

## ADMISSION REQUIREMENTS:

An applicant must possess the minimum of J.C certificate except for "certificate in Computer Essentials" where applicant can have understanding of English. The applicant who is in possession of certificate in "Computer Essentials" can be enrolled for other courses. **APPLICATIONS FOR ADMISSION** are available at Comm-Tech Solutions **PREMISES** or Visit [www.commtech.co.ls](http://www.commtech.co.ls) for applications.

## ACCREDITATION

After the completion of each computer course, the learners will be awarded a certificate as a proof that the learner has successfully completed the course. After the completion of all certificate courses, learners will be awarded an "Advanced Certificate in Information and Communication Technology."

FOR MORE INFORMATION

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OR

VISIT US @

HA MOTS'OENENG BUILDING  
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COMM-TECH SCHOOL  
OF  
TECHNOLOGY



COURSE BROCHURE

2015

"We do it fo you"



## CERTIFICATE COURSES OFFERED

1. COMPUTER ESSENTIALS
2. SECRETERIAL STUDIES
3. IT SUPPORT SKILLS
4. INFORMATION & COMMUNICATION TECHNOLOGY

### COMPUTER ESSENTIALS

#### Contents:

- Introduction To Computers
- Keyboard Basics and Mouse Skills
- Operating Systems ( OS)
- Computer Usage and Data Management

#### Duration:

4 WEEKS

#### Payment Terms:

Fee: M750.00  
 Deposit: M350.00  
 Balance: M400.00(PAY in 1 Month)

### SECRETERIAL STUDIES

#### Contents:

- Word Processing
- Spreadsheets
- Presentations
- Online Essentials

#### Duration:

8 WEEKS

#### Payment Terms:

Fee: M1,500.00  
 Deposit: M700.00  
 Balance: M800.00(PAY in 8 weeks)

### IT SUPPORT SKILLS

#### Contents:

- Hardware Support
- Operating System (OS) Installations
- Other Software Applications Installations

#### Duration:

8 WEEKS

#### Payment Terms:

Fee: M2,200.00  
 Deposit: M1000.00  
 Balance: M1,200.00(PAY in 8 weeks)

### INFORMATION AND COMMUNICATION TECHNOLOGY

#### Contents:

- Concepts of ICT
- Word Processing
- Spreadsheets
- Presentations
- Web Browsing and Internet
- Online Communication
- Design
- Databases
- System Backups and Data Recovery

#### Duration:

16 WEEKS

#### Payment Terms:

Fee: M3,500.00  
 Deposit: M1,500.00  
 Balance: M2,000.00(PAY in 16 weeks)

### REGISTRATION FEE: M60.00

