

Address: Training Centre: **S0002 Steenberg Building, Cnr. Quartz & Caroline Street,**
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Fees Structure for 2013.....Computer Courses

1. Registration fee for computer training only.....R100.00 (Non refundable).
2. 60% deposit of the total amount required for your course fee and is non refundable even on cancellation.
3. Course fee must be paid in full before the student writes the qualification exam for certificate.
4. Fees do not include study materials like manuals, handout, stationeries, etc.
5. Class attendance or not does not eliminate payment of fees for the month or period registered.
6. Availability of classes is subject to minimum of two students per course, except where the student can pay extra fees on negotiation.
7. Ten hours teaching period per week, per course registered could be adopted.

Courses	Duration	Amount
Cashier (We shall assist you find a job) Not guaranteed	1 Week	R700.00
Job Placement Admin Fee		R350.00
Introduction to Computer	1 Week	R200.00
Introduction to Windows	1 Week	R200.00
Introduction to Computer Basics	2 Weeks	R500.00
Microsoft Word 2003 / 2007	2 Weeks	R300.00
Microsoft Excel 2003 / 2007	2 Weeks	R300.00
Microsoft PowerPoint 2003 / 2007	2 Weeks	R300.00
Microsoft Publisher 2003 / 2007	1 Week	R300.00
Microsoft Access 2003 / 2007	1 Week	R300.00
Microsoft Outlook 2003 / 2007	1 Week	R300.00
Internet / Emailing	1 Week	R300.00
Typing Skill	2 Weeks	R300.00
Advanced Microsoft Word	2 Weeks	R500.00
Advanced Microsoft Excel	2 Weeks	R500.00
Advanced Microsoft PowerPoint	2 Weeks	R500.00
Advanced Microsoft Publisher	2 Weeks	R500.00
Advanced Microsoft Access	2 Weeks	R500.00
Advanced Microsoft Outlook	2 Weeks	R500.00
Office Computing	2 Months	R1800.00
Advanced Basic Computer Skills	1 Month	R1500.00
Computerized Receptionist	2 Months	R2000.00
Corel Draw 12	1 Month	R1800.00

NB:

1. No money will be refunded on cancellation.

2. The above fees and conditions are subject to alterations as the case maybe, to meet up with changing circumstances. Such alterations or changes shall be conveyed to the students giving one month notice in writing.

“Excellence is our priority”KCT