

# RUZIWO



Cambridge Tutors

**14 Floor Golden Acre Tower  
Cnr Strand /Adderley streets  
Cape Town**

### **Directions:**

Golden Acre is the mall attached to Cape town Train station and taxi Rank. Entrance to lifts is inside Golden Acre Mall, opposite Shoprite, just below Fish & Chips Cafe'.

## **COMPUTER TRAINING-2020**

### **LEVEL 1: BASE MODULES**

**PROMOTION**

*Ends 31 June 2020*

#### **Fees & Duration**

Reg Fee: **R500**

Total Tuition Fee: **R2300** (*Lump sum*)  
or **R500/Month**

Duration: **50hrs**

over 5 months(*10hrs/Month*)

#### **Course Content:**

1.Computer Essentials 2. Word Processing 3.Spreadsheets 4.Online Essentials

**Bonus:** *Speed Typing Skills*

#### **Certification:**

ICDL Base Modules (International Computers Drivers Licence)

#### **Job Types:**

Office Admin, Data Analyst, Training Officer, Receptionist, Secretary, Personal Assistant, Call Centre Agent, Helpdesk Consultant, Procurement officer, Logistics and any job that requires computer literacy.

#### **Days & Times:**

Weekdays: Mon–Frid(2-7pm)

Weekends: Sat: 9am -1pm

*Note: You can choose to attend lessons weekdays or Saturdays only (not both)*

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