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## **TO WHOM IT MAY CONCERN**

### **1. QUOTATION FOR THE 2009-2010 FEES: COMPUTER LITERACY AND SHORT CALL CENTRE COURSE AT OPTIMA COLLEGE**

Tuition fee for the Computer Literacy and Call Centre Course for the current year (2009) is set at R1990.00 per module, with the course comprising five modules over a period of five months. In total, the Tuition fee is then **R9950.00** for the course.

Course outline:

- Keyboard Skills and Typing
- Adaptive Technology (Jaws/Zoom Text)
- Windows XP
- MS Word
- MS Excel
- Internet, E-mail and Devices

If a student is in need of accommodation at the college, rooms are available in a hostel on the college's premises at R500.00 per room per month. That amounts to **R2500.00** over the period of five months (for the duration of the course). **Please note that this accommodation is only available on a self-catering basis.**

### **2. QUOTATION FOR SUBSIDISED COMPUTER LITERACY COURSE**

**Please note: This second quotation is only valid if the National Council for the Blind is subsidising a candidate to attend this course.**

Tuition fee for the Computer Literacy course is set at R750.00 per module, with the course comprising five modules. The Tuition fee for the complete course is therefore R3750.00 for the five month period.

Course outline:

- Keyboard Skills and Typing
- Adaptive Technology (JAWS, Zoom text)
- Windows XP
- Ms Word
- Ms Excel
- Internet, E-mail and Devices

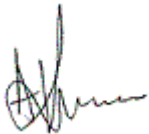
- The hostel accommodation is charged at R350.00 per month, which would amount to R1750.00 over the five month period.

***NB: Only South Africans qualify for the above subsidy***

For more information please feel free to contact Agnes Mansena, College Administrator, at 012 452 3811 / [agnes@sancb.org.za](mailto:agnes@sancb.org.za)

Please download the appropriate application form from our website ([www.sancb.org.za](http://www.sancb.org.za)) or contact Optima College to have the form faxed or E-mailed to you. The application form must be completed and returned to us before admission.

Yours truly,



**Agnes Mansena**  
**College Administrator**  
**Skills Development**  
**SA National Council for the Blind**