## • NCV Hands-On Support • NCV Hands-On Support •

### **NCV Hands-on Support Series**

Our Hands-on Support material is designed to complement our learning material and to ease the workload of lecturers. We already have an extensive range of teaching aids available ranging from Facilitator Guides offering model answers and tips on lesson planning to PowerPoint Slides and Workbooks. All these "Hands-on Support" materials can either be downloaded from our website "*free of charge*" or ordered on CD. The good news is that we are now in the process of developing a comprehensive set of **Lecturer Files**. These files include many of the teaching aids that can be downloaded for free, but is collated in a lever arch file and grouped under the following headings:

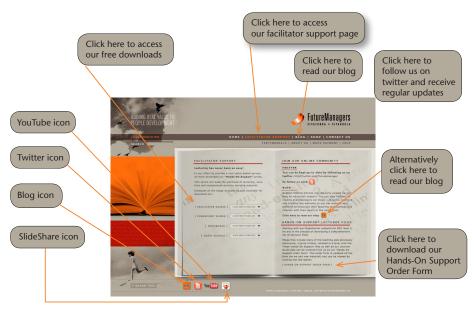
- Contents and Instructions
- Facilitator Guide



Having started with our fundamental subjects on NCV2, our development process is ongoing. The table overleaf indicates what is already available, or by when it will become available. This table can also be used as an Order Form, should you wish to obtain any of these very exciting files. The cost of R40 per CD and R250 per file covers all the printing and packaging related costs, but will undoubtedly add tremendous value to the learning experience of students!

#### Join our online community!

To be kept up-to-date on new additions to Hands-On Support series, as it becomes available, follow us on twitter; <a href="http://twitter.com/futuremanager">http://twitter.com/futuremanager</a> or visit our website: <a href="http://twitter.com/futuremanager">www.futuremanagers.net</a>



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Future Managers: Hands-on Support Series  Last updated: February 2012					
Institution:	Tel:				
Contact Person:	Fax:				
Address:					
Addition.	Destal Code:				
	Postal Code:				
email:	Order No:				
Title		Facilitator File	Facilitator Guide on CD		
NCV Series: Level 2					
Fundamentals					
Mathematical Literacy: Hands-On Trainin	ng				
Language: Hands-On Training					
Life Orientation: Life Skills Hands-On Tra	ining				
Life Orientation: Computers Hands-On Training					
Life Orientation: Computers Skills Hands-On Training 2003					
Life Orientation: Computers Skills Hands-On Training 2007					
Life Orientation: Computers Skills Hands	-On Training 2010				
Management					
Management Practice: Hands-On Training					
Entrepreneurship: Hands-On Training					
New Venture Creation: Hands-On Training					
Office Administration					
Office Practice: Hands-On Training Simulated Filing Pack					
Office Practice: Hands-On Training					
Business Practice: Hands-On Training					
Office Data Processing: Hands-On Training 2003					
Office Data Processing: Hands-On Training	ng 2007				
Office Data Processing: Hands-On Training	ng 2010				
Finance/Economics/Accounting					
Applied Accounting: Hands-On Training					
Hospitality					
Food Preparation: Hands-On Training					
Education & Development					
Human & Social Development: Hands-O	n Training				
Learning Psychology: Hands-On Training					
Early Childhood & Development: Hands-On Training					
Safety in Society					
Policing Practices: Hands-On Training					







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Future Managers: Hands-on Support	Series	
Title	Facilitator File	Facilitator Guide on CD
NCV Series: Level 3		
Fundamentals		
Mathematical Literacy: Hands-On Training		
Language: Business Studies Hands-On Training		
Language: Engineering Studies Hands-On Training		
Life Orientation: Life Skills Hands-On Training		
Life Orientation: Computer Skills Hands-On Training 2003		
Life Orientation: Computer Skills Hands-On Training 2007		
Life Orientation: Computer Skills Hands-On Training 2010		
Management		
Management Practice: Hands-On Training		
Project Management: Hands-On Training		
New Venture Creation: Hands-On Training		
Office Administration		
Office Practice: Hands-On Training		
Office Data Processing: ICDL Hands-On Training 2003		
Office Data Processing: ICDL Hands-On Training 2007		
Office Data Processing: ICDL Hands-On Training 2010		
Business Practice: Hands-On Training		
Marketing		
Advertising & Promotions: Hands-On Training		
Finance/Economics/Accounting		
Applied Accounting: Hands-On Training		
Hospitality		
Hospitality Services: Hands-On Training		
Food Preparation: Hands-On Training Hospitality Generics: Hands-On Training		
Education & Development		
Early Childhood & Development: Hands-On Training		
Safety in Society		
Policing Practices: Hands-On Training		
NCV Series: Level 4		
Fundamentals		
Mathematical Literacy: Hands-On Training		
Language: Business Studies Hands-On Training		
Language: Engineering Studies Hands-On Training		
Life Orientation: Life Skills Hands-On Training		
Life Orientation: Computer Skills Hands-On Training		
Management		
Management Practice: Hands-On Training		
Project Management: Hands-On Training		
New Venture Creation: Hands-On Training		
Office Administration		
Office Practice: Hands-On Training		
Office Data Processing: ICDL Hands-On Training 2003		
Office Data Processing: ICDL Hands-On Training 2007		
Office Data Processing: ICDL Hands-On Training 2010		
Business Practice: Hands-On Training		
Personal Assistance: Hands-On Training		
Finance/Economics/Accounting		
Applied Accounting Pastel: Hands-On Training		
Applied Accounting Pastel Electronic Workbook on CD		
Hospitality		
L Hospitality Convices: Hands On Training		
Hospitality Services: Hands-On Training Food Preparation: Hands-On Training		

### **IMPORTANT FUTURE MANAGERS INFORMATION**

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