

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.

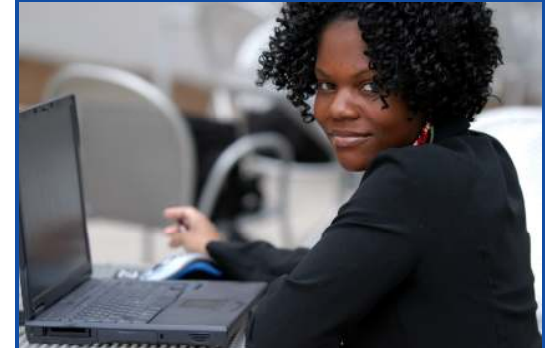
University UniSchool - Most courses are designed by University lecturers and top business leaders.

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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www.unischool.com



Computer Literacy
ISETT accredited

Contact Us

Tel: 031-305-3850 or 086 100 2265

Fax: 031 305 3946 or 086-590-3717

Reg. No. 98/00306/07

Computer Literacy (ISETT accredited)

If you have no basic computer literacy skills, then this carefully designed course will give you the head start you need to advance in your career and to open new career opportunities. This course will allow you to gain the confidence and skills you need to succeed in the use of computers in the business environment.



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Course Description



Course Modules

- Computer Fundamentals
- Introduction to Windows
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft File Management
- Internet and Email
- Revision Session

Duration

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

Objective

The Objective of this course is to provide you with basic computer literacy knowledge of computers in the business environment.

Award

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

NQF Level 3

Course price and date:

Course Fee Includes

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

Programme Type

Short Course Certificate bearing a NQF level 3 Credit Qualification

Entrance Requirements

Need to be at least 16 years of age. No prior knowledge of computer hardware or software is needed

Assessment

- Formative Assessment: 15% - Students need to submit 5 assignments.
- 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 practical exam.

At an additional fee you can submit all your assessments for your POE and request an additional certificate from Isett-Seta.

