



# NEW CHAPTER CONSULTANTS

## BirchCooper Institute

*Training and Management Development Consultants*

P.O.Box 632 Mbabane Swaziland. Email: [icd@training.co.sz](mailto:icd@training.co.sz)

Website: [www.training.co.sz](http://www.training.co.sz) Tel/Fax: 268: 404 1519 Cell: +268 623 5313

### DIPLOMA IN SECRETARIAL & ADMINISTRATIVE STUDIES

*Together with an*

### CAVENDISH UNIVERSITY- DIPLOMA IN SECRETARIAL & ADMINISTRATIVE STUDIES

*"Kill two birds with one stone"*

*You pay for one course but leave Birch Cooper with two qualifications. A multifaceted comprehensive Higher Education Package- All within one year.*

### **BIRCH COOPER DUAL DIPLOMA QUALIFICATIONS:**

The Diplomas are external recognized qualification that proves an individual has the range of skills needed for particular types of jobs. The combined Diploma is suitable for people looking for a substantial qualification which collects together certificates relevant to office and communication skills and administrative functions in an organization. It is suitable for administrative assistants and secretaries.

On successfully completing both the Diploma in Secretarial & Administrative Studies and the City & Guilds Pitman Intermediate Diploma students will:

#### **BE AWARDED:**

1. A Diploma in Secretarial & Administrative studies.
2. An Intermediate Diploma in Secretarial & Administrative Studies

The Diploma Award shows a candidate has the range of skills needed for any office and administrative career. Employers and Universities often find the Diploma simpler to interpret. The qualifications offer a student a clear set of objectives for more substantial training

### **DIPLOMA IN SECRETARIAL & ADMINISTRATIVE STUDIES**

- ACCOUNTING 2
- ADMINISTRATION PROCEDURES
- SPREADSHEET
- PUBLIC RELATIONS
- PROBLEMS SOLVING
- COMMUNICATION SKILLS & PUBLIC RELATIONS
- SHORTHAND SPEED
- INFORMATION SYSTEMS
- WORD PROCESSING 2

# CAVENDISH UNIVERSITY- DIPLOMA IN SECRETARIAL & ADMINISTRATIVE STUDIES MODULES

- ACCESS- PRACTICAL DATA PROCESSING
- OFFICE PROCEDURES
- BUSINESS ENGLISH
- NEW COMPUTERISED ACCOUNTING
- TYPEWRITING 2
- DESK TOP PUBLISHING

## **COURSE STRUCTURE**

This course is structured into two (2) semesters

**DURATION:** One Year

## **ADMISSIONS**

January intake & July intake

## **DEADLINES**

**January Intake:** 30<sup>TH</sup> November of Preceding year

**July Intake:** April (Same Year)

## **TUITION FEES:**

Tuition fee is paid directly by swift transfer into Birch Cooper Institute's Bank Account before commencement of studies. Proof of transfer should be faxed or emailed to the Institute.

## **Admitted Students go through the following:**

- Receive an official admission letter from the Institute and an Invoice with our Banking details.
- We meet them, on arrival at Matsapha Airport, Manzini, upon receiving their flight itinerary
- All international students go through an orientation session on their first day.
- Fill immigration forms in fulfilling the ministry of Home Affairs requirements in securing a student's study permit.
- Receive an outline of academic Calendar which spells out semester programme, breaks and vacations.

## **HOW TO APPLY:**

Visit our website: [www.birchcooper.org](http://www.birchcooper.org) Browse through. Print out the registration form, fill and have it authorized then scan and email back to us. Interested workers could also call us direct: + 268 4041 519 or cell: +268 612 0805 to request for our prospectus and registration form to fill, have it authorized and faxed back to us + 268 4041519 or emailed to us.

## **IMMIGRATION REQUIREMENTS FOR INTERNATIONAL STUDENTS**

- Show proof of full payment of tuition fees
- Show a proof of a clean health report from home country
- Show a proof of a clean criminal record and finger prints all done in home country.
- Be ready for a further medical check up on arrival in Swaziland.
- 2 Current passport size photographs

**ACCOMMODATION:** We have on offer a transit standard accommodation for our International students. It is of a dormitory nature with single bunk beds which new students will stay in **within a month**, whilst looking for their own affordable accommodation in preference to their lifestyle and budget. Sponsors have to pay for each student's accommodation, as what we have on offer is only to assist our international students temporarily to avoid being stranded in a foreign land and also to give them time to adapt.

There are hosts of affordable accommodation like bedsits, house sharing arrangement, single rooms, flats and 2 to 3 bedroom houses depending on the individual students' preference and budget.

## WHAT SPONSORS NEED TO KNOW

- Tuition fee is paid before commencement of studies by swift transfer
- All admitted international students are picked by the Institute's shuttle on arrival at Matsapha Airport Manzini, to our centre at Mbabane. All we need is a student's flight itinerary.
- Sponsors should have in mind students monthly accommodation rents and meals throughout their 1 year stay in Swaziland
- The need for all students to have a Medical Aid scheme or policy for a better health care through out their stay.
- Most students will commute from their residence to our centre, hence the need for transport allowance.
- Extra money for other contingencies especial buying basic needs for their rooms etc.
- That student will be returning home **within** periodic intervals whilst in Swaziland to enhance the transfer of their funds.

## FOR FURTHER ENQUIRES

### Coordinator

**BIRCH COOPER INSTITUTE  
INGCONGWANE BUILDING  
GWAMILE STREET  
MBABANE, H100, SWAZILAND  
TEL/FAX: + 268 404 1519  
CELL: + 268 6120805  
Email: [info@birchcooper.org](mailto:info@birchcooper.org)  
: [icd@training.co.sz](mailto:icd@training.co.sz)  
Website: [www.birchcooper.org](http://www.birchcooper.org)**

## BOTSWANA REPRESENTATIVE

### CONTACT:

Ms Hlophe

**CELL:** +267 72711266

### POSTAL ADDRESS:

P. O. Box 501866, Gaborone

*A smart College for Determined  
Workers Who Are Ready to Excel.  
No Time to Spare or Rest*

INTERNATIONAL

ACCREDITED

TRUSTED

**2010 PROSPECTUS**