



***TYTN
INFORMATION
TECHNOLOGIES***

TYTN Information Technologies provides leading Microsoft Office Training, focused on delivering specialized, cost effective training and helpdesk services to the corporate and public sectors.



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INTRODUCTION

In today's competitive arena companies constantly need to redefine in the way they do business. Real-time technology has shortened the length of time it takes to perform tasks such as accessing information or taking action. In line with the demands of the global business environment, South African companies need to apply the technology that will enable them to leverage and monitor their competitive advantage.

The strength of our company lies in the intellectual capital of our people. As a team of highly qualified professionals, we are committed to forging long-term relationships with our clients by providing them with the support and expertise to maintain, grow and derive the maximum benefit from their IT systems.

We can cater for group training or simple one-to-one sessions (as required) and ensure that "quality of service" is maintained at all times. Our customers are our business partners and we are proud of their growth and to know that training is a large contributor to this. It's people who make the difference. Having well-trained staff is crucial for managing the complex technology that makes your company a leader in the Industry.

At TYTN Information Technologies, we believe that sharing knowledge and experience is the basic requirement for conducting good business.

Our training catalog has been developed to identify the basic training needs for your environment. Our training catalog will enable your staff/learners to have a broader understanding of Microsoft and the challenges thereof. This will also ascertain proper control of their working domain.

TYTN Information Technologies understands that upskilling your staff remains a priority in all businesses today.

As we excel to stay current with industry demands, our latest offering includes Cybersecurity Awareness training.

Cybersecurity is a growing threat to individuals and their organizations and creating awareness around the good cyber practice is the first step to a secure network environment.

Our fast-paced Cybersecurity Awareness training allows your teams to receive short, 1-hour awareness courses on-site to aid your company in gaining and upholding security standards certifications like ISO27001 and COBIT

VISION

As we implement our vision:

- to improve business success by providing a broad range of technical and personal training support;
- to enhance business value by optimizing overall performance for the effective application in the workplace;
- to establish long term relationships by modifying training programs in response to and in anticipation of changing technologies;
- to provide a variety of high-quality training opportunities (classroom training, one-on-one training, and other delivery systems) that deliver timely, appropriate technical training,

TYTN Information Technologies is driven to deliver a high quality of training catered to our business partners' specific needs, keeping abreast of the constantly changing technological environment and by anticipating future relevant trends.

MISSION

Our mission is to uphold the philosophy and principles of high business ethics and to provide the customer with the kind of service they deserve. Our aim for success and future growth lies in long-term relationships, quality products and the best training solutions for your company needs.

We strive to provide solutions, services and specialist consultants that address our customers' immediate and strategic business requirements. This ethos is employed throughout TYTN Information Technologies' various divisions and specialist services. We endeavor to provide a world-class service that enables quick turnaround and realization of training needs. Ultimately, we believe in establishing long-term relationships built on trust and excellent service-delivery executed in a cost-sensitive manner.

Our ultimate goal remains to impart high-quality education and training to its students to make them world-class, professionally competent technocrats with a foresight of the challenges and pioneers who offer innovative solutions to benefit the nation and the world at large.

PRODUCTS ON OFFER

Various Microsoft training courses are available and can be presented with the generic course contents or can be customized to meet the customer's needs.

OUR TRAINING OFFERS

Computer-based training

Lectured training

METHODS OF ASSESSMENTS

Written test

Oral questioning and

Practical demonstration.

CERTIFICATION

On successful completion of the course, the candidates will receive a certificate of attendance.

QUALIFICATIONS

- Quality
- A quality rating of 90%

Feedback forms per course from students and lecturer

- Questionnaires include rating the trainer, documentation, venue, and logistics.
- Training Needs Analysis
- A training needs analysis will be compiled for each student based on their academic qualification and recognition of prior learning

TRAINING PROGRAMS INCLUDE

- Microsoft **O**ffice **S**pecialist
- International **C**omputer **D**river's **L**icense
- **C**yber **S**ecurity **A**wareness

SETA ACCREDITATION

We work in partnership with Gijima Holdings, Olifantsfontein, Accreditation number: ACC/2006/07/475

COURSES AVAILABLE

We provide up to date and a complete range of **Microsoft specific training** to our clients. We customize and develop material to the needs and requirements requested by our clients and partners. Our Curriculums are all endorsed by the appropriate Vendor Companies.

MICROSOFT WORD 2010/2013/2016

Beginners to Advanced

Bridging Word 2010/2013/2016

MICROSOFT EXCEL 2010/2013/2016

Beginners to Advanced

Bridging Excel 2010/2013/2016

MICROSOFT POWERPOINT 2010/2013/2016

Beginners to Advanced

MICROSOFT OUTLOOK 2010/2013/2016 (Mail server must be accessible)

Beginners to Advanced

MICROSOFT ACCESS 2010/2013/2016

Beginners to Advanced

MICROSOFT PROJECT 2010/2013/2016

Beginners to Advanced

MICROSOFT VISIO 2010/2013/2016 (Program must be installed on computers)

Beginners to Advanced

SHAREPOINT 2010/2013/2016

Beginners – Intermediate

INTRODUCTION TO PERSONAL COMPUTERS AND TYPING SKILLS

CYBERSECURITY AWARENESS (1-hour “look and listen” sessions)

WE ALSO OFFER SOFT SKILLS TRAINING

CLIENT REFERENCES

LIGIT Smart Solutions

Natasha Prussen – 0829254835

CTU Training Solutions

Bonita Brown – 012 470-9500

Necsa

Koos Smit – 083 653 7152

Vametco Alloys (Pty) Ltd

Maggie Mtileni – 0823246497

Gijima People Solutions

Aranka Verster – 0823731349

CONTACT DETAILS

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