

# Growing U

For 20 years UniSchool has been empowering people through affordable, high quality, skill-based training. Our recognition stems from our ISETT Seta accreditation, together with endorsements by many corporate and government bodies. A combination of business professionals and university academics ensures our outstanding quality. Our affordability is as a result of our 20 years of experience in being the training organisation of choice for the people of KwaZulu-Natal. Come and join more than 20,000 people - young and old, unemployed AND ROYALTY, who we have helped grow.

#### Testimonials from our Students

People of South Africa really need the kind of education provided by UniSchool.

UniSchool is the Best Academic Institution.

All UniSchool staff are helpful and approachable.

Best value for Money



**Unique UniSchool** - We use a combination of highly qualified lecturers plus tutors.

**University UniSchool** - Most courses are designed by University lecturers and top business leaders.

**Ubuntu UniSchool** - We are a homegrown South African company who strive to live ubuntu - to grow U is to grow US.

## UniSchool (Pty) Ltd

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## Advanced Computer Literacy

## Contact Us

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Reg. No. 98/00306/07

# Advanced Computer Literacy

If you have basic computer literacy skills, then this carefully designed course will give you the head start you need to advance in your IT career. This course will allow you to gain the confidence and skills you need to keep you ahead in the Computer field.



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## Course Description



### Course Modules

- Concepts of Information Technology
- Advanced Microsoft Windows
- Advanced Microsoft Word
- Advanced Microsoft Excel
- Microsoft Access
- Computer Security
- Revision Session

### Duration

- 10 weeks (Saturday mornings), 8:30am-12:30pm

### Objective

The objective of the course is to give you the advanced skills you need to succeed and excel in the fast growing world of computers.

Course price and date:

### Course Fee Includes

- All lectures
- Advanced Computer manual
- Qualified highly rated lecturers
- One PC per student
- Graduation ceremony at UKZN University

### Programme Type

Short Course Certificate.

### Entrance Requirements

Have a basic knowledge of Office Word and Excel

### Assessment

- Formative Assessment: 15% - Students need to submit 1 assignment.
- Summative Assessment: 85% - To successfully complete this programme you will be required to write both a Theory exam and a Practical exam. You will need to achieve a minimum of **50% for the exam.**

### Award

On successful completion of the course you will receive your **UniSchool Certificate** accredited by **ISETT SETA**.

NQF Level 3

