



Fredstone



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

City College



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

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ICT: DATA CAPTURING

Introduction

Data capturing is the process of extracting information from paper or electronic documents and converting it into data for key systems. It is where most organizations begin their information management and digital transformation processes. The purpose of this qualification is to equip the learner with required skills in the processes mentioned above. A data capturer enters data into the computer files through the use of different computer peripherals depending on the task at hand.

Entry requirement

No specific minimum entry requirement. The ability to read and write English will be an added advantage

Duration

6 Months

Attendance categories

1. Full-time

2. Part-time

3. Online

Module outline

- ☉ Microsoft Word
- ☉ Power Point
- ☉ Microsoft excel
- ☉ Publisher
- ☉ General Office Practice
- ☉ Numeracy

Registration requirements

1. Completed registration form
2. Certified copies of your results to be upgraded
3. Certified copies of the applicant ID or Passport
4. 2 ID photos (Color)
5. Proof of residential address
6. A non-refundable registration fee of R1000.00

The course fees structure

Registration	R 1000.00
Admission fees	R 1000.00
Total tuition fees	R 6000.00 (Includes all study material)
Monthly opt.	R 1000.00 * 6 Instalments (Paid by the 2 nd of every Month)

NB: The deposit fees MUST be paid upon registration or before classes commence.

College banking details

Johannesburg Campus

Bank: Standard Bank SA

Account holder: Fredstone City College Pty Ltd

Account Number: 010117596939

Ref: Student / Applicant full names



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