



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

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.

Course Content:

Typing
Windows
MS Word Basic, Intermediate & Advanced
MS Excel Basic, Intermediate & Advanced
MS PowerPoint Basic & Intermediate
MS Access Basic & Intermediate
MS Outlook Basic & Intermediate

Business Skills:
Office Practice
Communication
Customer Service

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.
Assessment per module will be compulsory for all learners to complete.

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