



**PLEASE NOTE THAT YOU DO NOT NEED TO HAVE A MATRIC
TO STUDY AT OUR COLLEGE.**

AFFORDABLE EDUCATION FOR ALL.

DAILY TRAINING Cc - SHORT COURSE TRAINING PROVIDER T/A

CAREER COMPUTER COLLEGE



MICT SETA ACCREDITATION ACC 2010/07/902

ESTABLISHED - 1997. WE HAVE BEEN TEACHING STUDENTS FOR 24 YEARS.

DAILY TRAINING Cc/TRADING AS CAREER COMPUTER COLLEGE
- SHORT COURSE TRAINING PROVIDER

MICT SETA ACCREDITATION ACC 2010/07/902 (CK 2000/055862/23)

ESTABLISHED - 1997. WE HAVE BEEN TEACHING STUDENTS FOR 25 YEARS.

COMPUTER AND BUSINESS RELATED TRAINING

Computing Courses are aligned to SAQA MICT SETA

**End User Computer Unit Standards for End User Computer Qualification
61591.**

**Office Based Business Courses are aligned to Services Seta Business
Administration Qualification 61595**

**Call Centre courses are aligned to Unit Standard 14348 Process Incoming
and Outgoing Calls according to Organisational Standards.**

**CERTIFICATES ARE ISSUED IMMEDIATELY YOU FINISH YOUR COURSE - NO
WAITING!**

**REGISTRATION FEE: R500 + DEPOSIT FEE: R600
(OR MORE) : TOTAL R1 100.**

PAYABLE AT TIME OF REGISTRATION

Registration fee includes student package of College T-shirt, mask, free internet use, Job Assist course, CV writing, All notes, Certificates etc.

COURSE FEES- METHODS OF PAYMENT:

CASH PAYMENTS – Special reduced fees to be paid on registration or within first month or less of registration.

INSTALLMENT PAYMENTS – As arranged with the Consultant – but generally not less than R1 000 per month. Students will have had to paid to date in order to proceed to the next course level.

Graduation available – costs to be advised

Students work at their own pace – the time given is an estimate of the course length – some students works faster and others slower. These are practical courses where students are allocated their computer for the duration of their course.

There is a trainer in the training room at all times to teach and help students. At the end of the course the student needs to produce a Portfolio of Evidence, which is assessed as to his/her competency. Once found competent, the student's certificate is immediately issued.

BRIEF OUTLINE OF COURSES

THE END USER COMPUTER COURSE – UNIT STANDARDS ALIGNED TO MICT SETA COMPUTING QUALIFICATION 61591

OFFICE ADMIN COURSES – UNIT STANDARDS ALIGNED TO SERVICE SETA BUSINESS ADMINISTRATION QUALIFICATION 61595

COMPUTER LITERACY COURSE COMPRISES
WINDOWS, KEYBOARDING, USING THE CORRECT



FINGERING FOR SPEED AND ACCURACY COMPETENCY, WORD, EXCEL, POWERPOINT, EMAIL AND INTERNET and where appropriate WORD PAD AND WORD PAINT.

BASIC OFFICE ADMIN AND RECEPTIONIST COURSE

101 COMPRISES, inter alia, OFFICE ETIQUETTE, FRONT DESK WORK OF MEETING AND GREETING CUSTOMERS, DIARY MANAGEMENT, TELEPHONE AND TELEPHONE SKILLS AND CALL MANAGEMENT INCLUDING TAKING MESSAGES, TRANSFERRING, SCREENING AND MAKING OUTGOING CALLS, PETTY CASH AND FILING AND ENTRY LEVEL DATA CAPTURING

ADVANCED OFFICE AND RECEPTIONIST COURSE 201

COMPRISES ALL OF THE ABOVE PLUS – ARRANGING MEETINGS, VOCABULARY OF MEETINGS, NOTICES OF MEETINGS, AGENDAS AND MINUTES, LETTER AND REPORT WRITING,.

BASIC CALL CENTRE COURSE –

ALIGNED, INTER ALIA, TO UNIT STANDARD 14348 COVERING CALL CENTRE ETIQUETTE, VOICE AND VOCABULARY MODULES, INCOMING CALLS, ANGRY CUSTOMER CALLS, ROLE PLAYING AND LOTS OF PRACTICE CALLS ETC. ,

ADVANCED CALL CENTRE COURSE - ALIGNED TO UNIT STANDARD 14348 COVERING INCOMING AND OUTGOING CALLS, LETTER AND REPORT WRITING APPROPRIATE TO CALL CENTRE WORK, ROLE PLAYING, HOMEWORK ASSIGNMENTS

ADVANCED LEVEL DATA CAPTURE COURSE – INCLUDES INTERNET BASED ASSIGNMENTS, INVOICING, ETC,

ALL COURSES ARE PRACTICAL AND WORK RELATED WITH THE AIM OF PREPARING STUDENTS FOR REAL OFFICE WORK.

Please see below for a course costs and a brief outline of our courses.

For more information please visit the college or send an e-mail to

career@iafrica.com for more information.

STUDENT CENTRED LEARNING

Please note that we can design and change courses to fit your own specific needs and requirements.

	2022 COURSES AND FEES	CASH PAYMENT	ESTIMATED DURATION	INTALMENT PAYMENT
	MASTER END USER COMPUTING CERTIFICATE:			
NO	PLUS ONE ELECTIVE: (BEING OFFICE ADMIN & RECEPTIONIST OR DATA CAPTURE OR CALL CENTRE) (ADVANCED LEVEL)	R13000	12 MONTHS	R13000
1				
2	BASIC COMPUTER LITERACY	R6 000	3/5 MONTHS	R7 000
3	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST + DATA CAPTURE (ENTRY LEVEL)	R7 300	3/6 MONTHS	R8 300
4	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST + EVENT PLANNING (ADVANCED LEVEL)	R7 400	3/6 MONTHS	R8 900
5	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST + HUMAN RESOURCES MANAGEMENT (ADVANCED LEVEL) Subject to student's English proficiency.	R8 500	3/6 MONTHS	R11500
6	COMPUTER LITERACY + OFFICE ADMIN + RECEPTIONIST (ADVANCED LEVEL)	R7 000	3/6 MONTHS	R8 000
7	COMPUTER LITERACY + ADVANCED CALL CENTRE & CASHIER (TWO CERTIFICATES)	R7 500	3/6 MONTHS	R8 600
8	COMPUTER LITERACY + OFFICE ADMIN ADVANCED + CUSTOMER CARE + ADVANCED CALL CENTRE (DEBT COLLECTING)(ADVANCED LEVEL)	R7 900	3/6 MONTHS	R9 000
9	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST + ADVANCED CALL CENTRE (ADVANCED LEVEL)	R7 900	3/6 MONTHS	R9 000
10	COMPUTER LITERACY + ADVANCED CALL CENTRE + ADVANCED DATA CAPTURE	R7 400	3/6 MONTHS	R8 500
11	CASHIER + ENTRY LEVEL KEYBOARDING	R3 500	1/2 MONTHS	R4 000
12	COMPUTER LITERACY OFFICE ADMIN & RECEPTIONIST + MARKETING (ADVANCED LEVEL)	R7 900	3/6 MONTHS	R9 000
13	COMPUTER LITERACY + ADVANCED CALL CENTRE & ADVANCED DATA CAPTURE + CASHIER (TWO CERTIFICATES)	R8 000	3/6 MONTHS	R9 000
14	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST ADVANCED LEVEL 201 + DATA CAPTURE	R8 000	3/6 MONTHS	R9 000
15	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST + CASHIER (ENTRY LEVEL) (TWO CERTIFICATES)	R7 900	3/6 MONTHS	R8 700
16	COMPUTER LITERACY + OFFICE ADMIN & RECEPTIONIST 201 + HOTEL & HOSPITALITY(ADVANCED LEVEL)	R7 400	3/6 MONTHS	R8 900
17	COMPUTER LITERACY OFFICE ADMIN & RECEPTIONIST + LOGISTICS (COURIER SERVICES) (ADVANCED LEVEL)	R7 400	3/6 MONTHS	R8 900
18	FULL COMPUTER AND OFFICE PACKAGE (8 COURSES IN 1): COMPUTER LITERACY + OFFICE ADMIN + RECEPTIONIST + CALL CENTRE + DATA CAPTURE + SPEED TYPING + CASHIER + BUSINESS ENGLISH (THIS COURSE CARRIES FOUR CERTIFICATES)	R14000	12 MONTHS	R18000
19	COMPUTER LITERACY + ADVANCED CALL CENTRE (LETTER & REPORT WRITING)	R6 900	3/5 MONTHS	R7 900

20	COMPUTER LITERACY + ADVANCED DATA CAPTURE (SPEED TYPING)	R6 900	3/5 MONTHS	R7 900
21	COMPUTER LITERACY PLUS BASIC CALL CENTRE	R6 300	2/3 MONTHS	R7 300
22	COMPUTER LITERACY PLUS BASIC CALL CENTRE PLUS OFFICE ADMIN 101	R6 750	2/3 MONTHS	R7 750
23	BASIC CALL CENTRE COURSE - ONLY FOR STUDENTS WHO ARE COMPUTER LITERATE AND HAVE WORKED AND WANT AN ADD ON COURSE 2 DAYS –	R3 500	2 DAYS	R3 500

ALL CALL CENTRE COURSES ARE HELD AT THE COLLEGE AT 1ST FLOOR GRESSWOLD CENTRE, 580 LOUIS BOTHA AVENUE, GRESSWOLD, JOHANNESBURG. CALL CENTRE COURSES CAN BE DESIGNED TO THE STUDENTS SPECIFIC NEEDS.

♦ MASTER COMPUTER CERTIFICATE:

This course includes **WINDOWS (OPERATING SYSTEM), KEYBOARDING (TYPING), PAINT/WORDPAD, OFFICE & COMPUTER ESSENTIALS, MICROSOFT WORD (BASIC, INTERMEDIATE & ADVANCED), MICROSOFT**

EXCEL (BASIC, INTERMEDIATE & ADVANCED), MICROSOFT POWERPOINT (BASIC, INTERMEDIATE & ADVANCED), MICROSOFT OUTLOOK (E-MAIL & INTERNET) (BASIC, INTERMEDIATE & ADVANCED),

EXAMS * FORMATIVE AND SUMMATIVE ASSESSMENTS* PLUS A PORTFOLIO OF EVIDENCE.

Be part of the dynamic business world & join any company requiring great computer skills. Entry level computing jobs are found in most corporate Companies such as Banks, Insurance & Medical Aids, Mining & Industrial, Retail & Advertising HR, Legal and Retail etc. Companies.

Think what industry sector you would like to work in & research those companies for jobs. With a Master's Certificate you are equipped to work in most companies so decide what field you would like to work in & start off as an Assistant or Trainee or work in a secretarial capacity as a PA or Receptionist Office Administrator.

YOU CAN CHOOSE YOUR ELECTIVE FROM ANY OF OUR COURSES e.g. EVENT PLANNING, BASIC CALL CENTRE, OFFICE ADMIN 101 OR SOMETHING (ANY COURSE) (within the College curriculum) THAT MAY INTEREST YOU (STUDENT CENTERED LEARNING).

♦ COMPUTER LITERACY :



A good entry level Computer Course – Remember the more skills & competencies you have the more you will earn! This course covers – Windows, Keyboarding (Typing), Office and Computer Essentials, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Email and Internet and Research exercises etc. The aim would be to build up your speed from 30 to 50 words per minute –wpm.

Entry Level Office Positions

◆ CALL CENTRE COURSES:-

The Call Centre segment is one of the fastest growing sectors in the economy! There are over 1600 call (contact) centres in S A – with over 65 000 agents & growing!



(1) BASIC CALL CENTRE COURSE 101 ENTRY LEVEL

- 2/3 DAY COURSE Comprises Keyboarding (Typing), Call Centre Skills. Only recommended as an upskill course if you are already computer literate and want to enter the call centre field and thus not recommended as a good start off course.

(2) ADVANCED CALL CENTRE COURSE 201

Includes Computer Literacy modules of Microsoft Word, Microsoft Excel, E-mail and Internet – Letters and Report Writing, Job Assist and C.V writing etc.

Lots & lots of jobs for good call centre agents! We teach you how to type, how to answer the phone, talk to and deal with angry customers & present the *golden voice* that companies are looking for. Start as a Call Centre Agent & perhaps end up as a team leader, supervisor or trainer!

◆ OFFICE ADMIN & RECEPTIONIST COURSES:-

Good Office Admin staff can earn a lot of money! A well skilled organized Receptionist, PA, Secretary and Office Assistant can become indispensable as they are generally the first person that clients and visitors see when they come into a company! Be the boss's right hand!



◆ OFFICE ADMIN & RECEPTIONIST 101 (ENTRY LEVEL):

Become Computer Literate and then do the OFFICE ADMIN PACKAGE COVERING meeting and greeting customers, telephone etiquette and call answering skills of taking messages, transferring and screening calls and making outgoing calls, diary management, petty cash and filing etc.

◆ OFFICE ADMIN & RECEPTIONIST (ADVANCED LEVEL):

Become Computer Literate and then learn all the above as covered in our OFFICE ADMIN PACKAGE plus our RECEPTIONIST PACKAGE adding in the advanced Office Admin and Receptionist skills of Arranging and Preparing for Meetings, Language of Meetings, doing Notices of Meeting, Agendas and Minutes, Time Management etc.

◆ **EVENT PLANNING & OFFICE ADMIN ADVANCED:** Become Computer Literate and then add on the EVENT MANAGEMENT PACKAGE covering planning and organizing events, such as planning for exhibitions, parties, weddings, crowd control, security, décor, invitations etc etc. *THIS COURSE WILL ONLY BECOME AVAILABLE IF THE COVID REQUIREMENTS OF THE HOSPITALITY INDUSTRY ARE CONDUSIVE TO PARTYING AGAIN!*



◇ H.R & OFFICE ADMIN ADVANCED: Become Computer Literate and then add on the HR PACKAGE which includes the OFFICE ADMIN PACKAGE and covering the Basic Conditions of Employment and Personnel Administration of how to Advertise, Interview, Select, draw up Employment Contracts and Job Descriptions, do Orientation programmes, write Letters & Reports relevant to an HR office etc. ***SUBJECT TO ENGLISH PROFICIENCY*** *This is a long course and requires commitment to work very hard!* Also subject to student's English proficiency.

◇ HOTEL & HOSPITALITY + OFFICE ADMIN ADVANCED: Do your computer literacy course first and then go on to do your HOTEL & HOSPITALITY PACKAGE covering Hotels and Hospitality, Travel, Geography, Hotel Bookings, Car Bookings, Travel Bookings, Itineraries etc. *Subject to Covid opening up this industry.*

◇ DATA CAPTURE COURSE: LOTS OF JOBS IN THE DATA CAPTURE FIELD! First do your COMPUTER PACKAGE and become computer literate and then do our special DATA CAPTURE skills PACKAGE of speed typing, invoicing, copy typing, Data Capture, etc.

◇ CASHIER & KEYBOARDING COURSE:



A BASIC ENTRY LEVEL COURSE FOR A JOB TO START OFF YOUR CAREER! MATRIC IS NOT REQUIRED...Wherever money is taken & customers are paying for something, you will find a cashier taking the money. Work in big food and retail stores, banks (bank tellers), restaurants, casinos and shops. Learn the cashier skills of counting and checking money, store cards, customer care and computer typing.

◇ MARKETING & OFFICE ADMIN (ADVANCED LEVEL): The first part of your course covers Computer Literacy skills followed by a Basic Office Admin course with a marketing module covering an Overview of the Marketing Mix together with your own Case Study of a product that you may choose.

◇ COMPUTER LITERACY + ADVANCED CALL CENTRE + DATA CAPTURE: *(See above for course content)*

◇ OFFICE ADMIN & RECEPTIONIST + DATA CAPTURE (ENTRY LEVEL): *See above for course content)*

◇ COMPUTER LITERACY + OFFICE ADMIN + CUSTOMER CARE & CALL CENTRE: *(See above for course content)*



**◇ FULL ADVANCED OFFICE PACKAGE
- 8 IN 1 COURSE**

DO OUR 8 IN 1 COURSE WHERE YOU WILL COVER ALL THE COMPUTER LITERACY COURSE PLUS OFFICE ADMIN, CALL CENTRE, CASHIER, DATA CAPTURE AND RECEPTIONIST MODULES TO GIVE YOU A WONDERFUL ENTRY INTO THE WORLD OF WORK AND WHERE YOU CAN CHOOSE YOUR OWN FINAL ELECTIVE MODULE. PLUS THIS COURSE GIVES YOU **ADDED TUITION IN ENGLISH AND BUSINESS ENGLISH (ENGLISH SPEAKING TUTOR).**

**COURSES ARE 99% MOSTLY PRACTICALS WHERE YOU DO OFFICE
BASED ASSIGNMENTS.**

WE ARE NOT LIKE OTHER COLLEGES!!!! There is no reading from books!!!! It is all mostly practical where you are allocated your specific computer and where you do all your work. **We provide you every day with a trainer in face to face workshops, video training and lots and lots of practical work.**

FOR MORE INFORMATION – SEE US ON OUR WEBSITE –
www.computercallcollege.co.za
OR E-mail - career@iafrica.com
OR FACEBOOK - Career Computer College SA
OR TWITTER - @ccccollegeSA
OR INSTAGRAM - @careercomputercollegesa
OR SEARCH - CAREER COMPUTER & CALL CENTRE TRAINING COLLEGE

**REGISTERED WITH MICT SETA AS
DAILY TRAINING T/A CAREER COMPUTER COLLEGE
REGISTRATION NO. ACCC2010/07/902**

ENQUIRIES TO career@iafrica.com
CAROLE PRINCIPAL/TRAINER/FACILITATOR/ASSESSOR/MODERATOR
OR WHATSAPP & CELL 082 909 7776

**We look forward to training you.
PLEASE VISIT US FOR INFORMATION AND CAREER ADVICE.**

**CAREER COMPUTER COLLEGE –
FIRST FLOOR, GRESSWOLD CENTRE,
580 LOUIS BOTHA AVENUE
GRESSWOLD/SAVOY JOHANNESBURG
ABOVE SAVOY PHARMACY
CAROLE CELL OR WHATSAPP 082 909 7776
career@iafrica.com**

**OR VISIT OUR GERMISTON CENTRE AT
CAREER COMPUTER COLLEGE
OFFICE NO. 4 FIRST FLOOR, STATION BAZAAR BUILDING,
43 RAILWAY STREET, GERMISTON
NEXT TO TAXI RANK
Or email Germiston College direct at
welcomentetha@gmail.com for the Germiston
College Brochure.**

**OR VISIT OUR JOHANNESBURG CBD CENTRE AT
FIRST FLOOR, OFFICE NO. 8, NEW TOWN MALL
77A HARRISON COR BREE/EDITH NGOYI STREET
JOHANNESBURG CBD
KFC BUILDING**

**OR PHONE DIRECT TO 076 48 55 706
Or WHATSAPP 082 9097776**

**Please note that the Free State Colleges have different
Courses comprising Master End User Computing
Certificate Plus Data Capture with Production Computing,
Office Computing, Secretarial Computing, Desktop
Publishing and Bookkeeping.
For their Prospectus please contact them directly.**

**FOR FREE STATE COLLEGE AT
QWA QWA**

**Visit at 251 2nd Floor, FINANCIAL *POST OFFICE*
BUILDING, WITSIESHOEK**

TEL 058 713 1705 OR 083 691 4805

**Or email admin@careercomputercollege.co.za OR
sibusiso.nxumalo@vodamail.co.za**

**FOR FREE STATE COLLEGE AT
BETHLEHEM**

**Visit at Office No. 4 De Oude Werf Center, corner Muller
and Landros Streets Bethlehem**

Contact Cell and Whatsapp 0744 777 028