



Fully-accredited Service Provider with the Wholesale & Retail SETA Registration No 63 and ETDP SETA, No ETDP-581-PAA-310504-FO179

**COMPUTER LITERACY TRAINING**

**Based on the unit standard Operate a Computer, 114902, NQF2**

This unit standard is intended for persons who have not used computers before.

Persons credited with this unit standard will be able to operate a computer within the boundaries of organisational policy and procedures and will be able to operate applications applicable to the job function.

The applications used will be organisation specific and job specific

*This training intervention addresses the following outcomes:*

- Hardware components of a computer system.
- Various software applications and keyboard skills:
  - Windows
  - Basic Word Processing
  - Basic Spreadsheets
  - Basic E-Mail functions
- Maintain a computer:
  - Identify simple hardware faults
  - Log on using your own ID and password.
  - Managing the print queue
  - Clean the external hardware or peripherals
  - End a programme that is causing your computer to “hang”

*Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of practical examples.*

Assessment requirements are:

- A knowledge questionnaire, and
- Completion of a detailed portfolio of evidence, which needs to be submitted within 6 months of the training.

**HOW THE TRAINING PROCESS WORKS**

1. Registration for training at 011 760 4252
2. Complete the 5-day learning programme
3. Complete the portfolio of evidence within 6 months of the training
4. Submit the portfolio for assessment
5. Successful candidates’ results are submitted to the ETDP SETA for national registration
6. Certificates of Competence are issued to competent Learners
7. ETDP SETA issues a certificate of registration, along with a national assessor registration number
8. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.

please visit our website:  
<http://www.edutel.co.za>

**COST**

**Course fee : R3 100 plus VAT**

The course fee includes the training and study material. Lunch and refreshments, accommodation or travelling arrangements and expenses are the responsibility of the candidate.

**FURTHER ENQUIRIES**

Jenny 011 760 4251