GE COLLEGE

Digital Literacy Skills Programme

WHO ARE WE

GE College is an accredited skills development provider that specialises in teaching qualifications. Our courses are registered with ETDP SETA and QCTO.

HOW TO CONTACT US

Office No.202, Sediba House, 173 Bosman Street Pretoria 0002

Email address: info@gecollege.co.za

Contact Number: +2782 405 7385

Website:www.gecollege.co.za

REGISTRATION

- All applications forms are submitted electronically to giverseducation@gmail.com
- 50% of the total course fee is required as a deposit upon registration, which should be paid into the institution's bank account:
  Giver of Givers Education FNB Account No: 6289 8089 167, branch code: 250655
- After receipt of deposit payment, learning material will be issued and training shall commence as agreed upon registration.

LEARNING MATERIAL

Learning material is included in the total course fee

MODE OF LEARNING

Courses are available in contact sessions and distance learning

DURATION OF LEARNING

Learners are given a maximum of three months to complete and submit portfolios of evidence after attending training sessions.

DIGITAL OFFICE ADMINISTRATOR

The advancement in technology has forever changed traditional office setup to digital offices that process information electronically and digitally. This digital transformation is rapidly expanding the demand for skilled office administrators with specialized digital skills. Our digital office administrator course equips people with core office skills and technological skills to help them work more effectively and productively.

Learning Outcomes

- Possesses technical and cognitive skills to process information digitally
- Use different technologies to produce, edit and reproduce various kinds of reports.
- Convene online meetings
- Plan effectively using technology
- Manage records securely using digital features

Course Fee

DIGITAL OFFICE ADMINISTRATOR	
3 Months	
Office Etiquettes	
Records Management	
Report Writing	
Customer care	
Organise online meetings	R7500
Word Processing	
Excel Spreadsheets	
PowerPoint Presentations	
Email Communications	
Cloud Storage	