



# UNISA Florida Regional Service Centre

The Florida Regional Service Centre would like to invite all student to training that will be taking place at the computer lab. The training will be face to face and student will have to book as space will be limited. Below is the list of training taking place:

## MyUNISA / MyLIFE Training

- 03 February – 09:00-12:00
- 10 February – 09:00-12:00
- 12 February – 09:00-12:00 (This session will be online)
- 19 February – 09:00-12:00
- 24 February – 09:00-12:00

Computer Literacy training, this training will focus on Microsoft Office software and will be of big help to EUP1501 & BPT1501 students, but all student is welcome to book and attend

- **Ms-WORD & MS-PowerPoint**
  - 10 March – 09:00-13:00
  - 12 March – 09:00-13:00
  - 17 March – 09:00-13:00
- **MS-EXCEL (Introduction)**
  - 18 March – 09:00-12:00
  - 25 March – 09:00-12:00
  - 08 April – 09:00-12:00
- **Ms-EXCEL (Intermediate)** – students **must attend the EXCEL Introduction** training before they can attend this training
  - 19 March – 09:00-12:00
  - 26 March – 09:00-12:00
  - 09 April – 09:00-12:00
- **Basic Computer Literacy**
  - 23 February – 09:00-12:00
  - 02 March – 09:00-12:00
- **Office 365 Training**
  - 26 February – 09:00-12:00
  - 05 March – 09:00-12:00

Student need to book for the training they want to attend, bookings can be done via the booking system link below or by scanning the QR code:

<http://tinyurl.com/GautengBookings>

<http://tinyurl.com/FloridaOffice>

For any assistants or information regarding the training or computer lab please contact us:

Johan de Beer (Digital Learning Advisor) – [jcdebeer@unisa.ac.za](mailto:jcdebeer@unisa.ac.za)

Masabata Matsetse (Digital Learning Advisor) – [matsemm@unisa.ac.za](mailto:matsemm@unisa.ac.za)

