



ECOLOGY SA (PTY) LTD

REG. NO: 2017/096163/07

VAT. NO: 4160280246

BUSINESS & COMPUTER COLLEGE

73A Northern Road , Nigel , 1491

(Next to Nigel Home Affairs)

Tel/ Fax: 011 739 5871, Cell : 083 992 7682



3 Month Course in Secretarial / Admin and Computer Literacy

Must choose any 3 courses
below;

Keyboard skills, Windows, MS
Word, MS Excel, MS PowerPoint,
Intro to PC and Administration.

Class: (8:00 – 17:00)



ENROLLMENT FOR 2018 NOW OPEN!!

No Grade 12 needed

6 Month Course in Secretarial / Admin and Computer Literacy

Course Outline: Keyboard
skills, Windows, MS Word, MS
Excel, MS PowerPoint, Intro to
PC and Administration.

Class: (8:00 – 17:00)

Other Courses Offered

- Receptionist / Secretary
- Data Capture
- Project Management
- Call Center Operator,

And many more.

Please contact our offices for prices and
information.

**Full course brochure
available at our offices**



mictseta

Accreditation no: ACC/2017/07/0064

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

ACC 2017/07/0064

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Training Provider as per www.isett.org.za