

Office Assistant (Secretarial - P.A.)

National Computer College

Lexoria Building
Cnr Merriman & Joubert Str
Vereeniging
☎016 421 1959
www.ncc-cla.com



Duration: 12 Months

Audience: Novice/First Time Computer User

Delivery Method: Self-Paced (Facilitator)

Admission Requirements: Grade 10 or Equivalent



mictseta

Accreditation no: ACC/2009/07/587
Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

At Course Completion:

After completing this course, students will be able to

- Have a clear understanding on computer basics, terminology & application
- Acquire the competency & knowledge they need to use a computer on a daily basis
- International Certification from Certiport - Internet & Computing Core Certification (IC3)

Course Content:

Typing

Module A: Computing Fundamentals
Computer Hardware
Computer Software
Using an Operating System

Module B: Key Applications
Common Program Functions
Word Processing Functions
Spreadsheet Features
Communicating with Presentation Software

Module C: Living Online
Communication Networks & the Internet
Electronic Communication & Collaboration
Using the Internet & the World Wide Web
The Impact of Computing & the Internet on Society

Office Practice
Customer Service
Communication

Assessment of program:

**** Three (3) International Assessments need to be completed**

Cost of these external Assessments need to be booked & paid for at least Four (4) working days prior to writing.

The Summative Assessment takes place as a National Summative.

It is compulsory for all learners to complete.