

**PURPOSE OF THE PROGRAMME**

The purpose of this programme is to equip the learner with the necessary knowledge, skills and attitudes to apply basic computer technology.

**PROGRAMME OUTCOMES**

On completion of this programme learners will be able to:

- Apply basic computer technology.

**PROGRAMME OUTLINE**

- Operate a personal computer and communicate via electronic data
- Manage work on a personal computer
- Compile professional documents
- Create professional numerical and financial reports

**LEARNING ASSUMED TO BE IN PLACE**

Delegates wishing to enroll on this programme should be competent in Mathematical Literacy and Communications at NQF level 2.

**RECOGNITION OF PRIOR LEARNING (RPL)**

RPL against this unit standard is allowed. Application forms are available from our offices.

**METHODOLOGY**

**Training Programme Duration:** 2 Days

**Assessment:** Portfolio of Evidence will be submitted within three weeks of completing the training. Assessment activities include observation on-site while performing the job.

**Certification:** This includes obtaining endorsement from the SETQAA.

**Unit Standard(s):**

- 113836 – Apply basic computer technology

**NQF Level:** 3

**Credits:** 11

**TARGET GROUP**

All those operating in a business environment must be able to apply basic computer technology.

**BENEFITS**

- Increased productivity
- Professional business image
- Successful communication via electronic data
- Credits towards a qualification
- Improved opportunities to claim skills grants