

# 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](http://www.unischool.com)



## Computer Literacy & Office Administration

## Contact Us

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Reg. No. 98/00306/07

# Computer Literacy and Office Administration

If you have no basic computer literacy or office administration 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 computers and business environment.



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## Course Description

### Course Modules

#### Computer Literacy Component

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

#### Office Administration Component

- Office Administration
- Communication Skills
- Telephone Techniques
- Customer Service
- The Electronic Office
- Filing and Record Keeping
- Organising Skills
- Accounting Information
- Interview Skills
- How to prepare a CV

#### Duration

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

#### Objective

The Objective of this course is to provide you with basic computer literacy and office skills to succeed in the business world

Course price and date:

### Course Fee Includes

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

### Programme Type

Short Course Certificate – bearing qualification – NQF3

### 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 exam. You will also need to write a theory office administration exam.

### Award

On successful completion of the course you will receive your UniSchool Certificate accredited by ISETT SETA . NQF Level 3

