Computer Literacy

What Can You Expect?

This course is designed for a user who has never used a personal computer, and needs to learn the fundamental skills in order to operate a computer in their work environment.

What Is Required from You?

You should be able to understand, read and write in English. ABET or equivalent knowledge is essential for attending this course.

Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

Unit Standard Alignment

SAQA ID: 116932   **NQF Level:** 1   **Credits:** 3

US Title: Operate a personal computer system

3 Day Course Content

Day 1
Introduction to Computer Hardware
- Monitor and Central Processing Unit (CPU)
- Disk Drives and Memory
- Keyboard and Mouse
- Printer

Keyboard Orientation
- Typewriter and Numeric Keys
- Functions Keys
- Cursor Movement Keys
- Caps Lock versus Shift Key
- Enter, Spacebar and Tab Keys
- Basic Typing

Mouse Handling
- Navigate using the Mouse
- Understand and Use Mouse Buttons

Understanding Ergonomic principles
- Environmental Conditions
- Health and Safety

Day 2
Introduction to Windows
- Work with the Desktop
- Use the Mouse Effectively
- Move and Arrange Icons
- Work with individual Windows
- Resize and Move Windows
- Choose Commands and Options
- Manage Multiple Windows
- Work with Dialog Boxes
- Explore the Start Menu
- Use Windows Accessories
- Start Application Programs Get Help / Support
- Files and Folders
- Shut Down Microsoft Windows

Day 3
Overview of Applications
- Understand and Use Different Application Programs

Word Processing
- Create, Save, Open and Close a Document
- Understand and Use Save As
- Edit a Document
- Use Basic Text Formatting Options
- Preview and Print a Document

Spreadsheets
- Create, Save, Open and Close a Spreadsheet
- Understand and Use Save As
- Edit a Spreadsheet
- Use Basic Cell Formatting Options
- Preview and Print a Spreadsheet

Email
- Create New Message
- Attach a File
- Send and Receive Messages
- Delete a Message
- Print a Message

What will I take back to work with me?

When you walk out of the door with your certificate in hand, you will have a better foundational knowledge and understanding of Computers. This course will allow you to build confidence and continue your learning path with basic application training.