

Computer Applications & Technology Skills Program

Course Overview

This course is accredited to NQF level 3 and comprises 168hrs of contact time. This course will run in the following format:

➤ **16 week course: Day classes**

- 2 contact sessions per week of 6hrs per session..
- This course will run during the day from 8:15am - 2:15pm.
- Week days - Tuesday and Friday.
- Preliminary Course Dates:
 - 14 February 2023 - 5 May 2023
 - 4 July 2023 - 22 September 2023

Module 1 – Computer Essentials

- Computers & devices
 - ICT (information & communication technologies)
 - Computers:
 - Reasons for using computers
 - Types of computer systems
 - Hardware
 - Input devices
 - Output devices
 - Software
 - Software categories
- The role of the operating system
 - Storage, memory & processing
 - Memory & storage
 - Storage devices
 - Backing up
 - Processing
 - Ergonomics
 - Workplace ergonomics
 - Health issues
 - Environmental issue

Module 2 - Windows 10 & File Management

- Windows 10
 - The taskbar
 - The start menu
 - Windows
 - Moving & resizing windows 10
 - Opening an application using the start menu:
- Opening multiple windows at the same time
 - Windows help feature
 - Pointing devices
 - File management

Module 3 – Network concepts, Electronic mail & Internet browsing

- Network concepts
- Types of networks
- Basic components
- Cloud computing
- Electronic mail
- Definition
- Default mail folders
- Structure of an email address
- Netiquette and email
- Benefits of using email
- Increasing productivity with other email tools
- E-mail calendar
- Address book or contacts list
- Mail signatures
- Creating rules (filters) for mails in Gmail
- Combining filters & labels
- Creating a label
- Sorting messages in a folder
- Spam & junk mail
- Internet browsing
- Basic concepts & terminology
- Internet settings
- History
- Internet browsing
- Advantages of using the internet
- Disadvantages of using the internet
- Select a homepage for your browser
- Open your web browser.
- Open a given web page
- Stopping the loading of a web page
- Refreshing a web page
- Search engines
- Using basic search criteria
- Using complex search criteria
- Boolean expression

Module 4 – Cybersecurity & well-being

- Cybersecurity and well-being
- Human & social aspects
- The criminal side of things
- Social engineering
- Computer misuse
- Invasion of privacy
- Malware
- Techniques and tools of cybercrime
- Categories of computer crime
- Harassment
- Internet attacks:
- Computers and theft
- Processing time and power
- Data / intellectual property
- Money
- Copyrighted material
- Protecting yourself against computer crime
- Things to avoid when using the internet

Module 5 – MS Word

- MS word working environment
 - Working with files
 - Entering text
 - Create and save a file
 - Opening an existing document
 - Editing files
 - Character formatting
 - Character spacing
 - Paragraph formatting
 - Paragraph indenting
 - Basic page layout
 - Find and replace
 - Inserting symbols
 - Design
 - Styles
 - Tables
 - Page formatting
 - Tab stops
- Columns
 - Sections
 - Headers & footers
 - Templates
 - Hyphenation
 - Hyperlinks
 - Bookmarks
 - Reviewing documents
 - Comments
 - Track changes
 - Mail merge
 - Referencing
 - Table of contents
 - Footnotes/endnotes
 - Captions
 - Citations and bibliography
 - Index
 - Cross-references

Module 6 – MS Excel

- Introduction to spreadsheets
 - Settings
 - Managing toolbars
 - Changing the view in excel
 - Default file location
 - Entering data:
 - Using formats
 - Borders & shading
 - Styles
 - Templates
 - Comments
 - Format painter
 - Rows & columns
- Types of data formats
 - Ordinary numbers
 - Currency formats
 - Spellcheck
 - Auto fill
 - Conditional formatting
 - Copying cells
 - Working with workbooks
 - Freezing rows and columns
 - Printing
 - Inserting headers and footers
 - Charts
 - Formulae & functions
 - Creating a subtotal

Module 7 – PAT (Practical Assessment Task)

- Finding & managing information
- Introduction
- Formulating a task definition
- Determining what data and information is needed
- Surveys for collecting data
- Checking the quality of information
- Creating a formal report