



CAREER COMPUTER COLLEGE

Please see information below.

DAILY TRAINING CC /TRADING AS CAREER COMPUTER COLLEGE

SHORT COURSE TRAINING PROVIDER

ESTABLISHED 1907 –

TEACHING FOR NEARLY 30 YEARS

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

****AFFORDABLE EDUCATION FOR ALL.***

Flexible payment options.

TEACHING AND TRAINING

AT CAREER COMPUTER COLLEGE

We do not just give you a pile of books and tell you to go and teach yourself!!!! – every student at Career Computer College is **taught individually** with a tutor at his/her side all the time.....we take you through all the computer modules of Typing/Keyboarding, Word, Excel and PowerPoint, Email and we also allow you to do and practice **Internet browsing** and do module Research and job searching at our head office at Gresswold. Also included in your course fees, is that at the end of your course, we give you a **Job Interview** course with CV writing etc.

Your trainer for the Office Related Business courses is CAROLE CASTLE *English speaking trainer who will also **help you with your English**, at no extra cost* who has a First Class Matric, Distinction Business Management and Public Relations, Call Centre Diplomas, Teaching English as a Second Language plus Service Seta and Mict Seta Assessor and Moderator Certificates. Her work experience includes Legal Offices, Crossroads Remedial School, Public Relations, Export and Marketing Officers for Twins, Premier and Adcock Ingram Companies. Also she has many years' experience as a **Trainer/Facilitator, Assessor and Moderator** for Career Computer College.





18. FULL COMPUTER AND OFFICE PACKAGE – 7 COURSES

COMPUTER LITERACY (KEYBOARDING, WINDOWS, WORD, EXCEL, POWERPOINT, EMAIL & INTERNET) . + OFFICE ADMIN and RECEPTIONIST + CALL CENTRE + 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	

GOOD NEWS! CAREER COMPUTER COLLEGE IS NOT RAISING ITS FEES FOR 2026!!!!

REGISTRATION FEE: R500

PAYABLE AT TIME OF REGISTRATION

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

COURSE FEES- METHODS OF PAYMENT:

CASH PAYMENTS – A Special reduced fee paid in full on registration.

PAYMENT TERMS/INSTALLMENT/FLEXIBLE PAYMENTS –

As arranged with the Consultant – but generally, can be calculated by taking the installment course fees and dividing by 4 or 5 to get the monthly fees.

Students will have had to have paid up to date in order to proceed to the next course level.



Graduation available – costs to be advised

TEACHING AND TRAINING AT CAREER

COMPUTER COLLEGE

WE STAND NEXT TO YOU AND TEACH YOU!

FACE-TO-FACE – ONE -ON -ONE TEACHING.

We do not just give you a pile of books and tell you to go and teach yourself!!!! – every student at Career Computer College is taught individually with a tutor at his/her side all the time.....we take you through all the computer modules of Typing/Keyboarding, Windows, Word, Excel and PowerPoint, Email and we also allow you to do and practice Internet browsing and do module Research and job searching at our head office at Gresswold.

WE DO FACE-TO-FACE INDIVIDUAL TEACHING.



Each student works at their own pace – the time given is an estimate of the course length – accommodating those students who work faster and others who may work at a slower pace.

Students are allocated their designated computer for the duration of their course. There is no sharing! There is a trainer in the training room at all times to teach and help students. At the end of the course the student produces a Portfolio of Evidence, being proof is/her competency and is used as proof of competency for job purposes. Once found competent, the student's certificate is immediately issued Also

included in your course fees, is that at the end of your course, we give you a Job Interview course with CV writing etc.

Your trainer for the Office and Business Courses is

CAROLE CASTLE

English speaking trainer who will also help you with your English, at no extra cost who has a First Class Matric, Distinction Business Management and Public Relations, Call Centre Diplomas, Teaching English as a Second Language plus Service Seta and Mict Seta Assessor and Moderator Certificates. Her work experience includes Legal Offices, Crossroads Remedial School, Public Relations, Export and Marketing Officers for Twins, Premier and Adcock Ingram Companies. She also has many years WORK experience as a **TRAINER/FACILITATOR, ASSESSOR AND MODERATOR** for Career Computer College.

QUALIFICATION ALIGNMENT OF COURSES

END USER COMPUTING TRAINING

**ALIGNED TO SAQA MICT SETA QUALIFICATION 61591
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.**

OFFICE ADMIN AND RECEPTIONIST COURSES

**ALIGNED TO SERVICES SETA BUSINESS ADMINISTRATION QUALIFICATION
61595**

CALL CENTRE COURSES

ALIGNED TO SERVICES SETA UNIT STANDARD 14348

BRIEF OUTLINE OF COURSES



GRAPHIC DESIGN PROGRAMME

R4 000



ADOBE ACROBAT

R1 500



SCAN UTILITY/GMAIL/OUTLOOK/
MEETINGS/TEAMS/ZOOM

R3 000

All courses include Job Presentation Skills, Portfolio of Evidence and CV . writing.

COMPUTER LITERACY AND OFFICE COURSES.



END USER LITERACY COMPUTER AND BUSINESS-RELATED OFFICE COURSES

**End User Computer Unit Standards from Mict Seta
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!



**FULL OFFICE PACKAGE
7 IN 1 COURSE = 4 X CERTIFICATES
THIS ADVANCED OFFICE EXECUTIVE
COURSE COVERS THE FULL
SPECTRUM OF MOST OFFICE
REQUIREMENTS. A Secretary/Office
Admin and Receptionist plays a key
role in keeping an office organized,
professional, and efficient**

FULL ADVANCED EXECUTIVE RECEPTIONIST COMPUTER AND OFFICE PACKAGE. Computer Literacy, Office Admin &

**Receptionist, Data Capture, Call Centre or Event Planning,
Cashier, Business English, Speed Typing**

PRACTICALS INCLUDE ESSENTIAL SKILLS

- 🗨️ Organization: Managing schedules, files, and office systems with precision
- 📞 Communication: Handling calls, emails, and visitors politely and clearly
- 💻 Computer Literacy: Using word processors, spreadsheets, and office software confidently
 - 📎 Document Handling: Typing, formatting, and filing
- 📅 Diary Management: Coordinating appointments, meetings, and deadlines effectively
- 🔒 Confidentiality: Protecting sensitive information and maintaining discretion
- 🤝 Professionalism: Representing the office with courtesy, reliability, and a neat appearance



**MASTER END USER
COMPUTER CERTIFICATE
FROM MICT SETA
QUALIFICATION 61591:
WINDOWS (OPERATING
SYSTEM), KEYBOARDING
(TYPING), PAINT/WORDPAD,**

**WINDOWS, OFFICE & COMPUTER ESSENTIALS, BASIC TO
ADVANCED WORD, EXCEL, POWERPOINT, EMAIL AND**

INTERNET PLUS EITHER OFFICE ADMIN & RECEPTIONIST OR DATA CAPTURE.



BASIC COMPUTER

LITERACY – COVERS ONLY WINDOWS, KEYBOARDING, WORD, EXCEL, POWERPOINT.

CALL CENTRE COURSES

ALIGNED TO SERVICE SETA BUSINESS ADMINISTRATION QUALIFICATION 61595.



(1) BASIC CALL CENTRE

COURSE 101 ENTRY LEVEL - COMPUTER LITERACY - KEYBOARDING AND WORD ONLY PLUS CALL CENTRE SKILLS.

(2) ADVANCED CALL CENTRE COURSE 201

Includes Computer Literacy modules of Microsoft Word, Excel, E-mail and Internet –Call Centre modules plus Advanced modules of Debt Collecting, Funeral and Medical Aid etc plus E-mail Writing, Job Assist and C.V etc.



OFFICE ADMIN & FRONT DESK RECEPTIONIST COURSES: - 101 ENTRY LEVEL:

In today's fast-paced and competitive world, the role of a front desk receptionist has become increasingly important in creating a positive first impression for visitors and clients to an organization. Front desk receptionists are responsible for managing phone calls, greeting visitors, scheduling

appointments, and handling administrative tasks, among other duties. While the requirements for the job may vary, possessing strong communication and organizational skills, computer proficiency, and a professional demeanor are essential.

OUR OFFICE ADMIN and RECEPTIONIST PACKAGES COVER ALL THE REQUIREMENTS and PRACTICALS of meeting and greeting customers, telephone etiquette and call answering skills, taking messages, transferring, escalating and screening calls, making outgoing calls, diary management, petty cash and filing etc.

PRACTICALS



BASIC OUTLINE OF PRACTICAL COURSE AS ALIGNED TO FRONT OFFICE DESK AND RECEPTIONIST JOB REQUIREMENTS

Greeting and Welcoming customers

Answering the phone

Taking messages

Making appointments

Hold, Escalating, transferring and screening calls

Making outgoing calls e.g. Ordering Stationery

Data capture entry exercises
Call Centre Calls e.g. Taking Orders
Accuracy of work
Attention to detail
Customer care
Problem solving
Speed Typing
And lots lots more



OFFICE ADMIN & RECEPTIONIST ADVANCED LEVEL:
OFFICE ADMIN PACKAGE plus ALL OF THE RECEPTIONIST PACKAGE

The student doing the Advanced Office Courses can choose what modules to add in.

EITHER

Arranging Meetings, Notices, Agendas and Minutes, etc.

OR basic Event Planning

Or any other similar agreed to module that may be related to their specific needs.



EVENT PLANNING & ADVANCED OFFICE ADMIN:
THE EVENT PLANNING PACKAGE includes Computer Literacy plus the Basic Office Admin Course plus EVENT PLANNING of planning and

organizing events, such as exhibitions, parties, weddings, crowd control, security, décor, invitations etc etc.

H.R & OFFICE ADMIN

ADVANCED:-

RECRUITMENT MODULE ONLY

Generally, only for students who are proficient in English and have had some work experience.



Course includes

OFFICE ADMIN & RECEPTIONIST AND HR MODULES - Basic Conditions of Employment and Personnel Admin /Advertise, Interview, Selection Criteria, Employment Contracts and Job Descriptions, Orientation programmes, E-mail writing. This is a long course and requires commitment to work very hard! subject to student's English proficiency.



FRONT DESK HOTEL AND HOSPITALITY RECEPTIONIST.

Hotel receptionists are an essential part of the hospitality industry, as they help to create a positive guest experience that can lead to repeat business and positive reviews. They are often the face of the hotel, and their

interactions with guests can set the tone for their entire stay. A skilled hotel receptionist can make guests feel welcome, address their concerns in a timely and efficient

manner, and provide them with the information they need to make the most of their visit.

The hotel receptionist's role is to greet guests, answer their questions, and check them in and out of their rooms. They are responsible for making reservations, coordinating with other hotel departments, handling guest complaints, and ensuring that guests have everything they need during their stay. Additionally, hotel receptionists may be responsible for administrative tasks such as data entry, filing, and answering phone calls.

This PACKAGE covers Computer Literacy, Office Admin and Front Desk Receptionist in line with Hotel Reception, Hotel, Car, Air, Travel Bookings, Itineraries etc.



DATA CAPTURER

**A VERY POPULAR
COURSE**

What Does a Data Capturer Do?

A **Data Capturer** is responsible for inputting, updating, and maintaining data within a computer system or database. This role is crucial in ensuring the accuracy and integrity of data, which is often used for reporting, analysis, and decision-making.

Computer Literacy Package, Speed typing, Data Capture, Invoicing, Receipting, Forms, Excel, spreadsheets, Internet Data Capture etc.



**CASHIER & KEYBOARDING
COURSE: A ENTRY LEVEL
COURSE counting and
checking money, store, debit,
credit cards, customer care and
computer typing.**



**We look forward to training
you.**

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

**CAREER COMPUTER COLLEGE –
GRESSWOLD COLLEGE –**

**FIRST FLOOR, GRESSWOLD CENTRE, 580 LOUIS BOTHA AVENUE,
GRESSWOLD/SAVOY, JOHANNESBURG.**

**PRINCIPAL AND TRAINER CAROLE CASTLE –
082 909 777 6 OR 010 023 1176.**

**TEACHING HOURS MONDAYS TO FRIDAYS
9 A.M. TO 2.30 P.M.**

SEE US ON THE WEB

www.computercallcollege.co.za.

TWITTER @cccollegeSA

FACEBOOK Career Computer College SA

INSTAGRAM @careercomputercollegesa

CAROLE PRINCIPAL 082 909 7776

CAROLE CASTLE

career@iafrica.com

WHATSAPP 082 909 7776

TRAINER/FACILITATOR/ASSESSOR/MODERATOR.

INDIVIDUAL TEACHING – CERTIFICATES ISSUED IMMEDIATELY YOU FINISH YOUR COURSE.

CV WRITING AND JOB PREPARATION INCLUDED.

FREE INTERNET USE FOR RESEARCH AD JOB ALERTS

Should you require any further information, please do not hesitate to ask us – career@iafrica.com
or 082 909 7776 or 011 023 1176 .

TO ENROL

**Just go to the college of your choice and they will enrol you.
Registrations are open throughout the year. You can start any
time. Teaching is done on a one-to-one face to face basis.**



DAILY TRAINING T/A

CAREER COMPUTER COLLEGE

REGISTERED MICT SETA ACC 2010/07/902

LANDLINE 010 023 11 76 CELL 082 909 7776 email career@iafrica.com

ADDRESSES

CAREER COMPUTER COLLEGE **JOHANNESBURG CBD**

12th FLOOR, SASSA BUILDING

1 DE VILLIERS STREET CORNER HARRISON STREETS , JOHANNESBURG

CALL SONTA ON 076 48 55 706

CAREER COMPUTER COLLEGE – **GERMISTON COLLEGE**

FIRST FLOOR, STATION BAZAAR BUILDING, 43 RAILWAY STREET, GERMISTON

CALL MR NTETHA ON 084 577 44 90

CAREER COMPUTER COLLEGE-

GRESSWOLD/SAVOY JOHANNESBURG COLLEGE

FIRST FLOOR GRESSWOLD CENTRE – 580 LOUIS BOTHA AVENUE, GRESSWOLD/SAVOY

CALL CAROLE ON 082 909 777 6 OR 011 023 1176

SATURDAY CLASSES

**FOR COMPUTER LITERACY AND DATA CAPTURE ARE AVAILABLE
AT THE GERMISTON COLLEGE AND THE
JOHANNESBURG CBD COLLEGE.**

**STUDENTS MAY DO THEIR COMPUTER LITERACY AND
DATA CAPTURE COURSES AT GERMISTON OR THE
JOHANNESBURG CBD COLLEGES BUT WILL NEED TO COME
TO THE GRESSWOLD COLLEGE FOR THEIR OTHER
COURSES.**

TO ENROL

**JUST GO TO THE COLLEGE YOU WANT TO ATTEND AT,
AND THEY WILL ENROL YOU. VERY EASY!**

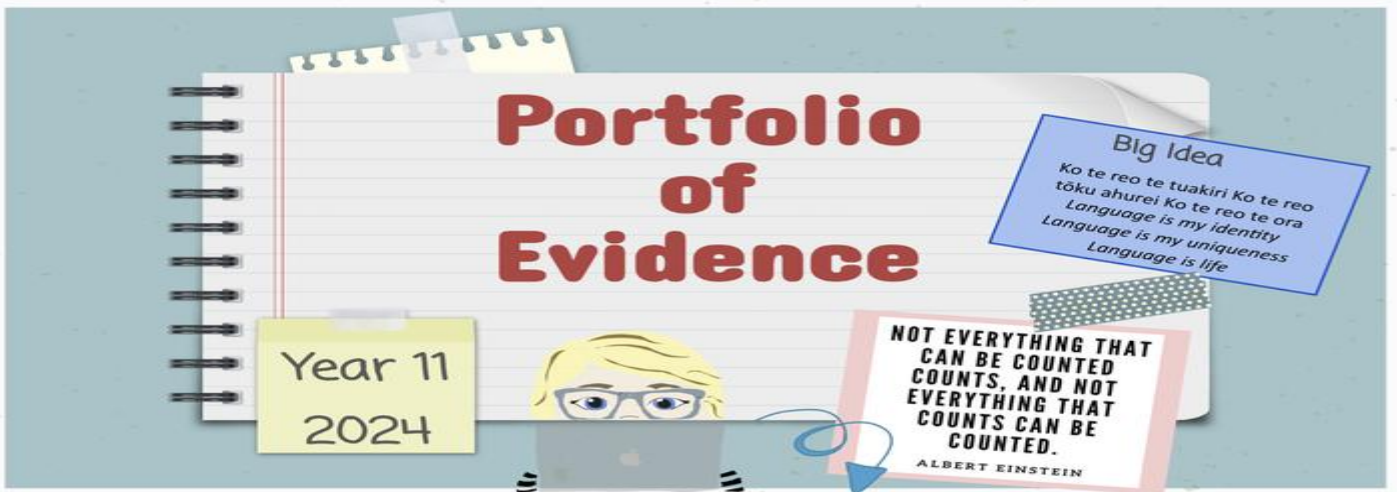
Website: [careercomputerandcallcentrecollege](http://careercomputerandcallcentrecollege.com) or just
CAREER COMPUTER COLLEGE

FOR ENQUIRIES: PLEASE PHONE THE COLLEGE YOU WOULD LIKE TO
ATTEND AT.

We look forward to training you.

**Our aim is to get you competent so that you can find a nice
job. At the end of your course, you will produce a**

**Portfolio of Evidence to prove your
competency.**



A portfolio of evidence is a collection of documents that a learner compiles to show his or her competence against a set of assessment criteria, as well as the required evidence.

that you can show to your interviewer when you go for a job interview.



How nice will that be!!!!

It will have your work in it and you can show the interviewer that you are competent in End User Computing and whatever other courses you have done.



We look forward to training you.

CAROLE CASTLE

PRINCIPAL

REGISTRATIONS ARE OPEN

THROUGHOUT THE YEAR.

INDIVIDUAL TEACHING.

**OUR AIM IS TO GET YOU “JOB
READY” SO THAT WHEN YOU
LEAVE OUR COLLEGE, YOU ARE
COMPETENT TO LOOK FOR AND
GET A JOB.**

Carole Career Computer College

From: Annah Matanhire [matanhireannah2018@gmail.com]
Sent: Wednesday, July 10, 2019 9:10 AM
To: career@iafrica.com
Subject: Appreciation
Categories: Red Category

Good morning mam. My name is Annah Matanhire . I was doing office administration and receptionist at Career computer collage i got my certificate few months back. . I am writing this later to thank you for all your efforts that you put on me during my studies time at your college .All that you taught me i am now experiencing it . I got a job as a receptionist at a busy company and they are very happy with my knowledge with the phone and use of switch board knowing all the extensions.

I am very grateful with all you did, now i understand why you used to say we get employed because of what we can do not because of a certificate.

i really wish all the students you have now listen to every detail you say

with thanks
ANNAH MATANHIRE

LOTS OF LETTERS FROM HAPPY STUDENTS!!!!