

OUR NATIONAL COURSES

MAKE IT POSSIBLE TO ENJOY A QUALITY EDUCATION
WITHOUT HAVING TO LEAVE HOME



COURSE TO CAREER GUIDE





Introduction

National Computer College is Dundee's Oldest Private Training Institute. Being more than 25 Years old, we have mastered the art of IT Training, its needs, wants and products.

We cater from beginner to advanced Courses that are Nationally and Internationally Accredited.

We also host evening Classes for Working Class Candidates and have Graduation ceremonies annually to honor successful candidates.

Our Courses are industry-endorsed programs that provide the appropriate expertise required to operate computer systems and software.



Why Choose US

- Fully operational Internationally renowned E-Learning platform
- More than 25 years experience in the training and IT industry
- Choose and create your own study timetable 24/7 Online Support
- Highest quality Courseware
- Fees include study Material
- Continuous Assessments
- One to One Training
- Nationally and Internationally Recognized
- Evening classes for working candidates
- Onsite Assessors and Moderators
- Part Time and Full Time Classes
- Fully Accredited and Recognized
- Annual Graduation Ceremonies
- Job Placement opportunities
- Fully air-conditioned professional environment





Courses

We at NCC have a variety of courses available to your preference.

We have 1, 3, 6, 12 and 18 months courses. This includes but is not limited to courses for Information Technology, Office Computing, Computer literacy, Secretarial Marketing, NT support, Accounting And Many More, which consists of modules such as MS Word, MS Excel, MS PowerPoint, MS Access, MS Outlook, just to name a few.

It is all dependent on what YOU would like to do.

We also have international certification options, some of which include Certiport and CompTIA accredited courses such as IC3 (Internet and computing core certification), A+ PC Engineering, N+ Network Engineering S+ Security Engineering Linux+ etc.



National Courses

SHORT SKILLS COURSES

Course	US ID	Credits	Price
<u>BASICS</u>			
Basic Typing	9357	4	R699
Introduction to PCS	117925	3	R1000
<u>OPERATING SYSTEMS</u>			
MS Windows	258883	4	R1199
<u>WORD PROCESSING</u>			
MS Word I	117924 116942	8	R1199
MS Word II	119078	5	R1199
MS Word III	114076	3	R1199
<u>SPREADSHEETS</u>			
MS Excel I	116937 116940	10	R1199
MS Excel II	116943	3	R1199
MS Excel III	258876	3	R1199
<u>PRESENTATIONS</u>			
MS PowerPoint I	116930	5	R1199
MS PowerPoint II	117923	5	R1199
<u>DATABASES</u>			
MS Access I	116936	3	R1199
MS Access II	117927	6	R1199
<u>INTERNET</u>			
Internet Explorer	116931 115391	8	R1250
<u>EMAIL</u>			
MS Outlook I	116945	2	R1250
MS Outlook II	116935	2	R1250
<u>HEALTH & WELFARE</u>			
HIV/AIDS	13915	4	R1499
<u>PROJECTS</u>			
Project Team Member	120379	8	R1499
Tools and Techniques	120385	7	R1499
<u>COMMUNICATION</u>			
Communicative Contexts	119465	5	R1250
Occupational Learning	119467	5	R1250
Oral Communication	119472	5	R1250
<u>REPORT WRITING</u>			
Report Presentation	110023	6	R1300
<u>MARKETING</u>			
Manage Time Effectively	114589	4	R1450
Identify New Customers	252193	4	R1450
Marketing Resources	252197	4	R1450
Customer Complaints	252210	4	R1450

COMPUTERISED ACCOUNTING

PASTEL PARTNER - PASTEL APPROVED R3000-00

3 MONTH COURSES

A	B	C	D
Basic Typing	MS Word	Internet Explorer	Intro to PCs
Intro to PCs	MS Excel	MS Outlook	MS Word
MS Windows	MS PowerPoint	MS Word	MS Excel

CREATE YOUR OWN COMBINATION BY CHOOSING 3 COURSES FROM OUR SHORT SKILLS LIST

R2000 - R800 Deposit and R800 x 2 Instalments

6 MONTH COURSES

OFFICE COMPUTING	SECRETARIAL	COMP LITERACY	INTERNET
Excel	Intro to PC's	Intro to PC's	Windows
PowerPoint	Windows	Windows	Internet
Access	Word	Word	Outlook I
Outlook	Outlook	Excel	Outlook II
MARKETING	P. A	NT SUPPORT	CONTACT CENTRE
Manage Time	Basic Typing	Architecture	Architecture
Customer ID	MS Outlook 1	NT Principles	Problem Solving
Resources	Report Presentation	NT Problem Solving	SLA s
Complaints	Oral Communication	NT Cables	Resolve PC Problems
Project Team Member	Manage Time	Install a LAN	Resolve IT Problems

CREATE YOUR OWN COMBINATION BY CHOOSING 5 COURSES FROM OUR SHORT SKILLS LIST

R4000 - R750 Deposit and R750 x 5 Instalments

12 MONTH COURSES

Information Technology

Introduction to PC's
MS Windows
MS Word
MS Excel
MS PowerPoint
MS Access
MS Outlook
Internet Explorer
Hardware Configurations
Resolve PC Problems

Computer Literacy

Basic Typing
Introduction to PC's
MS Windows
MS Word I
MS Word II
MS Excel
MS PowerPoint
MS Access
MS Outlook
Internet Explorer

Secretarial

Basic Typing
Introduction to PC's
MS Windows
MS Word I
MS Word II
MS PowerPoint
MS Excel
MS Outlook
Internet Explore
Manage Time

Office Computing

Basic Typing
Introduction to PC's
MS Windows
MS Word
MS Excel
MS PowerPoint
MS Access
MS Outlook
Internet Explorer
Report Writing

Personal Assistant

Basic Typing
Introduction to PC's
MS Outlook I
MS Outlook II
MS Word I
MS Word II
Reports
Oral Communication
Manage Time
Customer Complaints

Data Capturer

Basic Typing
Introduction to PC's
MS Word I
MS Word II
MS Excel I
MS Excel II
MS Outlook I
MS Outlook II
MS PowerPoint
MS Access I

Accounting

Introduction to PC's
MS Word
MS Excel I
MS Excel II
MS Access I
MS Outlook I
Pastel Accounting
Manage Time
Project Team Member

Specials

R8000, R700 Deposit and R700 x 11 Instalments

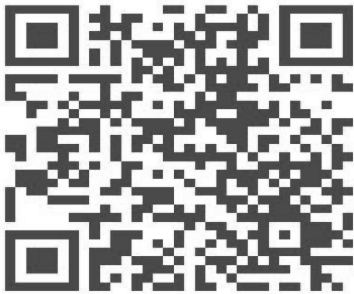


FULL QUALIFICATIONS

mictseta 1. *End User Computing*

SAQA ID	NQF Level	No. of Credits	Modules	Duration
61591	3	130	30	18 Months

Outline



Basic PC and IT concepts
Spread Sheets
Database
Using the Internet

Word Processing
Power Point Presentation
Using Electronic Mail
Fundamentals

Careers



Admin Clerk, Accounts Assistant,
Executive Assistant,
Desktop Support

R15500 CASH

OR R1200 DEPOSIT AND R900 x 17 Inst.

2. *Technical Support*

SAQA ID	NQF Level	No. of Credits	Modules	Duration
78964	4	163	32	18 Months

Outline



Communication 1st and 2nd Language
Mathematics
Principles of Computer
Help Desk Support
PC Hardware Support
PC Engineering
Data Communication and Networking

Careers



End User Support Tech, IT Tech,
NT Technician, Server Admin,
LAN Administrator

R17200 CASH

OR R1200 DEPOSIT AND R1000 x 17 Inst.



HOW TO REGISTER



Register Now

Click to register!

