

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

<p>Subject: Keyboard Skills Duration: 5 Days</p> <ul style="list-style-type: none"> 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 	<p>Subject: Managing files in a graphical user interface Duration: 5 Days</p> <ul style="list-style-type: none"> 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
<p>Subject: Create and edit documents in Word Duration: 5 Days</p> <ul style="list-style-type: none"> 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 	<p>Subject: Create and edit spreadsheets Duration: 5 Days</p> <ul style="list-style-type: none"> 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
<p>Subject: Use a web browser to search the internet Duration: 5 Days</p> <ul style="list-style-type: none"> 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 	<p>Subject: Use electronic mail to send and receive messages Duration: 5 Days</p> <ul style="list-style-type: none"> 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.