

UNISA CENTRE FOR LIFELONG LEARNING, 2024 MICRO-CREDENTIALS CALENDAR.



March 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	5 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	6 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	7 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	8
11 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	12 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	13 Interpersonal Skills INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	14 Interpersonal Skills INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	15 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703
18 Stress Management English Empowerment Workshop (76801)	19 English Empowerment Workshop (76801)	20 English Empowerment Workshop (76801)	21 Public Holiday	22
25 Emotional Intelligence: Self Awareness 76783	26 Emotional Intelligence: Self Awareness 76783	27 Emotional Intelligence: Self Awareness 76783	28 Emotional Intelligence: Self Awareness 76783	29 Public Holiday

Please contact Ms. Innocentia Khoza at khozaiv@unisa.ac.za; 0123524280 for application and registration details.

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April 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Minute taking. Conflict Management	3 Minute taking. Conflict Management	4 Report writing. Basic writing skills	5 Report writing. Basic writing skills
8 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	9 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	10 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	11 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	12
15 Interpersonal Skills BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	16 Interpersonal Skills BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	17 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	18 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	19 Stress Management
22 Emotional Intelligence: Self in Relation to others 76785 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	23 Emotional Intelligence: Self in Relation to others 76785 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	24 Emotional Intelligence: Self in Relation to others 76785 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	25 Emotional Intelligence: Self in Relation to others 76785 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	26 Emotional Intelligence: Self in Relation to others 76785 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704
29	30 Anger Management			

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May 2024

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784) Basic Comm Northern Sotho Sesotho / Setswana / Siswati / Tshivenda / Xitsonga / isiXhosa / isiZulu to be confirmed.	7 Conflict Management Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	8 Conflict Management Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	9 Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	10 Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)
BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	17
20 English Empowerment Workshop (76801)	21 English Empowerment Workshop (76801)	22 Stress Management English Empowerment Workshop (76801)	23 Interpersonal Skills	24 Interpersonal Skills
27	28	29	30	31

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INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management
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June 2024

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Interpersonal Skills ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704 Expenditure Management	Interpersonal Skills ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704 Expenditure Management	ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704 Report writing, Basic writing skills	ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704 Report writing, Basic writing skills	ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704
10 Emotional Intelligence: Self Awareness 76783; BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	11 Emotional Intelligence: Self Awareness 76783; BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	12 Emotional Intelligence: Self Awareness 76783; BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	13 Emotional Intelligence: Self Awareness 76783; BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	14
17	18	19	20	21

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English Empowerment Workshop (76801) Workshop in Business Writing Skills (76198)	English Empowerment Workshop (76801) Workshop in Business Writing Skills (76198)	English Empowerment Workshop (76801) Workshop in Business Writing Skills (76198)	Workshop in Business Writing Skills (76198)	Workshop in Business Writing Skills (76198)
24 Conflict Management	25 Conflict Management	26 Anger Management	27 Stress Management	28

July 2024

Monday	Tuesday	Wednesday	Thursday	Friday
1 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703; Trauma Counseling & Management 76839	2 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703; Trauma Counseling & Management 76839	3 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703; Trauma Counseling & Management 76839	4 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703; Trauma Counseling & Management 76839	5 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703; Trauma Counseling & Management 76839
8 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	9 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	10 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	11 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	12
15 Interpersonal Skills Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	16 Interpersonal Skills Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	17 Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	18 Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)	19 Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784)

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22 English Empowerment Workshop (76801)	23 English Empowerment Workshop (76801)	24 English Empowerment Workshop (76801)	25 Stress Management	26
29 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)7770229 Conflict Management	30 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702 Conflict Management	31 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702		

August 2024

Monday	Tuesday	Wednesday	Thursday	Friday
			1. BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)777021	2
5 English Empowerment Workshop (76801) Finance for non-finance managers	6 Finance for non-finance managers	7 Conflict Management English Empowerment Workshop (76801)	8 Conflict Management English Empowerment Workshop (76801)	9
12	13	14	15	16

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Emotional Intelligence: Self in Relation to others 76785	Emotional Intelligence: Self in Relation to others 76785	Interpersonal Skills Emotional Intelligence: Self in Relation to others 76785	Interpersonal Skills Emotional Intelligence: Self in Relation to others 76785	Emotional Intelligence: Self in Relation to others 76785
19 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)777021	20 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)777021	21 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)777021	22 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)777021	23
26	27 Stress Management	28 Report writing, Basic writing skills	29 Report writing, Basic writing skills	30

September 2024

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Conflict Management	4 Conflict Management Expenditure Management	5 Expenditure Management	6 Expenditure Management
9	10	11	12	13

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UNISA CENTRE FOR LIFELONG LEARNING, 2024 MICRO-CREDENTIALS CALENDAR.



Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784) BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784) BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784) BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence Workshop - Barriers to Emotional Intelligence (76784) BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Anger Management
16 Report writing, Basic writing skills	17 Report writing, Basic writing skills	18 Finance for non-finance managers	19 Interpersonal Skills Finance for non-finance	20 Interpersonal Skills
23	24	25 English Empowerment Workshop (76801)	26 Stress Management English Empowerment Workshop (76801)	27 English Empowerment Workshop (76801)
30 INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management 76839				

October 2024

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4

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	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management 76839	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management 76839	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management 76839	INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703 Trauma Counseling & Management 76839
7 Workshop in Business Writing Skills (76198)	8 Workshop in Business Writing Skills (76198)	9 Workshop in Business Writing Skills (76198)	10 Conflict Management Workshop in Business Writing Skills (76198)	11 Conflict Management Workshop in Business Writing Skills (76198)
14 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	15 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	16 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	17 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	18
21 Interpersonal Skills ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	22 Interpersonal Skills ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	23 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	24 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704	25 ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704
28 Expenditure Management	29 Expenditure Management	30 Stress Management Expenditure Management	31 Anger Management	

November 2024

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8

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Workshop in Business Writing Skills (76198) INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	Workshop in Business Writing Skills (76198) INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	Workshop in Business Writing Skills (76198) INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	Workshop in Business Writing Skills (76198) INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703	Workshop in Business Writing Skills (76198) INTERMEDIATE ARCHIVES AND RECORDS MANAGEMENT (IARM) 77703
11	12	13	14	15
Emotional Intelligence: Self Awareness 76783 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence: Self Awareness 76783 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence: Self Awareness 76783 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence: Self Awareness 76783 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702	Emotional Intelligence: Self Awareness 76783 BASIC ARCHIVES AND RECORDS MANAGEMENT (BARM)77702
18	19	20	21	22
Stress Management	Interpersonal Skills	Interpersonal Skills	Conflict Management	Conflict Management
25	26	27	28	29
ADVANCED ARCHIVES AND RECORDS MANAGEMENT (AARM) 77704				

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