



# 2024 PROSPECTUS CAREER COMPUTER COLLEGE COURSES AND FEES

DAILY TRAINING t/a CAREER COMPUTER COLLEGE  
**COMMITTED TO YOUR EDUCATION**

CK NO. 2000/055862/24

**MICT SETA REG NO. ACC 2010/07/902**

**HEAD OFFICE AND GRESSWOLD COLLEGE TELEPHONE: 010 023 1176 / 082 909 7776**  
**GERMISTON COLLEGE 084 577 4490 / JOHANNESBURG CBD COLLEGE 076 485 5707**

email: [career@iafrica.com](mailto:career@iafrica.com)

101 = ENTRY LEVEL/BASIC    201= ADVANCED  
INSTALMENT PAYMENT Divide by months of the course to get approx.

**REGISTRATION  
FEE**

**R500**



### COMPUTER LITERACY


End User Computing from Qualification 61591 covering  
Keyboarding/Typing, Windows, Word, Excel, PowerPoint and Email.

### OFFICE ADMIN & RECEPTIONIST 101

from Qualification 61595 covering Receptionist duties, Telephone and  
Diary Management, Petty Cash, Filing, Giving Product Information,  
Order and Message Taking, Greeting Customers etc.

**SEE BELOW FOR COURSE INFORMATION**

			CASH PAYMENT	ESTIMATED DURATION	INSTALMENT PAYMENT		
1	COMP. LIT	<b>MASTER END USER COMPUTING CERTIFICATE – PLUS ONE ELECTIVE – OFFICE ADMIN &amp; RECEPTIONIST 101 OR DATA CAPTURE 201 OR CALL CENTRE 101</b>	<b>R13 000</b>	6 -12 MTHS	R13 000		
2	COMP. LIT	BASIC COMPUTER LITERACY 101	<b>R6 000</b>	2- 3 MTHS	R7 000		
	COURSE 1	COURSE 2	COURSE 3	CASH PAYMENT	ESTIMATED DURATION	INSTALMENT PAYMENT	
3	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 101	DATA CAPTURE 101	<b>R7 300</b>	3 -6 MONTHS DEPENDING ON THE STUDENT'S ATTENDANCE AND ABILITIES	<b>R8 300</b>	
4	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 101	EVENT PLANNING 201	<b>R7 400</b>		<b>R8 900</b>	
5	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 201	HUMAN RESOURCES 101 - Subject to English proficiency	<b>R8 500</b>		<b>R11 500</b>	
6	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 201	- - - -	<b>R7 000</b>		<b>R8 000</b>	
7	COMP. LIT	ADVANCED CALL CENTRE 201 2 CERTIFICATES	CASHIER	<b>R7 500</b>		<b>R8 600</b>	
8	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 201	CALL CENTRE 201 + CUSTOMER CARE	<b>R7 900</b>		<b>R9 000</b>	
9	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 101	CALL CENTRE 201	<b>R7 900</b>		<b>R9 000</b>	
10	COMP. LIT	CALL CENTRE 201	DATA CAPTURE 201	<b>R7 400</b>		<b>R8 500</b>	
11	ENTRY LEVEL KEYBOARDING	CASHIER	- - - -	<b>R3 500</b>		7 DAYS	<b>R4 000</b>

12	COMP. LIT	OFFICE ADMIN & RECEPTIONIST	MARKETING 101	R7 900	3 -6 MONTHS DEPENDING ON THE STUDENT'S ATTENDANCE AND ABILITIES	R8 700
13	COMP. LIT	OFFICE ADMIN & RECEPTIONIST ADVANCED LEVEL	HOTEL & HOSPITALITY 101	R7 400		R8 900
14	COMP. LIT	OFFICE ADMIN & RECEPTIONIST	DATA CAPTURE 201	R8 000		R9 000
15	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 101	CASHIER	R7 900		R8 700
16	COMP. LIT	OFFICE ADMIN & RECEPTIONIST 201	HOTEL & HOSPITALITY 201	R7 400		R8 900
17	COMP. LIT	OFFICE ADMIN & RECEPTIONIST	LOGISTICS FOR COURIER COMPANIES	R7 400		R8 900
18	COMP. LIT	 <p><b>FULL COMPUTER AND OFFICE PACKAGE</b> 8 COURSES IN 1 COMP. LIT + OFFICE + CALL CENTRE + DATA CAPTURE + EVENT PLANNING + SPEED TYPING + CASHIER + BUSINESS ENGLISH = 4 CERTIFICATES</p>		R14 000	6 -12 MONTHS	R18 000
19	COMP. LIT	CALL CENTRE 201	EMAIL & REPORT WRITING	R6 900	3 - 6 MONTHS	R7 900
20	COMP. LIT	DATA CAPTURE 201	SPEED TYPING	R6 900		R7 900
21	COMP. LIT	ADD ON COURSES FOR CAREER STUDENTS MARKETING, HR, EVENT PLANNING, HOTEL & HOSPITALITY, CALL CENTRE, LEGAL SECRETARY	THESE COURSES ARE ALSO AVAILABLE BY Home Study - email	R5 000	AT YOUR OWN PACE	R6 000

**COURSE MODULES CAN BE REARRANGED AND CHANGED OR CONSTRUCTED TO YOUR SPECIFIC NEEDS**

**TRAINING MODULES, CV WRITING, JOB INTERVIEW SKILLS AND CERTIFICATES INCLUDED IN FEES.**

**TO ENROL – JUST GO TO THE COLLEGE OF YOUR CHOICE AND THEY WILL ENROL YOU.**