

A photograph of a narrow Venetian canal. The water is calm, reflecting the sky and the buildings. On the left, there are multi-story brick buildings with arched windows and balconies. On the right, there are more buildings, some with flower boxes. In the distance, a tall bell tower is visible. A gondola with a green canopy is in the foreground, moving away from the viewer.

**Matric  
College**  
It Is Not Too Late

**Tourism,  
Guest House  
Management  
and Events**

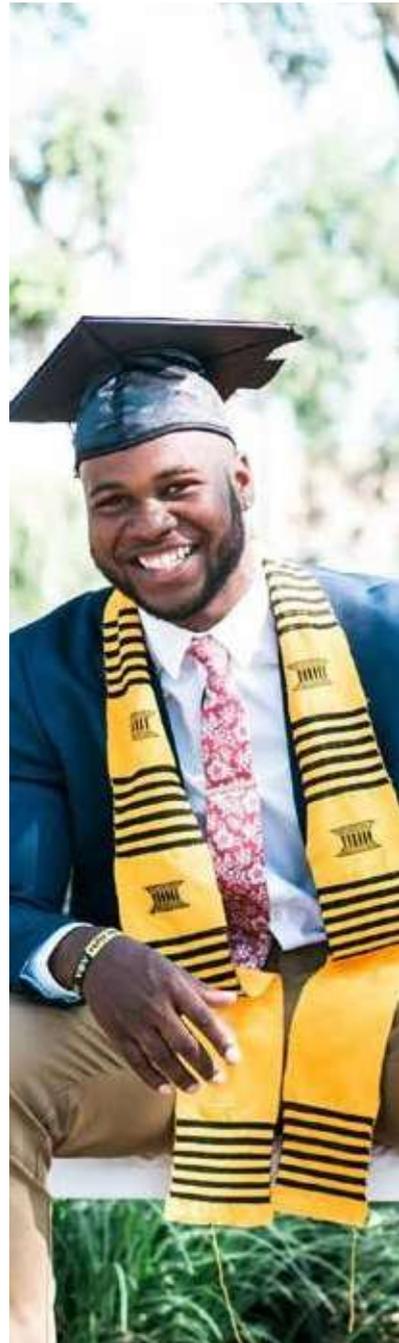
# What We Believe

At Matric College we believe in second chances. Everyone deserves quality education, no matter their educational background. But not everyone has access to learning institutions like colleges and universities, and we bridge that gap by providing courses via distance learning.

We offer fully accredited courses backed by prestigious institutions like ICB, CIMA, Saioch, FASSET and QCTO.

Our courses are quality assured. We offer accredited courses and non-accredited programmes that are designed by industry professionals. Each of our programmes are crafted to give students the skills and knowledge to step into the workplace with confidence.

An Open Access entry system gives those who never finished school a second chance to get the career and education they deserve. You can get started with as little as grade 10 for an accredited course, and no prior learning experience is needed for non-accredited courses.



# Why Study With Us

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## Open Access Entry System

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Most of our courses are open entry. Which means, you only need to be able read and write in English to understand your coursework.

## Together We Pass Study Groups

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Get free access to the Together We Pass learning platform where you can interact with students studying the same course as you.

## Flexible Payment Options

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We offer flexible payment solutions to fit every pocket. Don't pay when you're not studying.

## Finish Fast Pay Less

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Finished your course early? You don't have to pay for the months that you aren't studying.

## Stress-Free Registration Process

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Our registration process is stress-free. We don't do credit checks, and we don't blacklist students. Friendly course experts will walk you through your registration.

## 30 Day Money Back Guarantee

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If you're not satisfied with our courses or services, you may apply to get all your money back within the first 30 days you have registered to study with us.

## Quality Student Support

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Quickly resolve your study or account related queries without any hassles. Our academic support team goes above and beyond to get to you fast.

# Events Management Courses

Hone your planning and organizing skills with our invaluable Events Management Courses. On completion, you will be trusted by many people and companies to plan their events. Don't waste any more time, enrol with us now!

Our courses are:

- Skills based and prepare you for the work environment
- Open access to give everyone an opportunity to study





## Events Management Career Opportunities

Career opportunities are unlimited in the field of Events Management. Depending on what you do, you can earn a basic amount of R18 000 a month. Our courses also equip you with the skills to start your own business so if you have Entrepreneurship bone in you, you can be your own boss!

### **Careers:**

- Events Coordinator
- Events Manager
- Wedding Planner

# Available Courses



## Events Management Short Course

Duration:  
4 months

In just a few months, you'll have a basic understanding of what Events Management entails with this entry level course.

### Subjects:

- Introduction to Business English
- Events Management 101

## Events Management Certificate Course

Duration:  
8 months

Level up on your short course certification with this certificate course. At the end of it, you will be an expert in giving the best customer service.

### Subjects:

- Introduction to Business English
- Events Management 101
- First Aid Concepts
- Customer Satisfaction

## Events Management Comprehensive Course

Duration:  
8 months

This is the last level for the Events Management programme. You'll gain a deeper understanding of the field of Events Management. You'll also learn new concepts such as office management.

### Subjects:

- Introduction to Business English
- Events Management 101
- First Aid Concepts
- Customer Satisfaction
- Events Management 102
- Office Management

# Guest House Management Courses

Always dreamed of managing your very own guest house? Our Guest House Management courses aim to provide you with the necessary skills to do just that.

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





## Guest House Management Career Opportunities

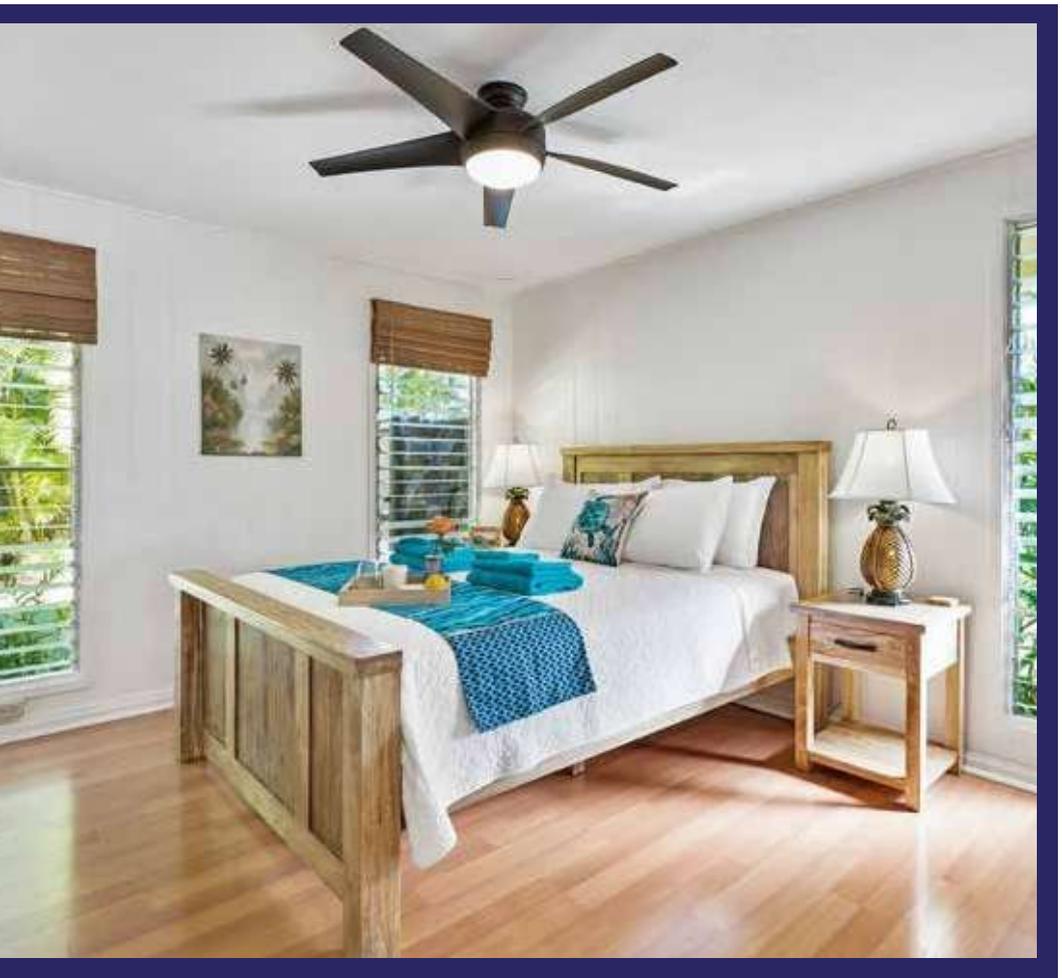
Whether you want to own your own guest house, or simply work in an established one, there are many opportunities available to you.

### Careers:

- Guest House Manager
- Reservations Manager
- Guest Relations Manager

# Available Courses

Matric College offers a range of courses to fit your needs. These range from short courses, which last 4 months, to comprehensive courses which you can complete in 12 months.



## Guest House Management Short Course

Duration:  
4 months

This short course teaches the basics on how to run a guest house effectively. You will also learn how to communicate well with staff and guests

### Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Introduction to Guest House Management

## Guest House Management Certificate Course

Duration:  
8 months

Level up with the next course in our Guest House Management Programme. Get in depth knowledge on how to provide excellent customer service to your guests.

### Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Introduction to Guest House Management
- Customer Care in the Guest House
- First Aid Concepts

## Guest House Management Comprehensive Course

Duration:  
12 months

Learn about the legal side of managing or owning a guest house. Get an introduction to business management and how to set up your own guest house.

### Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Introduction to Guest House Management
- Customer Care in the Guest House
- First Aid Concepts
- The Business of Guest House Management
- Starting and Owning your Guest House

# Tourism Management

Are you in love with traveling and exploring new sites, cities and countries? These Tourism Management courses will give you the skills to help make someone else's have a great travelling experience.

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





## Tourism Management Careers

You might be wondering about the career opportunities you will have with these great courses. Once you have completed the course you will be able to apply for careers such as:

### Careers:

- Travel Consultant
- Hotel Manager
- Tourist Information Manager

# Available Courses



## Tourism Management Short Course

Duration:  
4 months

This will serve as your introductory course into Tourism Management. You will have a look at the business side of tourism management and learn about the importance of communication.

### Subjects:

- Introduction to Business English
- Tourism Management (TM-101)

## Tourism Management Certificate Course

Duration:  
8 months

With this tourism management certificate course you will get an indepth look into the skills you need to become a professional. Included in these skills is first-aid.

### Subjects:

- Introduction to Business English
- Tourism Management (TM-101)
- First-Aid

## Tourism Management Comperhensive Course

Duration:  
12 months

Learn valuable workplace skills with this Tourism Management Comprehensive course. The skills gained from this course will allow you to thrive within your tourism career.

### Subjects:

- Introduction to Business English
- Tourism Management TM-101
- First-Aid Concepts
- Customer Satisfaction
- Tourism Management TM-102
- Office Management

# Tourism Marketing

Start your career in this thriving industry with our Tourism Marketing courses. Enhance your customer service skills and along with learning the tricks of the trade of tourism marketing. Learn all this while learning proper office procedures and protocols.

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





## Tourism Marketing Career Opportunities

Starting a job in the tourism sector can be one of the best choices you can make for your career. There are many exciting job opportunities available to you, which will allow you to grow and have a successful career.

### Careers:

- Tourism Marketing Manager
- Tour Guide
- Tour Consultant

# Available Courses



## Tourism Marketing Short Course

Duration:  
4 months

This will serve as your introductory course into Tourism Management. You will have a look at the business side of tourism management and learn about the importance of communication.

### Subjects:

- Introduction to Business English
- Tourism Marketing (TM-101)

## Tourism Marketing Certificate Course

Duration:  
8 months

With this tourism management certificate course you will get an indepth look into the skills you need to become a professional. Included in these skills is first-aid.

### Subjects:

- Introduction to Business English
- Tourism Marketing (TM-101)
- First-Aid
- Customer Satisfaction

## Tourism Marketing Comperhensive Course

Duration:  
12 months

This advanced course in tourism marketing will further your skills and teach you the ins and outs of how to manage an office.

### Subjects:

- Introduction to Business English
- Tourism Marketing (TM 101)
- First Aid Concepts
- Customer Satisfaction
- Tourism Marketing (TM 102)
- Office Management

# Wedding Planner Courses

A wedding planner is the one person who can effortlessly throw together one of the most magical experiences anybody will experience. The bride and groom entrust their special day in the hands of the wedding planner. Plan everything from food, decor and more!

Our courses are:

- Skills based and prepare you for the work environment
- Open Access - Anyone can study with us at any time.





## Wedding Planner Career Opportunities

If you are considering these courses then it is clear you love weddings and enjoy planning events. There are a few career options in this field that will allow you to live out your dreams.

### Careers:

- Wedding Planner
- Events Coordinator
- Party Planner

# Available Courses



## Wedding Planning Short Course

Duration:  
4 months

This course serves as an introductory course to wedding planning. If you want to learn all the basics in a short period of time this course is perfect for you.

### Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Wedding Planning WP-101

## Wedding Planning Certificate Course

Duration:  
8 months

Dig deeper and learn everything you need to know to pursue a career as a wedding planner.

### Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Wedding Planning WP-101
- Excellence in Service: Basic
- Events in Practice
- Wedding Planner WP-102

## Wedding Planning Comprehensive Course

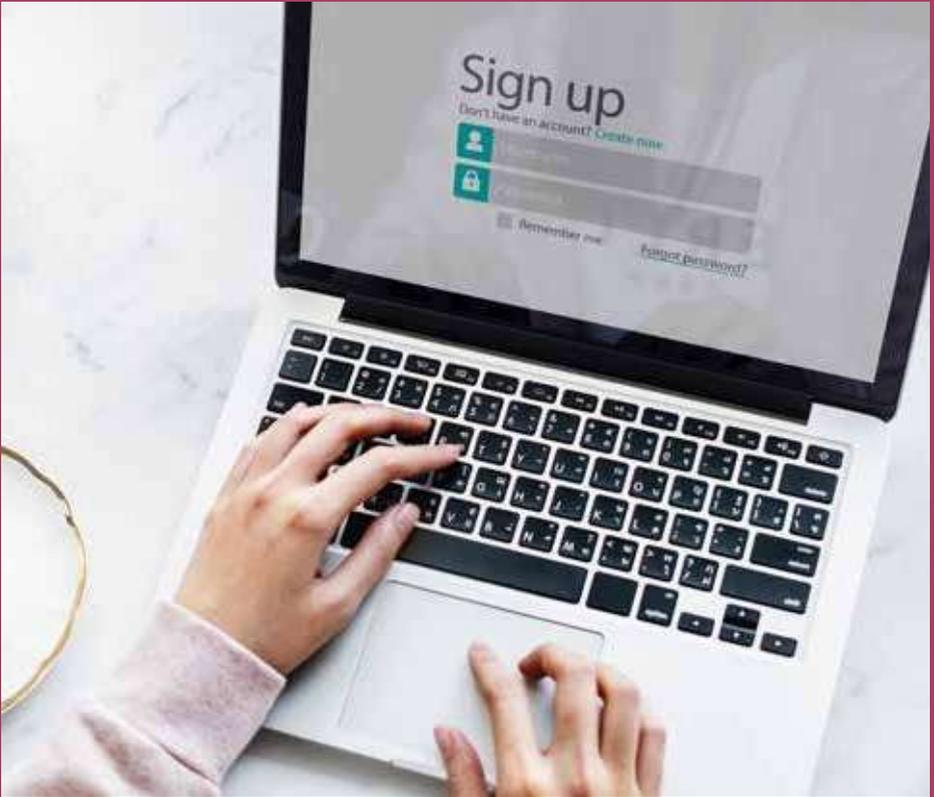
Duration:  
12 months

This course goes deeper than any of the others and gives you comprehensive knowledge on wedding planning and even how to run a

### Subjects:

- Introduction to Business English
- Face-to-Face Communication
- Wedding Planner WP-101
- Excellence in Service: Basic
- Wedding Planner WP- 102
- Excellence in Service: Advanced
- Strategic Decision Making

# How To Register



## WE MAKE IT EASY TO GET STARTED.

We keep our registration process as simple as possible so that you can get started on what matters. Your studies are our priority and we understand that the sooner you can start, the better it is for you.

## Pretoria Office

440 Hilda Street,  
Standard Plaza, 5th Floor  
Hatfield, Pretoria  
South Africa

## Cape Town Office

Matric College Unit MP12B,  
Mega Park/o Peter Barlow &  
Mill Roads  
Bellville South 7530

## Phone

012 762 7100

## Whatsapp

<https://wa.me/27817499333>

0727994195



**We look forward to hearing from you!**

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# Meet Our Course Experts



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