

## CERTIFICATE IN BASIC COMPUTER TRAINING

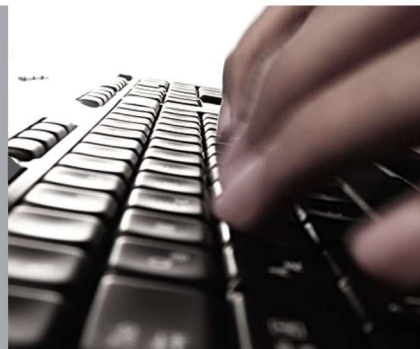
**Duration**  
3 months

**Certification**  
Upon successful completion of the qualification the learner will receive a Certificate in Basic Computer Training.

**Description**  
The aim of this short learning programme is to introduce learners to software applications used internationally.


**Career Fields**

>Admin Clerk  
>Data Capturer



702-703 Sangro House  
Smith Street  
Durban

Call/Whatsapp 071 074 4114  
info@makhophilaacademy.co.za

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**NATIONAL CERTIFICATE IN END USER COMPUTING**

SAQA ID: 49077 • NQF LEVEL: 3 • CREDITS: 130

**Duration**

1 year full time (Monday to Friday)

**Certification**

Upon successful completion of the qualification the learner will receive a National Certificate: Information Technology: End User Computing.

This qualification is accredited with MICT SETA

**Description**

This qualification provides a framework for learners to develop skills that will enable them to become competent in end user computing. Training consists of both theoretical concepts and practical assessments. This qualification lays the foundation for access to further education, lifelong learning and to productive employment.

**Career Fields**

- >Computer Trainer
- >Personal Assistant
- >Receptionist
- >Office Administrator
- >Project Administrator

**FET CERTIFICATE IN TECHNICAL SUPPORT**

SAQA ID: 78964 • NQF LEVEL: 4 • CREDITS: 163

**Duration**

1 year full time (Monday to Friday)

**Certification**

Upon successful completion of the qualification the learner will receive a Further Education and Training Certificate: Information Technology: Technical Support.

This qualification is accredited with MICT SETA.

**Description**

This qualification is a great tool to enter into the Information technology industry. The training covers the knowledge required for further study in the field of systems support at the higher education levels.

**Career Fields**

- >IT Technician
- >Project Technician
- >Networking Technician

**CONTACT CENTRE SUPPORT QUALIFICATION**

SAQA ID: 71490 • NQF LEVEL: 2 • CREDITS: 128

**Duration**

1 year – 8 months training and 4 months practical

**Certification**

Upon successful completion of the qualification the learner will receive a National Certificate: Contact Centre Support. This qualification is accredited with Services Seta.

**Description**

Individuals who wish to be involved in the Contact Centre Industry will have access after completing this qualification. This qualification provides the broad knowledge and skills required to enter and advance in this industry.

**Career Fields**

- Call Centre Agent in various industries

**SHORT COURSES CERTIFICATE IN OFFICE ADMINISTRATION AND COMPUTER SKILLS****Duration**

Duration: 6 months

**Certification**

Upon successful completion the learner will receive a Certificate in Office Administration.

**Description**

This certification equips anyone seeking a career in office administration with the necessary skills to be able to perform in the workplace.

**Career Fields**

- >Receptionist
- >Office Assistant
- >Personal Assistant

