



Information Sheet

Short Programme in Fundamentals of Microsoft Office 2016

About the Short Programme

This programme is an ALL – in – One Microsoft Office Computer short programme that is designed to ensure that a learner is literate in all the fundamentals of MS Office that is required in today's cut throat job market. This course is ideal for learners who have attended the Centurion Academy Short Programme in PC Fundamentals and are now ready to take their skills to the next level. This practical hands-on approach to computer literacy will have any avid learner computer literate in no time.

Who should attend this Programme?

- Learners who have attended the Short Programme in PC Fundamentals (optional)
- Learners who have been exposed to the introductory level of computing and wish to enhance their speed and accuracy in the MS Office suite.

Admission Requirements

- Proficient in the English Language
- Basic knowledge of computer skills or (Short Programme in PC Fundamentals) (optional)

Programme Outline

Windows 10

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Microsoft Office Word 2016 Level 1

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Microsoft Office Excel 2016 Level 1

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Microsoft Office Outlook 2016 Level 1

Microsoft Office PowerPoint 2016 Level 1

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Duration

The programme duration is 50 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 Fundamentals of Microsoft Office 2016** (non – credit bearing) from Centurion Academy.

Further studies

Short Programme in Microsoft Office 2016 – Level 2

