

Domain

SOLAR INSTALLATION

Unit ID: 1651

Title:

Demonstrate basic computer literacy

Level: 2

Credits: 3

Purpose

This unit standard specifies the competencies required to demonstrate basic knowledge of computer components. This includes the following elements: demonstrate basic operations on Windows, demonstrate basic operations on word processing and describe and demonstrate the basic operation on internet browsing. This unit standard is intended for those who work in a solar energy installation environment.

Special Notes

1. Entry information:

Prerequisite:

- *National Vocational Certificate: Solar Installation Technician (Level 1)* or demonstrated equivalent knowledge and skills.

2. This unit standard is to be delivered and assessed in the context of solar technology operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment evidence may be collected from a real workplace or an appropriate simulated realistic environment in which system operations are carried out.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements and manufacturers' specifications.
5. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No. 11 of 2007
 - Occupational Health and Safety Regulations No. 18, 1997and all subsequent amendments to any of the above.

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: Demonstrate basic knowledge of computer components

Range

Computer components include but are not limited to mouse, keyboard, screen, speaker etc. Hardware and software includes but are not limited to CPU,ROM, RAM, and version(s) of Window operating system and Microsoft packages..

Performance criteria

- 1.1 Input and output devices are explained.
- 1.2 Central Processing unit (CPU) is explained.
- 1.3 Different types of memories are explained.
- 1.4 Hardware and software is differentiated.

Element 2: Demonstrate basic operations on Windows

Range

Window operations may include but are not limited to create folder, search files, install and uninstall, program, delete files and recover files.

Performance criteria

- 2.1 Different functions of operating systems are demonstrated.
- 2.2 Folder and file management systems are demonstrated.
- 2.3 Changes to global settings are demonstrated.

Element 3: Demonstrate basic operations on word processing

Performance criteria

- 3.1 Knowledge on opening, closing, copying and saving with word processing software is demonstrated.
- 3.2 Knowledge of creating and editing documents is demonstrated.

Element 4: Demonstrate basic operations on internet browsing

Range

Internet browsers include but are not limited to Internet Explorer, Firefox, Google, Outlook and WWW.

Performance criteria

- 4.1 Correct use of browser software is demonstrated.
- 4.2 Correct URL usage is demonstrated.
- 4.3 Knowledge of search engine and browser is demonstrated.

4.4 Creating and sending emails is demonstrated.

Registration Data

Subfield:	Electrical Engineering
Date first registered:	28 March 2018
Date this version registered:	28 March 2018
Anticipated review:	2023
Body responsible for review:	Namibia Training Authority