

Computer Awareness/ Data Capturer

National Computer College

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Accreditation no: ACC/2009/07/587

Media, Information and Communication Technologies
Sector Education and Training Authority



mictseta

Accelerating quality skills towards an information savvy society

Duration: 6 Months

Audience: Novice/First Time Computer User

Delivery Method: Self-Paced (Facilitator)

Admission Requirements: Grade 10 or Equivalent

At Course Completion:

After completing this course, students will be able to

- Have a clear understanding on computer basics, terminology & application
- Acquire the competency & knowledge they need to use a computer on a daily basis

Course Content:

Typing

Digital Literacy –

Module 1 - Mousing & Keyboard Skills

Module 2 - Computer Basics

Module 3 - The Internet & The WWW

Module 4 - Productivity Programs

Module 5 - Computer Security & Privacy

Module 6 - Digital Lifestyles

Module 7 - Creating an Internet E-mail Account

Module 8 - Writing a Great Resume

Module 9 - Finding & Evaluating Resources on the Web

Module 10 - Social Networking

MS Windows 7

MS Word Foundation

MS Excel Foundation

MS PowerPoint Foundation

Assessment of program:

Assessment is conducted as both Formative Assessment & Summative Assessment.

The Formative Assessment is covered as a Continuous Assessment Test & compilation of a Portfolio of Evidence (POE) by the learner.

The Summative Assessment takes place as a National Summative.

It is compulsory for all learners to complete.