

Computer Literacy ABET ICT Skills



Information Booklet

Module 1 – Basic Computer Skills

Module 1 is intended for ABET Level 1 learners. Module 1 can be followed even if a learner cannot read or write. The purpose of Module 1 is to give learners the basic skills to build computer confidence. If an ABET learner from level 2 – 4, whose first encounter it is with technology, Module 1 will take away the fear for the computer.

Working with the mouse is often the most difficult part of computer training for adults and Module 1 addresses specifically mouse and keyboard skills for illiterate adults.

Features:

- Module 1 is suitable for illiterate adults.
- This module consists of 50 lessons.
- The lessons cover basic computer skills, including keyboard and mouse skills.
- The learners work in ordinary word processing documents (i.e. Microsoft Word). Even though learners are still not fully literate, they already get exposure to typical office software.
- Learners are not *read and write literate*, and will therefore work in preset documents in which they manipulate objects in order to obtain the basic computer skills.
- The content of the lessons is mainly integrated with the Fundamental Learning Areas of the ABET National Curriculum.
- It will take ABET Level 1 learners in a class situation approximately 30 hours to complete this module.

Lesson Content:

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|---------------------------|--------------------------|
| 1. Basic Mouse Skills | 12. My teeth |
| 2. Exploring the Computer | 13. Care for your animal |
| 3. Exploring the Computer | 14. Survive in the veld |
| 4. Exploring the Computer | 15. Risky Behavior |
| 5. My Body | 16. The sea |
| 6. Animal Homes | 17. Homes |
| 7. Fruit | 18. Feelings |
| 8. Shapes | 19. Road Safety |
| 9. Seasons | 20. Safety at home |
| 10. Animals | 21. Patterns |
| 11. Shapes | 22. Eating Healthy |

23. Our National Flag	37. Self Image
24. Personal Hygiene	38. Symmetry
25. Clothes	39. Patterns
26. Springtime	40. Measurement
27. Different Sports	41. Sorting
28. Transport	42. Identification
29. The Circus	43. Numbers
30. Routine	44. My Name
31. Shapes	45. Numbers
32. In my house	46. My Actions
33. Boats	47. Wild Animals
34. Birds	48. The workplace
35. Homes	49. Shopping
36. Senses : sight	50. Letter Pictures

Module 2 Introduction to Computers

Module 1 focuses on mouse and keyboard skills, as well as basic computer literacy, including opening and saving documents. In this module learners will be taught how to work with text (selecting, moving, copying and formatting). Additional word processing skills include working with pictures and fancy text. Learners will also obtain basic Internet and E-mail skills.

Features:

- Module 2 consists of 20 lessons.
- This module is intended for Beginner Adult Learners who start to obtain reading and writing skills.
- Learners work from scratch in blank documents.
- No templates or created documents are provided. Learners have to work as if in a real-life situation.
- This module is mainly integrated with the Fundamental and Core Learning Areas.
- ABET Level 2 learners in a class situation will take between 30 and 40 hours to complete this module.

Lesson Content:

1. Get familiar with the computer
2. The mouse

3. The Keyboard
4. Introduction to Word Processing: open and save
5. Working with text
6. Formatting text
7. Printing
8. Working with pictures
9. Draw your own picture
10. Fancy text
11. DTP (Desktop Publishing)
12. Type a letter (for the workplace)
13. Type a invitation to company social event
14. Type a door sign
15. Introduction to the Internet
16. Browsing and Searching
17. Find information and type document
18. E-mail Basics
19. Type attachment and e-mail
20. Be safe online

Module 3 Getting used to computers

Module 3 ICT Skills include basic word processing, working with graphics, fancy text and images. Learners are also introduced to tables. Internet and E-Mail skills are expanded and learners will learn the basics of spreadsheets.

Features:

- This module consists of 20 lessons.
- It is intended for learners who have mastered basic reading and writing skills.
- The skills mastered in Module 2 are expanded in Module 3. Module 2 is therefore a recommended prerequisite.
- The focus falls on word processing and Internet Skills.
- This module is integrated with the Fundamental and Core Learning Areas of the National ABET Curriculum.
- It will take between 30 and 40 hours to complete.

Lesson Content:

1. Computer ergonomics
2. Work with graphics
3. Type, open and save

4. Working with text
5. Clipart and WordArt
6. Insert tables
7. Work with tables
8. Copy between programs
9. Work with drawing toolbar
10. Internet searches
11. Work with E-mail
12. Create a greeting card
13. Create a banner
14. Create a newsletter
15. Type a CV
16. Type an application letter
17. Spreadsheet: Basics and terminology
18. Spreadsheets: Basic calculations
19. Spreadsheets: Format a spreadsheet
20. Spreadsheets: Create a simple budget

The Facilitator of Modules 1 - 3

The institution uses the usual ABET practitioners to facilitate ICT Skills. It is recommended that the facilitators are computer literate at least on basic level for Module 1 - 2 and intermediate level for Module 3.

PresentIT provides training to show facilitators exactly how to use the lesson material.

The trainers' guides (included in the product) are complete and self-explanatory and will guide the facilitator through the lessons.

Certification

We recommend that the course forms part of the certification of the Training Centre where the course is presented.

PresentIT will issue an attendance certificate for registered learners.