

Domain	COMPUTING FUNDAMENTALS	Unit ID: 1156
Title:	Apply fundamental computer literacy skills	
Level: 1		Credits: 8

Purpose

This unit standard specifies the competencies required to apply fundamental computer literacy skills. It includes knowledge of main and peripheral components of the computer, Microsoft and PowerPoint and use of internet and email applications. This unit standard is intended for those requiring basic computing skills in order to perform basic computing tasks required in a work environment.

Special Notes

1. This unit standard may be used as a core or elective within any vocationally based qualification.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace in which evidence of naturally occurring interactive communication can take place.
3. The assessor must be satisfied that the candidate can demonstrate an understanding of, or competency against, the unit standard as a whole.
4. Tools and equipment may include but are not limited to computer, external devices, storage devices and basic computer applications.
5. Glossary of terms
 - *Link* refers to referrals to other internet sites with relevant data
 - *Favourite* refers to regularly visited sites
 - *Browser* refers to the software used to connect to the internet
 - *Search engine* refers to an instrument used to obtain information.
6. Regulations and legislation relevant to this unit standard include the following:
 - Communications Act, Act No. 8 of 2009

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Identify main computer components and peripheral.

Range

Components may include but are not limited to the system unit, keyboard, monitor, mouse and printer.

Performance Criteria

- 1.1 Main computer components are identified.
- 1.2 Peripheral components are identified.
- 1.3 Functions of the main components are explained.

Element 2: Perform Microsoft processing and PowerPoint

Range

Formatting may include but is not limited to bold, italics, underline and alignment.

Editing may include but is not limited to copy, paste, undo, redo, cut, move and insert.

Performance Criteria

- 2.1 A basic word document is produced according to requirements.
- 2.2 A basic PowerPoint presentation is produced according to requirements.
- 2.3 Basic Excel tables and formula are created.
- 2.4 Spelling and grammar functions are used to check document text.
- 2.5 Graphics and pictures are imported into documents.
- 2.6 Documents are formatted and edited according to requirements.
- 2.7 Documents are saved, exited and retrieved correctly.
- 2.8 Documents are printed according to specifications.

Element 3: Use basic internet and e-mail applications

Range

Security features include firewalls, anti-spy and anti-virus programmes.

Social networks not limited to Facebook and Twitter.

Performance Criteria

- 3.1 A secure internet connection is made to navigate the internet.
- 3.2 Different search engines are browsed to find the required information.
- 3.3 Required browsed information is downloaded and securely saved.
- 3.4 Links and favourites are used to access different sites as required.
- 3.5 Basic security features are applied correctly to ensure internet security and personal protection.
- 3.6 Emails are composed and sent to recipients in accordance to given requirements.
- 3.7 Social networks are accessed in accordance to internet etiquettes.

Registration Data

Subfield:	Information Communication Technology
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