



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:

Business Skills:

Office Practice
Communication
Customer Service
Foundations of Time Management
Advanced Time Management Strategies
Conflict Management
Sexual Harassment & Harassment at Work
Appraising Performance
Comprehensive Office Management & Administration Mastery
Mastering Effective Management Leading Teams to Success
Motivate, Inspire, Thrive: Mastering Employee Motivation

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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