



## Information Sheet

# Short Programme in PC Fundamentals

### About the Short Programme

Computers have become the backbone of most companies today. Thus it is vital that you have the skills needed to be computer literate. This non-credit bearing programme is designed to teach the candidate the very basics of computers and provide them with the skills necessary to attend Computer Skills for Beginners programme also offered by Centurion Academy. Centurion Academy's programmes are developed to improve critical thinking skills and as such incorporate a variety of instructional techniques that are used to assist in learning and to assess our student's progress.

### Who should attend this Programme?

A person who has NO computer background and has never worked on a computer before.

This programme is a practical course that is offered at the pace of the candidate to make them comfortable using a Windows 10 interface.

### Admission Requirements

- Proficient in the English Language

### Programme Outline

- An introduction to the orientation of a personal computer
- Mouse and keyboard skills
- MS Paint
- WordPad
- The Windows 10 Hierarchy
- Managing folders and saving documents
- Creating a Word 2016 document with formatting (Basic)
- Creating an Excel 2016 spreadsheet with formatting (Basic)

### Duration

The programme duration is 1 day and the tuition is face-to-face. Each Centurion Academy campus has a different tuition schedule. Programmes are offered during the week. Please enquire at your nearest campus.

### Certification

Upon successful completion of the Short Programme, the student will receive a **Short Programme Certificate in PC Fundamentals** (non – credit bearing) from Centurion Academy.

### Further studies

Short Programme in Computer Skills

