

Course information

Introduction

Computer literacy is important as it helps many employees to efficiently do their work. By providing employees with computer training, a company can increase work productivity, improve the level of skills development in the company (computer literate employees can be trained in managerial positions) and increase quality management.

Course content

Our computer training is divided into a number of training programmes ranging from Basic Computer Skills training, to introduction to MS Office (including Word, Excel, PowerPoint and Outlook) to advanced level training in these same software applications.

The courses listed in the table are all the computer skills courses **TIDASA** has on offer.

Please note that courses marked with an asterix (*) are those for which we have ISETT SETA approval and for which certificates of competence can be issued, following the successful completion of the assessments and the presentation of the necessary portfolio of evidence. Additional time will be required for the assessment process, as this is not included in the duration of the courses.

Duration

See individual courses

Please note

A certificate of competence will be issued once a Portfolio of Evidence (PoE) has been submitted and the learner assessed as competent. The compilation of the PoE will either take place during the course or in the learner's private time, depending on the structure of the course.

TIDASA is...

- A training company committed to enabling and empowering individual learners to make positive contributions to their organisations
- A provider of both customised and generic training
- Dedicated to excellence in training and instructional design
- Provisionally accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training (Provisional accreditation number: FET 00474 PA)

For more information or to book your place contact Helga van Wyk on 012 682 8500 or email info@tidasa.co.za.

COMPUTER SKILLS COURSE OUTLINE

COURSE	NQF LEVEL	UNIT STANDARD	NUMBER OF DAYS	COURSE CONTENT
Programme 1 – Basic Computer Skills				
Introduction to PCs Mandatory for people with little or no exposure to PCs	1	116932	3	<ul style="list-style-type: none"> • Develop and apply keyboard techniques • Start up and shut down PC using standard and non-standard methods • Change configuration on a PC • Use operation system functions and utilities
	1	9357		
Windows Mandatory for people with little or no exposure to PCs	1	117902	1	<ul style="list-style-type: none"> • Use a GUI-based operating system • Use the mouse, generic print options, features and help facility
Programme 2 – MS Word				
Ms Word Level 1 (Basic)	1	116938	2	<ul style="list-style-type: none"> • Create, open, save, format and edit documents • Understand principles of word processing • Produce document from text • Use various views
*MS Word Level 2 (Intermediate)	2	117924	3	<ul style="list-style-type: none"> • Work with multiple documents • Format text, paragraphs, pages and a document • Create, edit and format a table • Create, edit and format columns • Create and use templates
	3	119078		
*MS Word Level 3 (Advanced)	3	116942	2	<ul style="list-style-type: none"> • Create a merged document

COURSE	NQF LEVEL	UNIT STANDARD	NUMBER OF DAYS	COURSE CONTENT
				<ul style="list-style-type: none"> • Understand the use of merged documents • Print merged documents • Customise Word windows, template, toolbars, options • Create envelopes and labels • Insert tables of contents • Create hyperlinks • Use track changes • Password protect documents
Programme 3 – MS Outlook				
*Outlook Level 1 (Basic)	2	116945	1	<ul style="list-style-type: none"> • Understand email etiquette • Create and send, receive and react to emails • Print email messages • Change email settings • Work with several email messages
Outlook Level 2 (Intermediate)	2	116935	2	<ul style="list-style-type: none"> • Manage email messages • Create and manage an address book • Explain legal and ethical issues of email use • Explain organisation’s email policy • Using tasks • Scheduling meetings

COURSE	NQF LEVEL	UNIT STANDARD	NUMBER OF DAYS	COURSE CONTENT
Programme 4 – MS Excel				
*MS Excel Level 1 (Basic)	2	116937	2	<ul style="list-style-type: none"> • Understand the principles of spreadsheets • Create, open, save, edit, format and print a spreadsheet • Run a spell check in a spreadsheet
*MS Excel Level 2 (Intermediate)	3	116940	2	<ul style="list-style-type: none"> • Prepare and produce a spreadsheet for a specific purpose • Customise settings • Work with several spreadsheets and workbooks • Apply formulae, formatting and built-in functions to spreadsheets • Print spreadsheets and workbooks
MS Excel Level 3 (Advanced)	3	116943	2	<ul style="list-style-type: none"> • Create, format and edit a graph • Insert and edit objects in a spreadsheet Set security settings on spreadsheets and workbooks • Create different graphs • Use a wide range spreadsheet formulae • Customise Excel

COURSE	NQF LEVEL	UNIT STANDARD	NUMBER OF DAYS	COURSE CONTENT
Programme 5 – MS PowerPoint				
MS PowerPoint Level 1 (Basic)	1	116933	1	<ul style="list-style-type: none"> • Create a new slide presentation • Open, save and close a presentation • Create a presentation from supplied information • Edit and print a presentation • Run a spell check on a presentation
*MS PowerPoint Level 2 (Intermediate)	3	116930	2	<ul style="list-style-type: none"> • Create a drawing, graph and organisational chart in a presentation • Import images • Manipulate images and objects in a presentation
*MS PowerPoint Level 3 (Advanced)	2	117923	2	<ul style="list-style-type: none"> • Use master slide • Create a presentation from supplied information • Adjust views • Work with several presentations • Transfer information from one presentation to another • Use special effects in a presentation • Format a presentation