

11 Years of Quality Training, Accredited Courses, Affordable Fees, Flexible Classes, Excellent Customer Care

Register now at our branches:

- Welkom
- Wesselbron
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We Strive for Excellence

APPLY FOR FULL COURSE

R300 REGISTRATION PER COURSE

Computer Course

- Basic Computer Course
- Certificate Course
- Advance Certificate Course
- Diploma
- Internet and E-mail Course
- National Certificate:
End User Computing

Administrative Course

- Data Capturing
- Administration Clerk
- Receptionist
- Professional Secretary
- Front Office Assistant

Accreditation

MICTSETA-LPA/00/2010/04/450 | LGSETA-LGRS-RGRW-110113

Physical Address: Donkin Street, Destra Building, Office No. 108, Welkom, 9459

Postal Address: 26 Ferdinand Street, Bedelia, Welkom, 9459

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COMPUTER COURSES

Courses	Modules	Prices	Registration	Instalment	Duration
Computer Basics	Keyboard Skills, Component of IT, Managing Files and Folders and Ms Word Basics	R1536	R300	R400	1 Month
Certificate	Computer Basics, Ms Word, Ms Excel and Ms PowerPoint	R3480	R300	R450	4 Months
Advance Certificate	Computer Basics, Ms Word, Ms Excel, Ms PowerPoint and E-mail	R4200	R300	R450	5 Months
Diploma	Computer Basics, Ms Word, Ms Excel, Ms PowerPoint, Internet, E-mail and Ms Access	R4800	R300	R450	8 Months
Internet and E-mail	Internet and Email	R1900	R300	R450	1 Month
National Certificate: End User Computing	Full Qualification	R12 000	R300	R650	1 Year

DATA CAPTURING

Courses	Modules	Prices	Registration	Instalment	Duration
Data Capturing Certificate	Intro to PC, Keyboard skills, window server, administration of files and folders, typing speed development, MS word, MS Excel, MS PowerPoint, MS Access(Database) and Office Practice	R6700	R300	R500	7 Months

ADMINISTRATION CLERK

Courses	Modules	Prices	Registration	Instalment	Duration
Admin Clerk Certificate	Intro to PC, Keyboard skills, window server, MS word, MS Excel, MS PowerPoint, Internet, Explorer, Outlook, Bookkeeping Practical (Basics) Administration of files and folders and Office Practice	R6900	R300	R450	8 Months

RECEPTIONIST

Courses	Modules	Prices	Registration	Instalment	Duration
Receptionist	Computer skills, Window server, keyboard Skills, MS Word, MS Excel, Office Administration, Telephone Management, Faxing and Websites	R6200	R300	R500	7 Months

FRONT OFFICE ASSISTANT

Courses	Modules	Prices	Registration	Instalment	Duration
Front office assistant	Computer, Communication, Report and Petty Management	R6700	R300	R500	7 Months

PROFESSIONAL SECRETARY

Courses	Modules	Prices	Registration	Instalment	Duration
Professional Secretary	Computer, Diary Management, Telephone and Attending Visitors	R6100	R300	R500	7 Months