



## EUC Basic - Computer Awareness

<b>Duration:</b>	<b>6 Months</b>
<b>Audience:</b>	<b>Novice/First Time Computer User</b>
<b>Delivery Method:</b>	<b>Self-Paced (Facilitator)</b>
<b>Admission Requirements:</b>	<b>Grade 10 or Equivalent</b>

### 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

MS Windows

MS Word Foundation

MS Excel Foundation

MS PowerPoint Foundation

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

### 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. It is compulsory for all learners to complete.

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