

Instructor-Led Training

Duration: From 1 Day
Audience: Any Individual wanting to become Computer Literate within a limited time.
Aimed at Companies wanting to send employees on short courses.

Delivery Method: Instructor (Classroom)
Admission Requirements: Grade 12 or Equivalent

National Computer College

Lexoria Building
Cnr Merriman & Joubert Str
Vereeniging
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mictseta

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

Accreditation no: ACC/2009/07/587

Courses Offered:

- **Microsoft Office – Windows,**
MS Word Foundation, Intermediate, Advanced,
MS Excel Foundation, Intermediate, Advanced,
MS PowerPoint Foundation, Advanced,
MS Access Foundation, Intermediate, Advanced,
MS Outlook
- **Business Skills – Office Practice, Communication, Customer Service**
- **Technical Training – PC Technician, Network Specialist**

Assessment of program:

Depending on your specific requirement, we can do from In-House Assessments to International Examinations.

Cost for International Examinations are not included in the course fee & need to be paid before booking your exam.