Basic and Advanced Computer Literacy Training Courses
Presented by the School of Information Technology, University of Pretoria

Two part-time courses specifically aimed at empowering you with practical skills and know-how. Each course provides a broad introduction to computers as tools in business and for personal use.

Course content
- Basic concepts of computing
- Microsoft Office 2010 (Word, Excel, PowerPoint and Publisher)
- Internet Explorer

Registration venue and time
One contact day (Saturdays, 08:00–12:00) per week over a period of three months.

Course fees
Basic Computer Literacy
R2 420.00 per delegate (VAT incl.)

Advanced Computer Literacy
R2 920.00 per delegate (VAT incl.)

Admission requirements
You should at least have Grade 10 or an equivalent qualification, with the ability to read and write, but most importantly a willingness to learn.

Registration and enquiries
Client Information Centre
Tel: +27 (0)12 434 2500
Email: info@enterprises.up.ac.za