



Office Assistant (Secretarial - P.A.)

Duration:	12 Months
Audience:	Novice/First Time Computer User
Delivery Method:	Self-Paced (Facilitator)
Admission Requirements:	Grade 10 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

Computer Skills MS Office & Win 10:

- *Concepts of Information & Communication Technology*
- *Windows 10*
- *MS Word 2016*
- *MS Excel 2016*
- *MS PowerPoint 2016*
- *MS Access 2016*
- *Web Browsing & Communication*

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

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