



Information Sheet

Short Programme in Computer Skills

About the Short Programme

Computers have become the back bone 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 student the Microsoft Office skills needed to become computer literate and ensure they are more effective in the workplace.

Who should attend this Programme?

- A person who has very little or no computer background wanting to enhance their skills for work purposes or themselves.

Admission Requirements

- Proficiency in the English language.

Programme Outline

- Introduction to personal computers
- Basic skills of Windows 7/10
- Working with and formatting documents
- The tools in MS Word
- Inserting tables and pictures
- Introduction to Ms Excel
- Working with data
- Formatting worksheets
- Basic calculations
- Workbooks
- How to use the internet and e-mail (MS Outlook 2013)

Duration

The programme duration is 24 hours and the tuition is face-to-face. Each Centurion Academy campus has a different tuition schedule. Programmes are offered during the week, in the evenings, or on Saturdays. Please enquire at your nearest campus.

Certification

Upon successful completion of the short programme, the student will receive a **Short Programme Certificate in Computer Skills** (non-credit bearing) from Centurion Academy.

Further studies

- Short Programme in Fundamentals of Microsoft Office
- ICDL





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