



# Pulakgadi Training Consulting

## WE STRIVE FOR EXCELLENCE

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

Register now at our branches:

- Welkom
- Wesselbron
- Hoopstad
- Odendaalsrus
- Bultfontein



**We Have Graduation Ceremony**

**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**

**Contacts: (057) 352 6313 | 078 039 1362 | 082 815 7514**

**Emails: mmalatji@mweb.co.za | info@pulakgadi.co.za | Website: www.pulakgadi.co.za**

**COMPUTER COURSES**

<b>Courses</b>	<b>Modules</b>	<b>Prices</b>	<b>Registration</b>	<b>Instalment</b>	<b>Duration</b>
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**

<b>Courses</b>	<b>Modules</b>	<b>Prices</b>	<b>Registration</b>	<b>Instalment</b>	<b>Duration</b>
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**

<b>Courses</b>	<b>Modules</b>	<b>Prices</b>	<b>Registration</b>	<b>Instalment</b>	<b>Duration</b>
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	R500	8 Months

**RECEPTIONIST**

<b>Courses</b>	<b>Modules</b>	<b>Prices</b>	<b>Registration</b>	<b>Instalment</b>	<b>Duration</b>
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**

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

**PROFESSIONAL SECRETARY**

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