

Domain	COMPUTING FUNDAMENTALS	Unit ID: 166
Title:	Use navigational systems in a computer operations	
Level: 1		Credits: 5

Purpose

This unit standard specifies the competencies required to use navigational systems in a computer application. It includes accessing and exiting a computer, performing mouse functions, the use of menus and icons, working with window frames, using taskbars and toolbars and working with files and folders. This unit standard is intended for people requiring basic computing skills in order to engage in paid employment, other forms of work, and/or vocational education and training.

Special Notes

1. To demonstrate competence, at a minimum, evidence is required of accessing and exiting a computer, using menus and icons to select options, working with window frames, use of the mouse is demonstrated, knowledge to move between files and folders are applied and use of the help function is demonstrated.
2. Assessment evidence may be collected from a real workplace or simulated real workplace or an appropriate simulated realistic environment in which computer operations are carried out.
3. Tools and equipment may include, but not be limited to computer, external devices, storage devices and basic computer applications.
4. Glossary of terms
Operating systems refers to the software that drives the computer.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer’s specifications.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6 of 1992
 - Workplace specific policies and regulations
 - Occupational Health and Safety Regulations No. 18 of 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this Subfield may be awarded by institutions that meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and that 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 and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Access and exit a computer

Performance Criteria

- 1.1 Computer is switched on.
- 1.2 Log on and log off procedures are followed.
- 1.3 Shut down procedures are followed.

Element 2: Perform mouse functions

Performance Criteria

- 2.1 Single and double click functions are performed.
- 2.2 Drag and drop functions are performed.
- 2.3 Right click is used to access special functions.
- 2.4 Scroll is used to select options.
- 2.5 Scroll is used to change visible portion of document.

Element 3: Use menus and icons to select options

Performance Criteria

- 3.1 Start menu is displayed.
- 3.2 Programme is selected and activated from start menu.
- 3.3 Menu option is expanded using the mouse.
- 3.4 Menu option is selected and activated.
- 3.5 Icon is highlighted and activated using the mouse.

Element 4: Work with window frames

Performance Criteria

Window is repositioned and resized.

Multiple windows are opened and overlaid.

Active window is identified between multiple windows.

Active window is selected.

Window is minimized, reopened and maximized.

Window is closed.

Element 5: Use taskbar

Performance Criteria

5.1 Status symbols on taskbar are interpreted.

5.2 Taskbar is moved and hidden.

Element 6: Work with files and folders

Performance Criteria

6.1 File manager is accessed and files and folders are located.

6.2 Files and folders are created.

6.3 Files and folders are renamed, deleted, copied and moved.

6.4 Recycle bin is accessed and files and folders are restored.

6.5 Recycle bin is emptied.

Registration Data

Subfield:	Information Communication Technology
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Ministry of Education