

ENHANCEMENT COURSES

Earn extra income!

If you want to perfect your editing, transcription or mentoring technique, perfect your language competence and at the same time learn marketable skills such as basic computer skills, report writing, transcription and sub-titling, **Wits Language School offers you a wide selection of part-time, short courses.**

THESE COURSES INCLUDE:

- Computer literacy and basic editing
- Intercultural communication and mentoring in the workplace
- Transcription skills
- Editing for professionals
- Language refinement for language practitioners
- Professional language enhancement, transcription and report writing



WHAT ARE THE ENTRY REQUIREMENTS FOR THESE COURSES?

For Intercultural Communication and Mentoring in the Workplace and Language Refinement for Language Practitioners, participants require:

- Good language skills in English (spoken and written)
- Good language proficiency (spoken) in at least one other language from the following list of languages: Any of the official South African languages, South African Sign Language, French, Portuguese, Spanish, Italian, German, Mandarin, Arabic, Shona or Swahili. Other foreign African languages on request

Both of these courses are undergraduate courses, and the following entry requirements apply:

- A National Senior Certificate (Grade 12) or equivalent
- Computer literacy (Word, internet and email)

Transcription Skills and Editing for Professionals are also undergraduate courses, but require proficiency in English only.

Computer literacy and basic editing has no entry requirements and is a great course for improving your computer skills

Professional Language Enhancement and Editing for Professionals are postgraduate courses and as such requires:

- A Bachelor degree or equivalent (please supply copies of qualifications) and/or
- Professional experience as a language practitioner - experienced practitioners should submit a CV plus contactable references

Students may be required to pass an aptitude test in order to gain admission to any of the above short courses. A Certificate of Competence will be awarded upon successful completion.

COURSE STRUCTURE

All of these courses run from eight to ten weeks part-time. For all courses except Editing for Professionals and Transcription Skills, participants must attend eight days of face-to-face workshops, courses generally follow one of the following formats:

- Four x two-day workshops followed by the examination
- Two x three-day workshops and one x two-day workshop followed by the examination

Editing for Professionals runs as a five-day, face-to-face workshop combined with an online learning component during the eight-week teaching period. Transcription Skills is an intensive course, which runs over eight days plus the assessment. Computer literacy and basic

editing runs on Saturdays/ evenings based on demand.

For all of the courses, participants have access to an online learning platform, Edmodo, during the entire period. Edmodo is easy to use, allows students to work in their own time, and also helps to improve knowledge of the internet and email, which are important skills in the world of work. Our aim is to equip students with the comprehensive range of practical and theoretical skills they will need to work as professional language practitioners, and to provide students with a general overview of the principles and practice which govern the language profession. Please check our website for any changes in course dates.

Intercultural Communication and Mentoring in the Workplace

The purpose of this short course, is to assist students in understanding human communication in multi-cultural settings – with a particular focus on the mass media and/or the workplace. Participants learn to come to terms with diversity in South Africa and how to reduce intercultural misunderstandings. Students discuss communication in the context of the world of business and management, including organisational functions and meeting styles, management activities (planning, organising, leading, controlling, interacting), powerful communication, pacing and leading, motivation, as well as conflict management and mentoring in the workplace. This course may be taken as a stand-alone short course, or as part of the Diploma in Legal Interpreting.

Editing for Professionals

In this stand-alone short course, students are introduced to the principles of systematic and recognised editing procedures governing grammatical, structural and stylistic correctness in a variety of professional text types.

This course consists of an online learning component as well as five days of face to face training.

Language Refinement for Language Practitioners

In this short course, offered at NQF Level 5, participants will develop the required skills to use language creatively and effectively in specific professional contexts (eg various business settings) or other language-related project management situations. Emphasis is placed on the acquisition of listening and speaking skills in a variety of professional contexts, including terminology acquisition and cultural competence. Skills include sub-titling, transcription and the writing of copy for marketing or advertising purposes.

After completing the course, participants will be able to manage effective and relevant language-related projects (including presentations, sub-titling, transcription and the writing of copy for marketing or advertising purposes) and learn how to schedule and plan language related projects according to organisational requirements. This course may be taken as a stand-alone short course, or as part of the Diploma in Legal Interpreting.

Transcription Skills

Practical written language skills are reinforced by reflection on decision-making as to what constitutes appropriate vocabulary, punctuation, register and tone in different communicative contexts, as well as by problem-solving involving written and oral text organisation and re-organisation. Practical auditory skills and typing speed are enhanced. Focus is placed on understanding different accents, pronunciation and dialects. Course dates are available upon request.

UNIT CONTACT DETAILS

Tel: +27 (0)11 717 3756/4208

Fax: 086 521 7332

Email: wls@wits.ac.za

Professional Language Enhancement, Transcription and Report Writing

This course is a cutting-edge specialisation offered at Masters level (in English), aiming to refine a graduate's auditory and written language skills at an advanced level. At the same time, it provides introductory training for those wishing to work in professional language contexts, including, where feasible, professional transcription skills (including Hansard), report writing in meeting and conference contexts and monolingual sub-titling (captioning) and audio description for film/TV/DVD, as well as live performances.

Computer Literacy and Basic Editing

This course is aimed at learners who have little or no experience with working with personal computers. This practical course will allow learners to have access to computers at Wits Language School, where they will be able to perform tasks with the trainer. Tasks will be focused on developing skills. This course is practical in nature and focusses on the practical execution of tasks. In order to maximize the learners' Learning opportunities, Learners will also have access to supervised "Free practice time" During this time, no specific tasks for assessment are set and learners are encouraged to explore elements and functions of personal computing relevant to their own needs. A trainer is present during this time to address specific needs as they arise.

After successful completion of this course, the learner should be able to: Identify the different components of a computer, Use a keyboard and mouse comfortably, Perform key functions like copy, cut and paste, Organise files and folders on a personal computer, Create a variety of professional documents, Use shortcuts to work more efficiently, Do basic word-processing in MS Word, Use basic proofreading tools in MS word. Perform basic calculations in MS Excel, Safely perform online searches

Course fee

INTERCULTURAL COMMUNICATION AND MENTORING IN THE WORKPLACE	R8 200
TRANSCRIPTION SKILLS	R8 200
EDITING FOR PROFESSIONALS	R9 300
LANGUAGE REFINEMENT	R10 000
PROFESSIONAL LANGUAGE ENHANCEMENT	R10 000
COMPUTER LITERACY AND BASIC EDITING	R6 800