have foundational knowledge in networking and IT systems. Additionally, possessing 18-24 months of experience in server technology or a similar field would be beneficial to fully grasp the course content.

- **Module 1:** Understanding Server Administration Concepts
- **Module 2:** Virtualisation and Cloud Computing
- **Module 3:** Physical and Network Security Concepts
- **Module 4:** Managing Physical Assets
- **Module 5:** Managing Server Hardware
- **Module 6:** Configuring Storage Management
- **Module 7:** Installing and Configuring an OS
- **Module 8:** Troubleshooting OS, Application, and Network Configurations
- **Module 9:** Managing Post-Installation Administration Tasks
- **Module 10:** Managing Data Security
- **Module 11:** Managing Service and Data Availability
- **Module 12:** Decommissioning Servers

COMPTIA SECURITY +

Entry Requirement: (See 02)

01

CompTIA Security+ (Plus) is a global certification that validates the baseline skills you need to perform core security functions and pursue an IT security career. CompTIA Security+ is the first security certification IT professionals should earn that is globally trusted to authenticate foundation, vendor-neutral IT security knowledge and skills. It establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs. The course focuses on the latest trends and techniques in Risk Management, Risk Mitigation, Threat Management, and Intrusion Detection. Security+ incorporates best practices in hands-on troubleshooting to ensure security professionals have practical security problem-solving skills for network security and risk management. Cybersecurity professionals with Security+ know how to address security incidents - not just identify them.

02

Entry Requirements: CompTIA A+ & CompTIA Network+ certification / At least 2 years of IT administration and networking experience.

- Module 1: Comparing Security Roles and Security Controls
- Module 2: Explaining Threat Actors and Threat Intelligence
- Module 3: Performing Security Assessments
- Module 4: Identifying Social Engineering and Malware
- Module 5: Summarising Basic Cryptographic Concepts
- Module 6: Implementing Public Key Infrastructure
- Module 7: Implementing Authentication Controls
- Module 8: Implementing Identity and Account Management Controls
- Module 9: Implementing Authentication Controls
- Module 10: Implementing Network Security Appliances
- Module 11: Implementing Secure Network Protocols
- Module 12: Implementing Host Security Solutions
- Module 13: Implementing Secure Mobile Solutions
- Module 14: Summarizing Secure Application Concepts
- Module 15: Implementing Secure Cloud Solutions
- Module 16: Data Privacy and Protection Concepts
- Module 17: Performing Incident Response
- Module 18: Explaining Digital Forensics
- Module 19: Summarising Risk Management Concepts
- Module 20: Implementing Cybersecurity Resilience
- Module 21: Explaining Physical Security

COMPTIA DATA +

Entry Requirement: (See 02)

01

The CompTIA Data+ is an early-career data analytics certification for professionals tasked with developing and promoting datadriven business decision-making. CompTIA Data+ is the only data analyst certification that covers baseline data analytics skills, assesses hands-on abilities and is vendor neutral and tool agnostic. Vendor-neutral certifications provide analyst skills needed to perform various job roles regardless of the specific programs and tools being used.

02

Pre-requisites: CompTIA recommends 18–24 months of experience in a report/business analyst job role, exposure to databases and analytical tools, a basic understanding of statistics, and data visualization experience.

- **Module 1:** Identifying Basic Concepts of Data Schemas
- **Module 2:** Understanding Different Data Systems
- **Module 3:** Understanding Data Types and Characteristics of Data
- **Module 4:** Comparing and Contrasting Different Data Structures, Formats, and Markup Languages
- **Module 5:** Explaining Data Integration and Collection Methods
- **Module 6:** Identifying Common Reasons for Data Cleansing and Profiling Datasets
- **Module 7:** Executing Different Data Manipulation Techniques
- **Module 8:** Explain Common Techniques for Data Manipulation and Optimisation
- **Module 9:** Applying Descriptive Statistical Methods
- **Module 10:** Describing Key Analysis Techniques
- **Module 11:** Understanding the Use of Different Statistical Methods
- **Module 12:** Using the Appropriate Type of Visualisation
- **Module 13:** Expressing Business Requirements in a Report Format
- **Module 14:** Designing Components for Reports and Dashboards
- **Module 15:** Distinguishing Different Report Types
- **Module 16:** Summarising the Importance of Data Governance
- **Module 17:** Applying Quality Control to Data
- **Module 18:** Explaining Master Data Management

COMPTIA PROJECT +

Entry Requirement: (See 02)

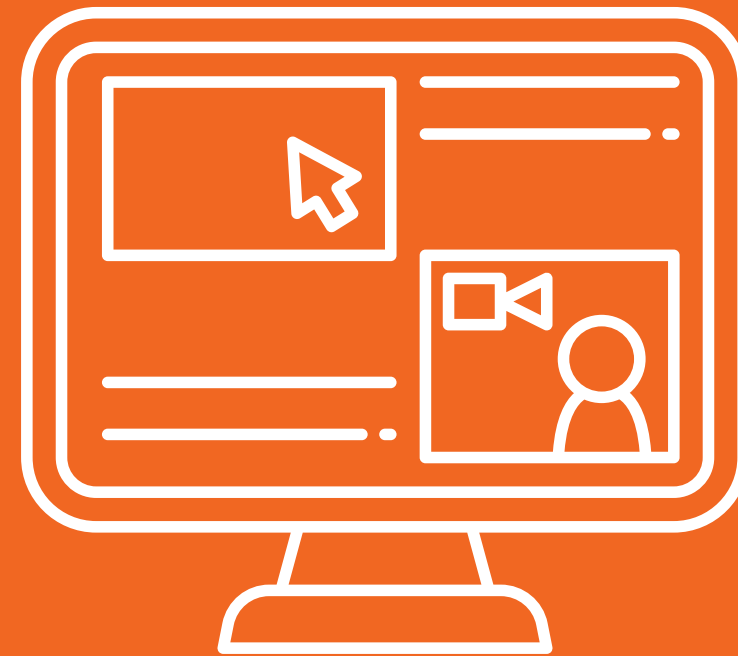
01

The CompTIA Project+ Certification is a valuable credential for individuals looking to enhance their business acumen and communication abilities in today's corporate landscape. This certification course delves into project management life cycles, guiding delegates from project initiation to successful closure. It equips professionals with essential skills, making it vital for anyone in the Project Management field. Understanding CompTIA Project+ is crucial for a wide range of professionals, including Project Managers, Team Leaders, and IT professionals. Mastering this subject can open numerous career opportunities and enable professionals to demonstrate their expertise in Project Management and boost their career prospects.

02

Pre-requisites: It is recommended that delegates have a fundamental understanding of Project Management concepts and practices. Additionally, having at least 12 months of cumulative Project Management experience or equivalent education is highly beneficial to fully grasp the course content and excel in the training

- Module 1: Preparing for the Project
- Module 2: Selecting the Project Framework
- Module 3: Initiating the Project
- Module 4: Facilitating Effective Meetings
- Module 5: Implementing Solution Design
- Module 6: Managing Resources
- Module 7: Managing Risk
- Module 8: Creating a Project Schedule
- Module 9: Creating a Project Plan
- Module 10: Procuring Solutions
- Module 11: Managing Project Execution
- Module 12: Managing Issues and Changes
- Module 13: Managing Performance
- Module 14: Wrapping Up the Project



SHORT COURSES

SHORT COURSES

Khano Training Institute is MICT SETA Accredited, QCTO Accredited & a CompTIA Certified Partner



COMPUTER LITERACY MICROSOFT OFFICE (BASIC)

Entry Requirement: Ability to
use a Computer

01

This certification is designed for individuals who have a foundational understanding of Microsoft Office applications. It covers essential skills in Word, Excel, and PowerPoint. Basic document creation and formatting in Word, basic spreadsheet tasks in Excel, and basic presentation skills in PowerPoint. Entry-level users, students, or professionals seeking to demonstrate fundamental proficiency in Microsoft Office applications.

02

Possible Career Choices:

- Office Administrator
- Data Analyst
- Front-desk representative



COMPUTER LITERACY MICROSOFT OFFICE (INTERMEDIATE)

Entry Requirement: Basic MS Office

01

This certification builds on the basic MOS and focuses on advanced skills in specific Office applications. It demonstrates a deeper understanding of Word and Excel. Advanced document and formatting tasks in Word, complex data analysis and manipulation in Excel. Individuals with some experience who want to showcase their ability to perform advanced tasks in Microsoft Word and Excel.

02

Possible Career Choices:

- Office Administrator
- Data Analyst
- Front-desk representative



COMPUTER LITERACY MICROSOFT OFFICE (ADVANCED)

Entry Requirement:
Intermediate MS Office

01

This certification validates comprehensive skills across multiple Office applications. It is a higher-level certification that includes Word, Excel, PowerPoint, and one additional elective application (Outlook, Access, or SharePoint). Advanced proficiency in creating and managing documents, spreadsheets, presentations, and additional selected application tasks.

02

Possible Career Choices:

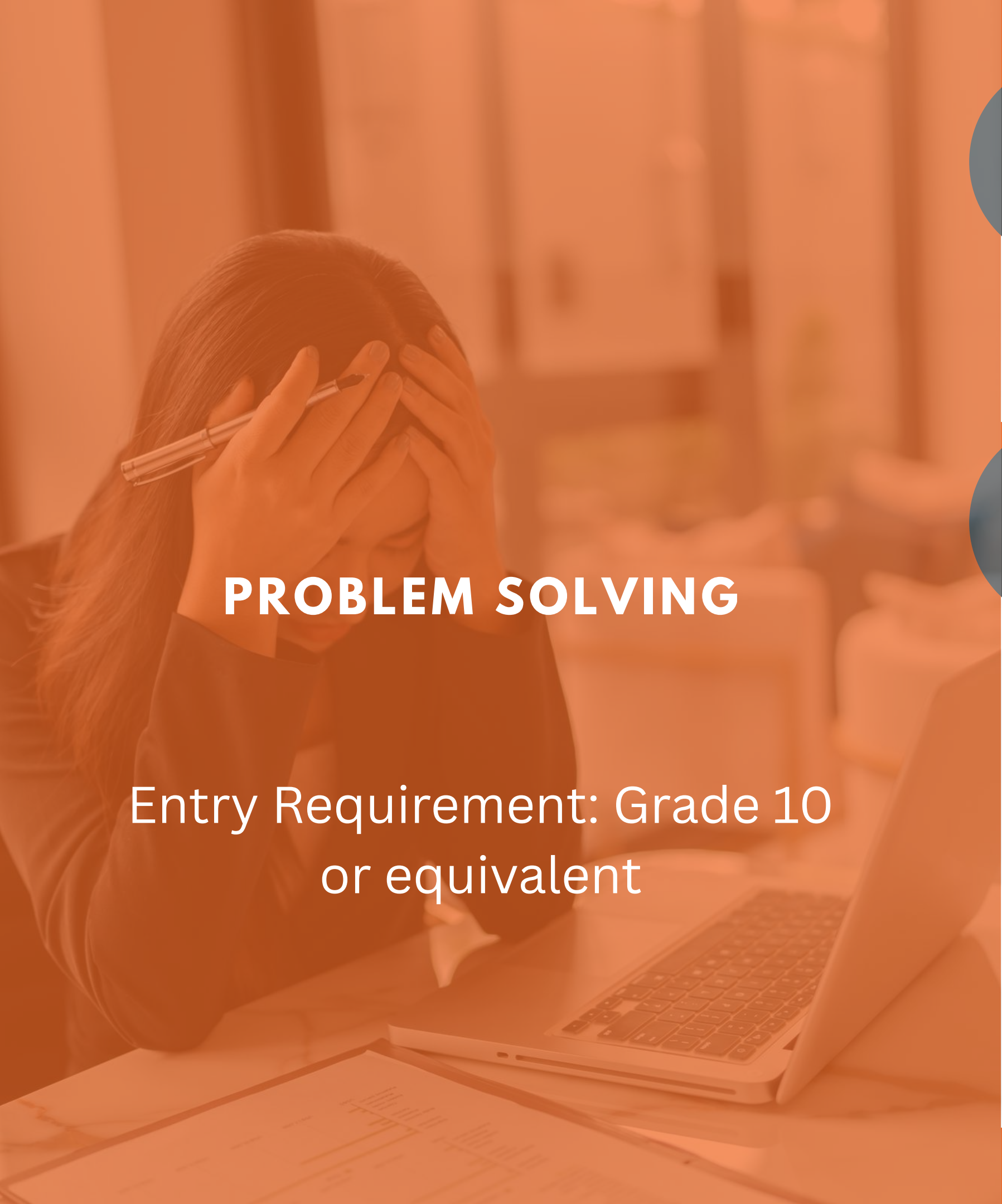
- Office Administrator
- Data Analyst
- Front-desk representative



SKILL PROGRAMMES

Work Skills

Khano Training Institute is MICT SETA Accredited, QCTO Accredited & a CompTIA Certified Partner



PROBLEM SOLVING

Entry Requirement: Grade 10
or equivalent

01

The Problem Solving course equips learners with the skills to identify, analyse, and resolve challenges using logical thinking and effective decision-making. The programme focuses on critical thinking, troubleshooting, and practical solution development.

02

Course Content Overview

- Critical Thinking
- Problem Analysis
- Decision Making
- Logical Reasoning
- Troubleshooting
- Solution Development

Possible Career Choices

- Team Leader
- Project Coordinator
- Technical Support Assistant
- Customer Service Consultant
- Operations Assistant



CONFLICT MANAGEMENT

Entry Requirement: Grade 10
or equivalent

01

The Conflict Management course equips learners with the skills to manage and resolve workplace conflicts through effective communication, negotiation, and problem-solving. The programme focuses on building positive relationships and maintaining a productive work environment.

02

Course Content Overview

- Conflict Resolution
- Communication Skills
- Negotiation Techniques
- Emotional Intelligence
- Mediation Skills
- Team Collaboration

Possible Career Choices

- Team Leader
- Supervisor
- Human Resources Assistant
- Customer Service Consultant
- Office Administrator



BUILDING BUSINESS RELATIONSHIPS

Entry Requirement: Grade 10
or equivalent

01

The Building Business Relationships course equips learners with the skills to establish and maintain strong professional relationships through effective communication, collaboration, and customer engagement. The programme focuses on networking, trust-building, and delivering excellent service

02

Course Content Overview

- Professional Communication
- Customer Relationship Management
- Networking Skills
- Team Collaboration
- Business Etiquette
- Relationship Building

Possible Career Choices

- Customer Service Consultant
- Sales Representative
- Office Administrator
- Business Development Assistant
- Client Relationship Office



COACHING AND MENTORING

Entry Requirement: Grade 10
or equivalent

01

The Coaching and Mentoring course equips learners with the skills to support, guide, and develop individuals to improve performance and achieve personal and professional goals. The programme focuses on effective communication, leadership, and personal development.

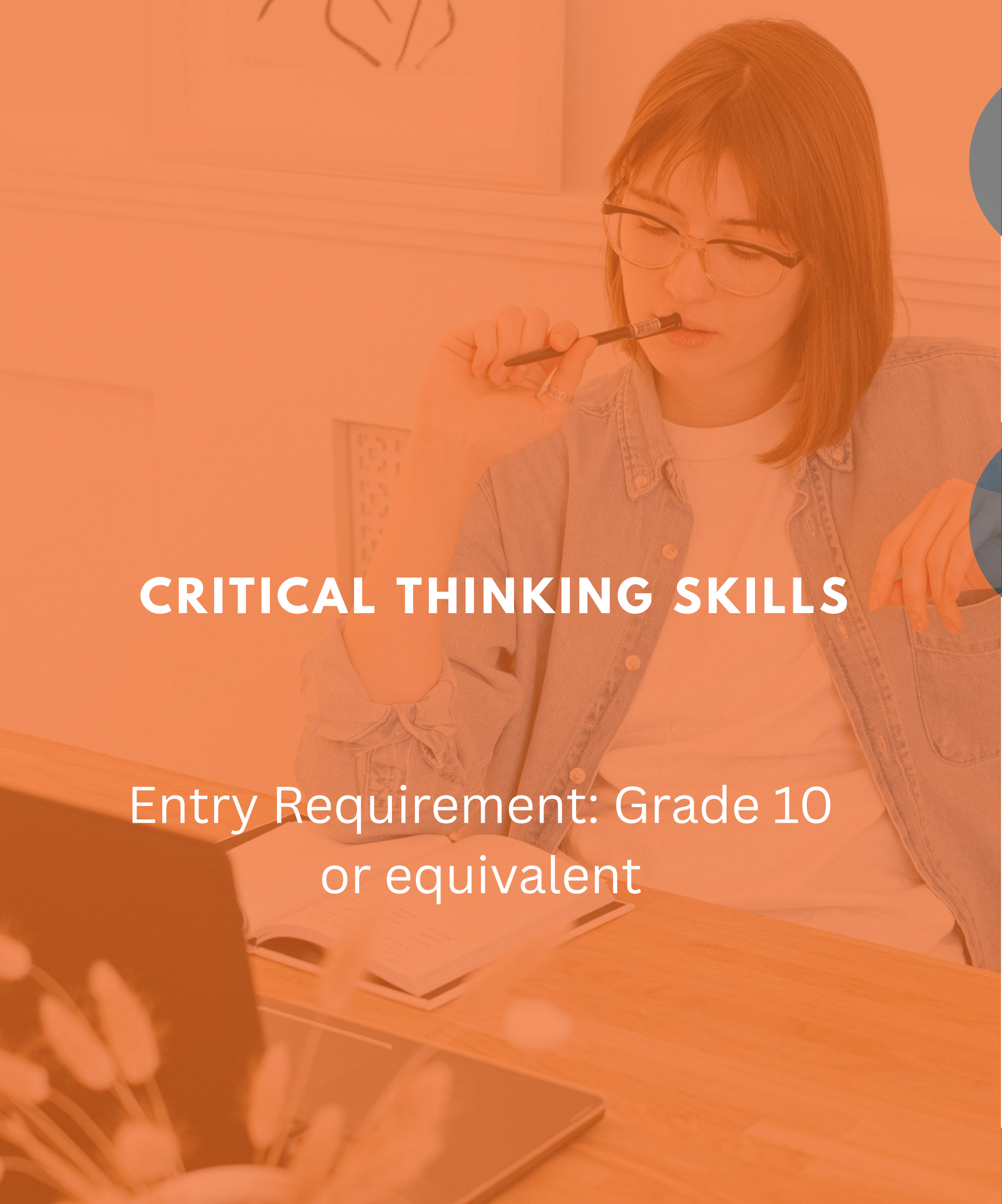
02

Course Content Overview

- Coaching Techniques
- Mentoring Skills
- Communication Skills
- Leadership Development
- Goal Setting
- Performance Improvement

Possible Career Choices

- Team Leader
- Supervisor
- Mentor
- Coach
- Human Resources Assistant
- Training Coordinator



CRITICAL THINKING SKILLS

Entry Requirement: Grade 10
or equivalent

01

The Critical Thinking Skills course equips learners with the ability to analyse information, evaluate situations, and make informed decisions. The programme focuses on logical reasoning, problem-solving, and effective decision-making in the workplace

02

Course Content Overview

- Critical Thinking
- Logical Reasoning
- Problem Solving
- Decision Making
- Analytical Skills
- Creative Thinking

Possible Career Choices

- Administrative Assistant
- Team Leader
- Project Coordinator
- Customer Service Consultant
- Operations Assistant
- Business Support Officer



EFFECTIVE COMMUNICATION SKILLS

Entry Requirement: Grade 10
or equivalent

01

The Effective Communication Skills course equips learners with the knowledge and practical skills to communicate clearly and confidently in the workplace. The programme focuses on verbal and written communication, active listening, and professional interpersonal skills.

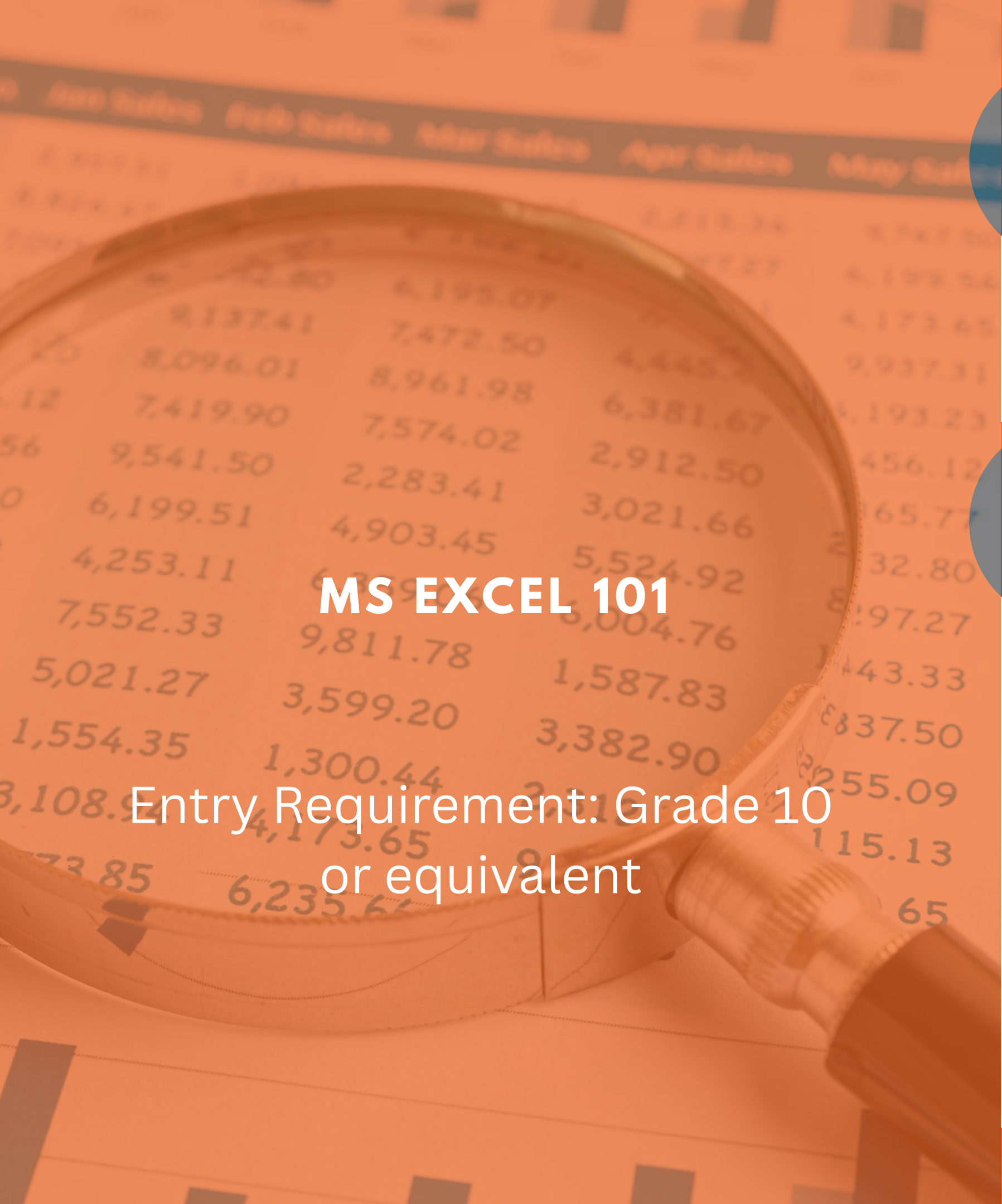
02

Course Content Overview

- Verbal Communication
- Written Communication
- Active Listening
- Presentation Skills
- Interpersonal Skills
- Business Communication

Possible Career Choices

- Administrative Assistant
- Customer Service Consultant
- Receptionist
- Sales Representative
- Office Administrator
- Team Leader

The background of the entire page is a composite image. It features a magnifying glass with a wooden handle and a brass rim, positioned over a Microsoft Excel spreadsheet. The spreadsheet has columns labeled 'Jan Sales', 'Feb Sales', 'Mar Sales', 'Apr Sales', and 'May Sales'. Various numerical values are visible in the cells. In the bottom left corner, a 3D bar chart with several bars of different heights is partially visible. The overall color scheme is a warm orange-brown.

01

The MS Excel 101 course equips learners with the fundamental skills to create, organise, and analyse data using Microsoft Excel. The programme focuses on spreadsheets, formulas, formatting, and basic data management for the workplace.

02

MS EXCEL 101

Course Content Overview

- Excel Fundamentals
- Data Entry and Formatting
- Formulas and Functions
- Charts and Graphs
- Sorting and Filtering
- Workbook Management

Possible Career Choices

- Administrative Assistant
- Data Capturer
- Office Administrator
- Finance Clerk
- Receptionist
- Customer Service Consultant

Entry Requirement: Grade 10
or equivalent



PEOPLE MANAGEMENT AND LEADERSHIP

Entry Requirement: Grade 10
or equivalent

01

The People Management and Leadership course equips learners with the skills to lead teams, manage performance, and build positive workplace relationships. The programme focuses on leadership, communication, motivation, and effective team management.

02

Course Content Overview

- Leadership Skills
- People Management
- Team Building
- Communication Skills
- Performance Management
- Motivation and Coaching

Possible Career Choices

- Team Leader
- Supervisor
- Office Manager
- Human Resources Assistant
- Project Coordinator
- Operations Supervisor



FACILITATION SKILLS

Entry Requirement: Grade 10
or equivalent

01

The Facilitation Skills course equips learners with the knowledge and practical skills to effectively plan, deliver, and facilitate training sessions, workshops, and group discussions. The programme focuses on communication, presentation, and learner engagement.

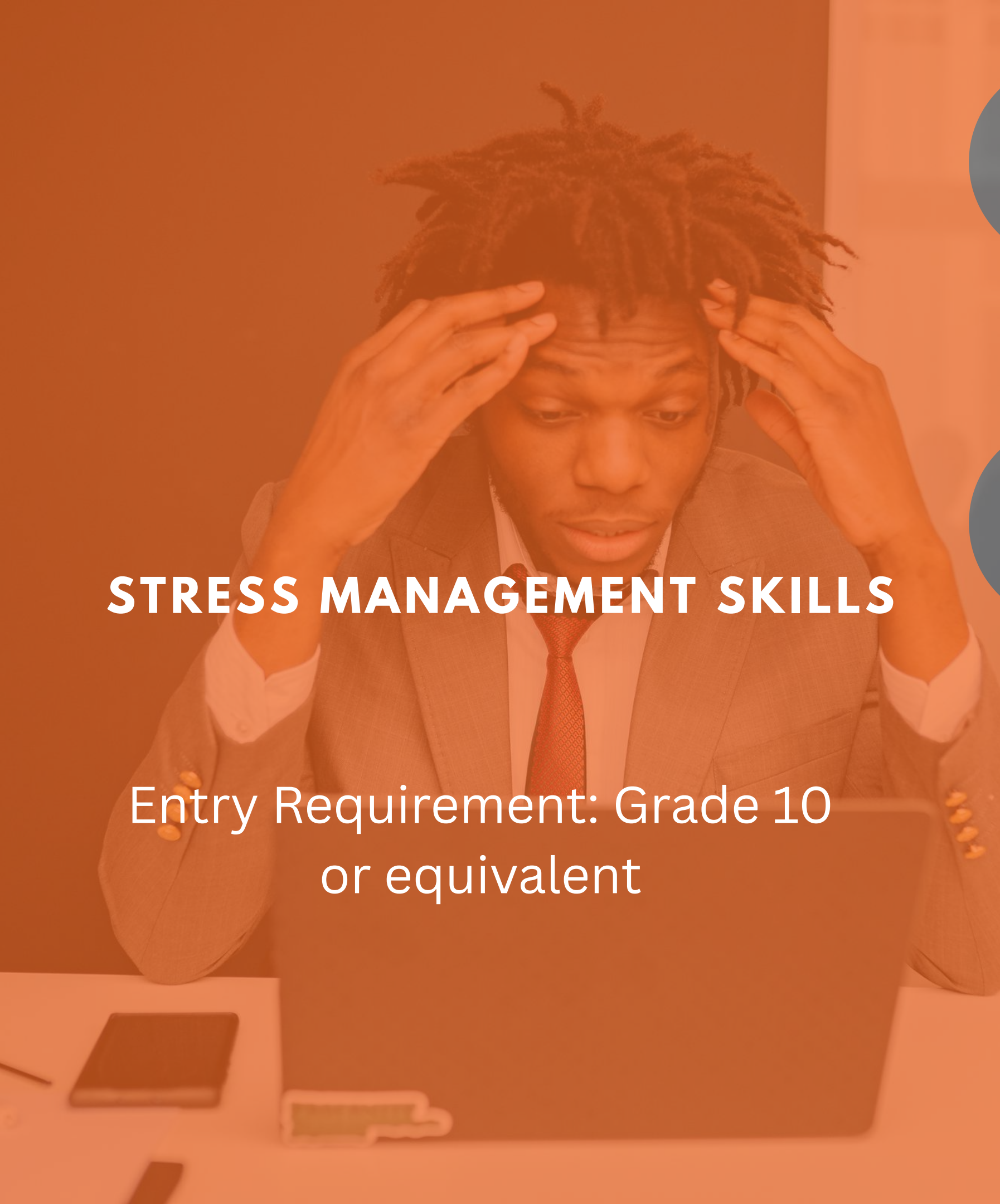
02

Course Content Overview

- Facilitation Techniques
- Presentation Skills
- Communication Skills
- Learner Engagement
- Group Management
- Training Planning

Possible Career Choices

- Facilitator
- Trainer
- Assessor Assistant
- Training Coordinator
- Team Leader
- Learning and Development Assistant



STRESS MANAGEMENT SKILLS

Entry Requirement: Grade 10
or equivalent

01

The Stress Management Skills course equips learners with the knowledge and practical skills to manage stress, improve resilience, and maintain personal well-being in the workplace. The programme focuses on stress reduction techniques, time management, and emotional well-being.

02

Course Content Overview

- Understanding Stress
- Stress Management Techniques
- Time Management
- Emotional Intelligence
- Work-Life Balance
- Resilience Building

Possible Career Choices

- Administrative Assistant
- Customer Service Consultant
- Team Leader
- Office Administrator
- Human Resources Assistant
- Project Coordinator



PROFESSIONAL REPORT WRITING SKILLS

Entry Requirement: Grade 10
or equivalent

01

The Professional Report Writing Skills course equips learners with the knowledge and practical skills to write clear, accurate, and professional business reports. The programme focuses on report structure, business writing, and effective communication.

02

Course Content Overview

- Business Writing
- Report Structure
- Grammar and Editing
- Data Presentation
- Professional Communication
- Report Formatting

Possible Career Choices

- Administrative Assistant
- Office Administrator
- Project Coordinator
- Human Resources Assistant
- Business Support Officer
- Customer Service Consultant

ADVANCED COUNSELLING

Entry Requirement: Grade 12
or equivalent

01

The Advanced Counselling course equips learners with the knowledge and practical skills to provide effective support through advanced counselling techniques, communication, and ethical practice. The programme focuses on promoting personal well-being and addressing individual challenges.

02

Course Content Overview

- Advanced Counselling Techniques
- Communication Skills
- Active Listening
- Ethical Practice
- Crisis Intervention
- Client Support

Possible Career Choices

- Counsellor
- Community Support Worker
- Wellness Coordinator
- Human Resources Assistant
- Social Services Assistant
- Employee Wellness Practitioner



01

The Coach a Team Member for Performance course equips learners with the skills to improve employee performance through effective coaching, feedback, and goal setting. The programme focuses on developing individual potential, enhancing productivity, and supporting continuous improvement.

02

Course Content Overview

- Coaching Techniques
- Performance Management
- Goal Setting
- Feedback Skills
- Communication Skills
- Action Planning

Possible Career Choices

- Team Leader
- Supervisor
- Coach
- Human Resources Assistant
- Training Coordinator
- Operations Supervisor

COACH A TEAM MEMBER FOR PERFORMANCE

Entry Requirement: Grade 10
or equivalent



EFFECTIVE COMMUNICATION

Entry Requirement: Grade 10
or equivalent

01

The Effective Communication course equips learners with the skills to communicate clearly, confidently, and professionally in the workplace. The programme focuses on verbal and written communication, active listening, and interpersonal skills.

02

Course Content Overview

- Verbal Communication
- Written Communication
- Active Listening
- Interpersonal Skills
- Presentation Skills
- Business Communication

Possible Career Choices

- Administrative Assistant
- Customer Service Consultant
- Receptionist
- Office Administrator
- Sales Representative
- Team Leader

NEGOTIATING FOR RESULTS

Entry Requirement: Grade 10
or equivalent

01

The Negotiating for Results course equips learners with the skills to negotiate effectively, build strong relationships, and achieve positive outcomes in the workplace. The programme focuses on communication, persuasion, conflict resolution, and decision-making.

02

Course Content Overview

- Negotiation Techniques
- Communication Skills
- Conflict Resolution
- Persuasion Skills
- Decision Making
- Relationship Building

Possible Career Choices

- Sales Representative
- Business Development Officer
- Customer Service Consultant
- Procurement Officer
- Team Leader
- Account Manager



PEOPLE MANAGEMENT AND LEADERSHIP

Entry Requirement: Grade 10
or equivalent

01

The People Management and Leadership course equips learners with the skills to effectively lead teams, manage people, and improve workplace performance. The programme focuses on leadership, communication, team development, and performance management.

02

Course Content Overview

- Leadership Skills
- People Management
- Team Building
- Performance Management
- Communication Skills
- Decision Making

Possible Career Choices

- Team Leader
- Supervisor
- Office Manager
- Human Resources Assistant
- Project Coordinator
- Operations Supervisor



PROFESSIONAL REPORT WRITING

Entry Requirement: Grade 10
or equivalent

01

The Professional Report Writing course equips learners with the skills to write clear, concise, and professional reports for the workplace. The programme focuses on business writing, report structure, and effective communication.

02

Course Content Overview

- Business Writing
- Report Structure
- Grammar and Editing
- Data Presentation
- Professional Communication
- Report Formatting

Possible Career Choices

- Administrative Assistant
- Office Administrator
- Project Coordinator
- Business Support Officer
- Human Resources Assistant
- Customer Service Consultant

CAMPUS

Hatfield, Pretoria Campus



GRADUATIONS



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