Factsheet

ATG | *Academy Training Group*
Invest in Knowledge – Invest in Your Future

Programme Title	Certificate: Computer Literacy
Duration	3 months
Admission Requirements	English Proficiency
Programme type	Available in Full time and Part time

Description

Business today depends on several aspects of information technology. It's almost impossible to get ahead without computer skills. If you have a wide range of these skills you'll be highly employable, in a multitude of positions, in any business.

Syllabus	
Subject: Keyboard Skills **Duration:** 5 Days • Develop keyboard techniques to key in alpha and numeric text, symbols and special characters. • Identify and remedy technique errors • Apply keyboard techniques and ergonomic practices to avoid overuse injuries • Produce sentences and paragraph containing alpha and numeric text, symbols and special characters	**Subject:** Managing files in a graphical user interface **Duration**: 5 Days • Identify the different storage devices on a computer • Explain the concepts of files on a computer in a GUI environment • Locate files in a GUI environment • Work with computer files in a GUI environment • Protect computer files in a GUI environment
Subject: Create and edit documents in Word **Duration:** 5 Days • Demonstrate an understanding of the principles of word processing • Create, open and save documents • Produce a document from given text • Format a document • Edit a document • Check spelling and grammar in a document • Adjust the display characteristics	**Subject:** Create and edit spreadsheets **Duration:** 5 Days • Demonstrate an understanding of the principles of spreadsheets • Create, open and save spreadsheets • Produce a spreadsheet from given specifications • Edit a spreadsheet • Format a spreadsheet • Check spelling in a spreadsheet • Print a spreadsheet using features specific to spreadsheets
Subject: Use a web browser to search the internet **Duration:** 5 Days • Understand the concepts and terms of the Internet • Explain legal and ethical issues in relation to Internet use • Use a GUI-based browser to display a given web page • Adjust settings to customize the view and preferences of the browser application • Navigate on the Internet • Use a search engine to locate given information specifications • Obtain information from a website	**Subject:** Use electronic mail to send and receive messages **Duration:** 5 Days • Understand the concepts and terms of electronic messaging • Create and send an email message • Receive and respond to emails • Work with multiple email message • Adjust settings to customize the view and preferences of the email application

Note:
- Timetables are flexible and allows you to book your classes on your own time.

Certification upon successful completion
- Provider Certificate: Basic Computer Literacy
- Provider Statement of Results will be issued upon the completion of the course.