



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The programme, Computer Literacy, is unit standard aligned at NQF level 1. It is an entry level occupational programme for individuals who are new to computers and need to know how to use Graphical User Interface (GUI)-based operating systems.

The programme covers starting or booting-up a computer, using a keyboard and mouse to shut down a computer, identifying when non-standard start-up should be used, changing the configuration of a personal computer (PC) following a process, using PC operating systems such as installing software and screen print and using operating system utilities such as the recycle bin, file editor and calculator.

Target Audience

The entry level programme is aimed primarily at individuals who have little or no understanding of, or experience in, using a computer.

Entry Requirements

- Competence in Communication at GET level .

Additional Requirements

- You will need access to appropriate workplace activities to complete the practical components of the skills programme.
- Active support and mentorship by your manager.
- Access to a PC, relevant software and the internet for research.

Information Technology

Computer Literacy

SERVICES SETA Statement of Results

US ID: 116932

NQF Level: 1

Credits: 3

Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

- Attend all sessions.
- Complete practical workplace experiential learning and assignments.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement Of Results, Operate a Personal Computer System, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the programme, you will be able to:

- Identify and solve problems in which responses display that decisions using critical and creative thinking have been made by identifying simple operating problems when operating a personal computer.
- Organise and manage oneself and one's activities responsibly and effectively by understanding the personal computer operating system functions.
- Collect, analyse, organise, and critically evaluate information by ensuring that personal computer configurations are operated and maintained in accordance with manufacturers' instructions.
- Use science and technology effectively and critically, showing responsibility towards the environment and health of others by acting responsibly when operating and maintaining personal computer system.





Course Content

Computer Literacy Operate a Personal Computer System

Accreditation Body: **SERVICES SETA**

| SAQA ID: 116932 | Programme ID: SP SIY008-1/19
| NQF Level: 1 | Credits: 3

Module 1: Start Up and Shut Down a Personal Computer System Using Standard and Non-standard Methods

- Power up a computer according to manufacturer instructions
- Errors experienced are explained and appropriate action is taken to correct the error
- The computer "boots up" to the point where it is ready to use
- User login information is correctly entered
- The computer is shut down according to the manufacturers' instructions
- The computer is switched off according to the manufacturers' instructions
- Examples of situations when a non-standard start-up should be used and the method for performing this operation is demonstrated
- Examples of situations when a non-standard shut-down should be used and the method for performing this operation is demonstrated.

Module 2: Change the Configuration of a Personal Computer

- The configuration function is described in terms of purpose and use
- The configuration function is selected using an appropriate process
- The configuration is changed
- The use of the configuration function produced the anticipated outcome

Module 3: Use Personal Computer Operating System Functions

- The function is described in terms of purpose and use
- The function is selected using an appropriate process
- The function is used according to the manufacturer's instructions
- The use of the function produced the anticipated outcome

Module 4: Use Operating System Utilities

- The system utility program is started
- Appropriate input is given to the utility
- The use of the utility achieves the anticipated outcome
- The utility is closed



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