



INTRODUCTION TO COMPUTER COURSE (BEGINNERS)

This computer literacy course is a community upliftment program. It is aimed at all individuals wishing to be computer literate, who have never used a computer before and those that have basic knowledge of using a computer but would like to re-enforce their knowledge in computer applications.

The course has duration of one week (full time) i.e. Mondays to Fridays. The times are 08h00 – 15h00.

The course content is as follows:

- Computer Fundamentals
 - Hardware
 - Software
- Windows
- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Introduction to internet and E-mail

COMPUTER COURSE TIMES ARE AS FOLLOWS:

NO.	START DATE	END DATE
1.	21/02/2011	25/02/2011
2.	04/04/2011	08/04/2011
3.	04/07/2011	08/07/2011
4.	03/10/2011	07/10/2011

To register follow the procedure below:

- Download the Application form here (create a link to the form)
- Please specify which date you want to be in.
- Fax the application form to 031 208 7064