Computer Literacy
(Microsoft Office & Social Media)

Careers Business Institute has been empowering the community since its inception in 1991. We provide a comprehensive range of Management, Office Administration, Financial and IT courses that have been designed to help you launch your successful career.
The Careers Training Group has campuses in Umhlanga Ridge and at the Chatsworth Centre in Kwazulu Natal

Microsoft CERTIFIED Partner

CompTIA AUTHORIZED PARTNER

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CIBM THE CHARTERED INSTITUTE OF BUSINESS MANAGEMENT

Careers Business Institute – Computer Literacy

In today's fast-paced digital world, computer skills have become essential for every career, with the advent of new technologies and increasing reliance on digital platforms, employers seek candidates with strong computer skills. Whether you are a software developer, a graphic designer, a finance professional, healthcare provider or just navigating life, having strong computer skills can help you to enhance your productivity and home life, streamline your work processes, and boost your career prospects.

Why learn Microsoft Office?

Almost Every Company Worldwide uses Microsoft Office. It would be faster to name organizations that do not use Microsoft Office than list the millions that do. Its widespread use means it is crucial in so many roles and makes it the ultimate transferable skill.

Most employers assume that you have at least a fundamental knowledge of MS Office. Becoming a certified Microsoft Office user is a massive boost to your resume. It will increase your chance of getting hired by your dream company. Employers recognize skills, effort, and dedication when they see an accredited certification.

Furthermore, it shows initiative if you have gone above and beyond to perfect your skills.

For these reasons, the current job market gives importance to Microsoft Office qualifications. They show your expertise and help with your job search and promotions.
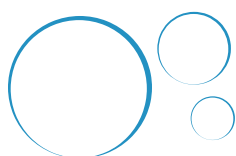
More than Computer Literacy at CBI

Careers Business Institute (CBI) goes beyond simple Computer Literacy by bundling Internet & Social Media topics into our certification to help you advance your career and improve your daily life in the digital age.

Classes have a maximum capacity of 20 students, you are more than a student number and have direct access to your lecturers.

Careers Business Institute have been upskilling our communities for over 30 years making the Careers Training Group one of the oldest Colleges in KwaZulu-Natal.

Take the first step and become Certified in Computer Literacy, Change your Life with Careers Business Institute!

Course Breakdown: Computer Literacy (Microsoft Office)

- Introduction to Microsoft Windows
- Introduction to Microsoft Word
- Introduction to Microsoft Excel
- Introduction to Microsoft Office (Emails)
- Basic Internet and Browser usage.
- Social Media Basics

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Learning Materials

- All soft copy learning materials loaded onto a free USB
- Classroom based lectures with individual PC's to all students

Careers Business Institute have developed easy payment options for all courses. Please enquire for a full fee schedule

Minimum Requirements & Details

Minimum Requirements: 14 years and older

Part - Time: 8 Saturdays

Exam: Internal Microsoft Exam

Careers Business Institute have made education easy with our conveniently located campuses and simple part time structure allowing for full time workers to manage their studies and work life. For employers looking to upskill staff the part - time course schedule is different for both

Career Opportunities

The following Careers are available to students who complete the Computer Literacy Qualification:

- Admin Assistant
- Data Capturer
- Personal Assistant
- Receptionist

Every worthwhile job today requires candidates to have Computer Literacy, being Certified Microsoft Literate is a bonus that Employers/HR Reps cannot ignore.

Corporate training packages also available for companies looking for Microsoft Packages and Training to upskill staff.