



Basic Computing Programme

Short Course



Modules Covered

- ✓ Professional Communication
- ✓ Basic Computer Care & Safety
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft Powerpoint
- ✓ Internet
- ✓ Email Communication

SAQA-Aligned Skills Programme | End User Computing

Duration: **3 Months**

Course Fee: **R7000** (Funding Available)

Application Fee: **R500 (Non-Refundable)**

Minimum Entry Requirements

EUC Level 1 Or Level 2,
Grade 9(ABET Level 4),
Grade 10 or Equivalent.



MICTSETA

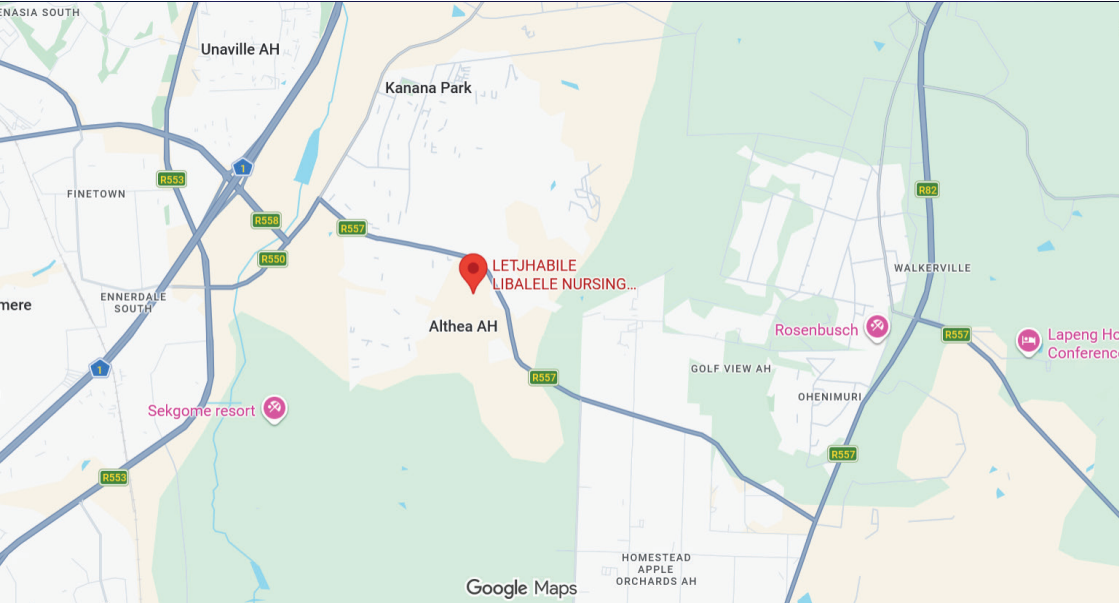
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Communication Technologies
Sector Education and Training Authority

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Programme Overview

This End User Computing Programme is designed to strategically capacitate learners with core digital competencies required to operate effectively in a modern, technology-driven work environment. The programme focuses on practical, workplace-relevant computer skills aligned to registered unit standards, enabling learners to add immediate value in administrative, clerical, and operational roles

Job Prospects

Administrative Assistant/
Office Administrator

Data Capturer/ Data Clerk

Receptionist/
Front office Coordinator

Junior Office Support/
Clerk

Customer Service Agent
(Entry Level)

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