



COURSES OFFERED.

COURSES	MODULES	CASH FEES	TERM FEES	REGISTRATION	INSTALLMENT	DURATION
Computer Clerk	Keyboard Skills, Components Of IT, Files &Folders, Ms. Word, Ms. Spreadsheet, Ms. PowerPoint	R3000.00	R4800.00 (Including Registration)	R500.00	R500.00	5 Months
Advanced Computer	Components Of IT, Files &Folders, Ms. Word Processing , Ms. Spreadsheet, Ms. PowerPoint, Internet & Emails / Outlook	R3500.00	R4800.00 (Including Registration)	R500.00	R600.00	6 Months
Intermediate Computer Certificate	Components Of IT, Files &Folders, Ms Word Processing , Ms. Spreadsheet, Ms. Database, Ms. PowerPoint, Internet & Emails / Outlook, Ms Access and Ms Publisher	R4000.00	R5800.00 (Including Registration)	R500.00	R600.00	8 Months
Office Administration	Components Of IT, Files &Folders, Ms. Word Processing , Ms. Spreadsheet, Ms. PowerPoint, Internet & Emails / Outlook, Telephone Communication, Report, Meeting, Financial Management and Admin Recording.	R4800.00	R6300.00 (Including Registration)	R500.00	R600.00	9 Months
Data Capture	Components Of IT, Files &Folders, Ms. Word Processing , Ms. Spreadsheet, Ms. PowerPoint, Internet & Emails / Outlook, MsAccess, Telephone Communication, Report, Meeting, Financial Management and Admin Recording.	R4800.00	R6700.00 (Including Registration)	R500.00	R600.00	9 Months
Secretarial Skills	Components Of IT, Files &Folders, Ms. Word Processing , Ms. Spreadsheet, Ms. PowerPoint, Internet & Emails / Outlook, Secretarial Skills & Administration of Files And Folders	R4800.00	R6300.00 (Including Registration)	R500.00	R600.00	9 Months
End User Computing	National Certificate : Full Qualification Modules	R7000.00	R9000.00 (Including Registration)	R600.00	R800.00	1 Year
Technical Support (Welkom Campus only)	FETC: Full Qualification Modules	R8000.00	R10 500.00 (Including Registration)	R600.00	R800.00	1 Year
System Development (Welkom Campus only)	FETC: Full Qualification Module	R9000.00	R12 500.00 (Including Registration)	R600.00	R1000.00	1 Year



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