CAREER COMPUTER COLLEGE

REGISTRATION FEE R500

			CASH PAYMENT	INSTALMENT PAYMENT
		Computer Literacy = Keyboarding, Widows, Word, Excel, PowerPoint, e-mail and internet. 101 = ENTRY LEVEL/BASIC 201= ADVANCED LEVEL		
1		**MASTER END USER COMPUTING CERTIFICATE** + **ONE ELECTIVE** – OFFICE ADMIN & RECEPTIONIST 101 **OR** DATA CAPTURE 201 **OR** CALL CENTRE 101	**R13 000**	**R13 000**
2		BASIC COMPUTER LITERACY 101	**R6 000**	**R7 000**

		COURSE 2	COURSE 3	CASH PAYMENT	INSTALMENT
3		OFFICE ADMIN & RECEPTIONIST 101	**DATA CAPTURE 201 + SPEED TYPING**	**R7 300**	**R8 300**
4		OFFICE ADMIN & RECEPTIONIST 101	**EVENT PLANNING 201**	**R7 400**	**R8 900**
5		OFFICE ADMIN & RECEPTIONIST 201 **HUMAN RESOURCES** 101 - English + 1 year work experience		**R8 500**	**R11 500**
6		**OFFICE ADMIN & RECEPTIONIST 201**		**R7 000**	**R8 000**
7		ADVANCED CALL CENTRE 201	**CASHIER (2 CERTIFICATES)**	**R7 500**	**R8 600**
8		OFFICE ADMIN & RECEPTIONIST 201	**CALL CENTRE 201 + CUSTOMER CARE**	**R7 900**	**R9 000**
9		OFFICE ADMIN & RECEPTIONIST 101	**CALL CENTRE 201**	**R7 900**	**R9 000**
10		CALL CENTRE 201	**DATA CAPTURE 201**	**R7 400**	**R8 500**
11	7 days	CASHIER + ENTRY LEVEL KEYBOARDING		**R3 500**	**R4 000**
12		OFFICE ADMIN & RECEPTIONIST	**MARKETING 101**	**R7 900**	**R8 700**
13		OFFICE ADMIN & RECEPTIONIST 201	**HOTEL & HOSPITALITY 101**	**R7 400**	**R8 900**
14		OFFICE ADMIN & RECEPTIONIST	**DATA CAPTURE 201**	**R8 000**	**R9 000**
15		OFFICE ADMIN & RECEPTIONIST 101	**CASHIER**	**R7 900**	**R8 700**
16		OFFICE ADMIN & RECEPTIONIST 201	**HOTEL & HOSPITALITY** 201	**R7 400**	**R8 900**
17		OFFICE ADMIN & RECEPTIONIST	**LOGISTICS FOR COURIER COMPANIES**	**R7 400**	**R8 900**

18. FULL COMPUTER AND OFFICE PACKAGE – 7 COURSES

COMP. LIT + OFFICE ADMIN + CALL CENTRE /**or** EVENT PLANNING + DATA CAPTURE + SPEED TYPING + CASHIER + BUSINESS ENGLISH –= 4 CERTIFICATES

CASH R14 000	INSTALMENT R18 000

19		**CALL CENTRE** 101	**E MAIL WRITING**	**R7 500**	**R8 500**
20		**DATA CAPTURE**	**BASIC**	**R6 900**	**R7 900**

NEW COURSES

The following courses are available only at Gresswold College and for students with their own laptops.

CANVA

GRAPHIC DESIGN PROGRAMME

R4 000

ADOBE ACROBAT

R1 500

PACKAGE

SCAN UTILITY

GMAIL/OUTLOOK + MEETINGS

TEAMS/ZOOM

R3 000