

7/1/20204

Course Outline

IT-Center School of Technology
Module Name: Computer Skills



IT Center



Computer Skill Educator
Ms. Lebohang Lepota



Course Description

A computer skills course aims to enhance students' digital literacy by equipping them with essential knowledge and practical skills in using various computer applications. The course covers fundamental topics such as basic computer terminology, hardware, software, and operating systems. Students will learn to create, format, and manage documents using word processing software, organize and analyze data with spreadsheets, and design engaging presentations. Additionally, the course includes efficient information management practices, internet usage for research and communication, and email proficiency. Emphasis is placed on fostering responsible and ethical use of technology, cybersecurity awareness, and promoting critical thinking and problem-solving skills. By preparing students for the modern workplace and encouraging adaptability to technological advancements, the course aims to enhance personal productivity and lifelong learning capabilities.

Course Objectives

By the end of this course, student-teachers should be able to:

1. Understand basic computer hardware and software components.
2. Demonstrate proficiency in using word processing software.
3. Utilize spreadsheet software for organizing and analyzing data.
4. Create engaging presentations using presentation software.
5. Navigate the internet efficiently and use online resources.
6. Implement educational software in classroom settings.

Career Opportunities



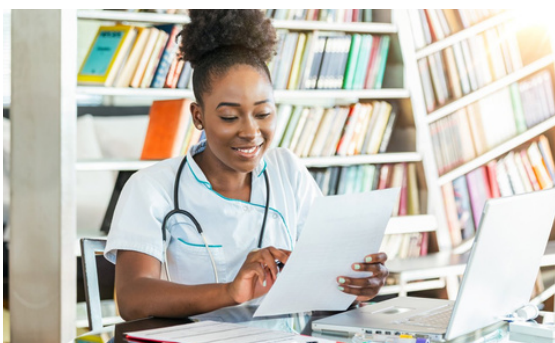
1. Administrative and Support Roles

- **Administrative Assistant:** Managing office tasks, scheduling, and correspondence using word processing and communication tools.
- **Data Entry Clerk:** Inputting, updating, and maintaining information in databases and spreadsheets.



2. Healthcare and Medical Administration

- **Medical Office Administrator:** Managing patient records, scheduling, and billing using specialized software.
- **Health Information Technician:** Maintaining and analyzing health data using electronic health record (EHR) systems.



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3. Information Technology and Technical Support

- **IT Support Specialist:** Providing technical support and troubleshooting for hardware and software issues.
- **Help Desk Technician:** Assisting users with computer problems and software applications.



4. Freelancing and Entrepreneurship

- **Freelance Consultant:** Offering specialized services such as digital marketing, data analysis, or IT support.
- **Small Business Owner:** Using digital tools to manage and grow a business, including online sales, marketing, and customer management.



COURSE CONTENT

WEEK 1

INTRODUCTION TO COMPUTERS

- Basic Computer Terminology
- History of Computers
- Network Fundamentals

- Typing & Mouse Clicking

WEEK 2

PERIPHERAL DEVICES

- Input Devices
- Output Devices
- Communication Devices

- Internal Assessment 1

WEEK 3

COMPUTER SOFTWARE

SYSTEM SOFTWARE:

- Operating Systems
- Utility Software

WEEK 4

INTRODUCTION TO WINDOWS

- Basic Windows Terms
- Configuring the Desktop
- Managing Files and Folders

- Internal Assessment 2

COURSE CONTENT

WEEK 5

INFORMATION AND COMMUNICATION

- Connecting to and Working with the Internet
- Send, Reply, or Forward an Email Message

WEEK 6

WORD PROCESSING USING MICROSOFT WORD

- Creating and Managing a Document
- Formatting, Editing, and Printing a Document
- Create and Manage Tables, Graphics, Charts, and Mail Merges

WEEK 7

MICROSOFT WORD CONTINUED

- Create and Manage Tables
- Graphics Charts
- Mail Merge
- Internal Assessment 3

WEEK 8

MICROSOFT POWERPOINT

- Create, Open, Close, and Save a Presentation
- Insert and Modify Text, Images, and Text Boxes
- Apply the Slide Show Effects

COURSE CONTENT

WEEK 9

MICROSOFT POWERPOINT CONTINUED

- Use the Slide Master
- Apply the Slide Show Effects

- Internal Assessment 4

WEEK 10

COMMAND PROMPT

- CMD Overview
- Commands in CMD

- Internal Assessment 5

WEEK 11

CONTROL PANEL

- Programs
- User Accounts
- Security and System
- Network and Internet

WEEK 12

OTHER COMPUTER SKILLS

- Services
- Task Manager
- Disk Management
- Device Manager

- Internal Assessment 6

COURSE CONTENT

WEEK 13

REMOTE DESKTOP

- Practical

WEEK 14

COMPUTER NETWORKING

- Introduction
- How Computer Networks Work
- Internal Assessment 7

WEEK 15

PERSONAL SECURITY MEASURES

- Protecting personal devices
- Safe use of public networks
- Awareness of mobile security threats
- Practical Test

WEEK 16

FINAL ASSESSMENT

- Written (Final project for 3 Weeks)
- Practical (Presentations of final project in class)
- FINAL ASSESSMENT (8)

COURSE ASSESSMENT METHODS

Assessment Method	Description	Weight	Aligned Course Learning Outcomes
Course work	The Internal Assessments overall mark	40%	<ul style="list-style-type: none"> • Articulate the basics of computer systems and terminology. • Describe the history and key developments in computer technology. • Understand and apply network fundamentals. • Identify, describe, and use various peripheral devices. • Distinguish between different types of computer software. • Configure and manage the Windows operating system. • Navigate the internet and use email effectively. • Create and manage documents and presentations using Microsoft Office applications. • Use command prompt and control panel features proficiently.
Examination	Examination Mark	60%	<ul style="list-style-type: none"> • Basic Computer Knowledge • Peripheral Devices • Computer Software • Windows Operating System • Internet and Communication • Word Processing (Microsoft Word) • Presentation Software (Microsoft PowerPoint) • Command Prompt • System Utilities and Task Management • Remote Desktop • Computer Networking • Computer Security
The Final Assessment Mark	40% Course Work + 60% Exam	100%	Get Certified Or Not



Approvals

“Come learn with us at IT-Center School of Technology”

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