

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.



mictseta

MICT Seta Accreditation No:
ACC/2007/00/367



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Introduction to PC's

What Can You Expect?

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

What Is Required From You?

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

1 Day Course Content

Introduction to Computer Hardware

- Monitor and Central Processing Unit (CPU)
- Disk Drives & Memory
- Keyboard & Mouse
- Printer

Keyboard Orientation

- Typewriter & Numeric Keys
- Function Keys
- Cursor Movement Keys
- Caps Lock vs Shift Key
- Enter, Spacebar & Tab Keys
- Basic Typing Drills

Mouse Handling

- Navigate using the Mouse
- Understand & use Mouse Buttons

What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, you will be able to understand Computers better.



Introduction to Windows

What Can You Expect?

This course is designed for people who need the necessary skills to create a document, organise files, create an efficient work environment, and clean up the system.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should have worked with basic computer concepts and attended Computer Literacy or possess equivalent knowledge prior to attending this course.

1 Day Course Content

Work with the Desktop

- Use the mouse effectively
- Move and arrange icons
- Work with individual windows
- Size and move windows
- Open and close menus
- Choose commands and options
- Minimize windows
- Maximise windows
- Manage multiple windows
- Close individual windows
- Work with dialog boxes
- Specify options in Dialog Boxes
- Create and delete shortcuts
- Use shortcuts

Explore the Start Menu

- Using Windows Accessories
- Start application programs in Windows
- Open recently used documents
- Customise the Taskbar
- Customise the Start Menu
- Find/Search for Files and Folders
- Get Help/Support

Customise the Control Panel

- Customise the Display
- Customise the mouse
- Change Regional Settings
- Set Date & Time

Manage Files & Folders

- Understand the difference between Files & Folders
- Create Folders & Subfolders
- Change Folder Views
- Rename Files & Folders
- Copy Files & Folders
- Move Files & Folders
- Delete Files & Folders
- Format a disk

Use the Recycle Bin

Use Windows System Tools

- Back up Files
- Use Disk Compression
- Use Disk Defragmenter
- Detect & Repair Disk Errors

Log Off User

Shut Down Microsoft

What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, utilising your Computer to perform daily tasks will make more sense. You will be able to create folders and navigate with ease and have access to your important applications quicker.



Typing Skills

Keyboarding A - Z

What Can You Expect?

This course is designed for learners who have no previous experience in typing. This is a thorough and slow paced course which will provide the learner with basic foundational skills required to type accurately.

What Is Required From You?

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

1 Day Course Content

Getting Started

- Using the KAZ Method
- Proper Keyboarding Posture
- The Keyboard

The Five Key Phrases

- Touch Typing
- Using the Space Bar
- Using the Enter Key

Words & Sentences

- The First Two Fingers
- The First, Third and Fourth Fingers
- Third and Fourth Fingers of the Left Hand
- Sentences

Capitalisation, Punctuation & Numbers

- Shift Key and Caps Lock
- Typing numbers
- Using Shift to type Special Characters
- Punctuation Keys

The Numeric Keypad

- Touch type the numbers on the Numeric Keypad

Speed & Accuracy

- Develop Speed and Accuracy using:
 - Short Phrases
 - Complete Sentences
- Speed Drills

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 much better understanding of your keyboard. You will know where to find keys and how to type accurately. With continued practise, your speed and accuracy will improve too.



Internet & E-mail

What Can You Expect?

This course is designed for people who desire to gain the necessary skills to navigate the World Wide Web effectively and use electronic mail effectively.

What Is Required from You?

You should be familiar with using a mouse and keyboard. Be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders.

1 Day Course Content

Internet

- Brief History of the Internet
- Understand The Internet
- Connecting to The Internet
- Understand The Internet Screen Layout
- Use Menus and Toolbars
- Use World Wide Web Browsers
- Locate and Keep Track of Good Web Sites
- Understand & Use Hyperlinks
- Change The Home Page
- Understand Cookies
- Use The Address Bar
- Create & Use Links
- Create & Use Favorites
- Understand & Use The History
- Use Search Engines
- Advanced Search Techniques
- Understand File Transfer Protocol (FTP)
- Download Information from The Web
- Copy Data to Other Applications
- Print from A Website

Email

- Create Mail Messages
- Use The Address Book
- Format A Message
- Send and Receive Messages
- Understand and Use Reply Options
- Forward Messages
- Insert Attachments
- Set Mail Priority
- Save A Message to A Folder
- Save Attachments
- Print A Message
- Create A Contact



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