



## COMPUTERS LITERACY TRAINING LEVEL 1 - FOR TEACHERS

### COURSE OBJECTIVES

#### OVERVIEW

It has become extremely hard for all of us to keep abreast with the constantly evolving computer-based technology. This is especially the case with educators who are now, out of sheer necessity, required to stay a step ahead to preserve their relevance in their careers. Nowadays teachers have to make use of desktop PCs, laptop PCs, and even mobile devices like tablets while carrying out their core duties. Teachers must be knowledgeable of computer related technologies. As a skilled educator, you will have to aim for uncommon excellence and proficiency in this computer oriented era.

#### AT THE END OF THIS TRAINING YOU WILL BE ABLE TO

- Understand how a computer works
- Understand the types of computers available
- Understand hardware and peripherals
- Set up a computer
- Connect to a network, WI-FI or LAN
- Create an email address
- Navigate the World Wide Web
- Apply advanced Microsoft Word, Microsoft Excel, Microsoft
- PowerPoint and Microsoft Outlook tools
- Install advanced tools

### INFORMATION

**Tel:** 0861 2435352

**Cost:** R 00.00

**Duration:** 2 Days

**SACE Points:** 15 PD Points

**Website:** [www.bhelela.com](http://www.bhelela.com)

**Reg No:** 2002/012340/07

**Accreditation Number:** PR12977

### MODULES

#### DEFINING A COMPUTER

- What is a computer
- Hardware vs software
- Different types of computers

#### COMPUTER TYPES

- Introductions
- Basic parts of the computer
- What is a laptop
- What is a mobile device

#### NETWORKS

- Operating systems job
- Desktop application
- Mobile Apps

Downloading software off the web

#### COMPUTER FILES

- Setting up
- Step 1 – 8
- Getting started with your first computer
- Basic Navigation

#### WORKING WITH A COMPUTER

- Types of internet service
- Choosing a service provider
- Hardware
- Internet security

#### MICROSOFT OFFICE

- Word
- Excel
- PowerPoint
- Outlook

#### TOUCH TYPING



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