

Course Fact Sheet only for MERSETA SMME  
Project 2009 from 1<sup>st</sup> Jan 2009 to  
31<sup>st</sup> March 2010 - Damelin Saldanha.

Fact Sheet



**Course Name:** Intro to Computers and Windows – 10 credits.  
US116932, US117867 & US117902.

**Part-Time OR** 1 – 2 days.  
**Full-time:**

### **INTRODUCTION TO COMPUTERS AND WINDOWS**

#### **Description.**

If you don't know anything about computers, this is the course for you. The basics of computers and information technology will be taught in this course. The course covers different computer components and how they work.

This course will provide learners with the foundation skills necessary to progress onto further end user computing

#### **Course Outcomes.**

- Demonstrate an understanding of the use of Information Communications.
- Demonstrate an understanding of the use of Information Technology (ICT) in an organization.

#### **Operate a Personal Computer System. (3 credits - Unit Standard 116932).**

- Exploring the computer environment
- Creating files
- Log on to a computer
- Creating an efficient work environment

#### **Managing files in a GUI environment. (3 credits-Unit Standard 117867)**

- Storage.
- Composing messages.
- Computer viruses.
- Manage files.
- Organizing files.

#### **Use generic functions in a Graphical User Interface (GUI) environment. (4 credits– Unit Standard 117902)**

- Launch a program.
- Display properties.
- Exploring the computer environment.
- Creating desktop shortcuts
- Managing files.
- Using My Computer.

#### **Assessment.**

The learner will be required to complete an assessment.

