

Introduction to Personal Computer Operations and Equipment Usage

1. Overview

This programme introduces participants to the fundamental use and maintenance of personal computers and business equipment in the workplace. It is aimed at equipping learners with basic computer literacy, practical skills in managing computer peripherals, and operating essential software packages such as word processors and email applications. The programme also introduces safe handling and routine maintenance of equipment used in specific business sectors.

2. Programme Outcome:

- Describe the features, functions, and maintenance procedures of personal computer hardware and peripherals
- Perform operating system operations, manage files and folders, and protect data on a personal computer
- Operate a word processing application to create, format, edit, and prepare documents for printing.
- Use internet and email software effectively, including sending, receiving, and organizing messages with attachments
- Operate, maintain, and replace consumables on business-related equipment as part of daily work tasks
- Follow health and safety procedures related to computer and equipment use in the workplace

Qualification:	Certificate of Completion
Duration:	3-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0546
SAQA US:	7547, 7566, 7568, 7571, 8104
NQF Level:	2
Credits:	17
Entry Requirements:	Communication & Mathematical Literacy at NQF 1
Training Options:	Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(7547 US):** Operate a personal computer system
- **(7566 US):** Operate personal computer peripherals
- **(7568 US):** Demonstrate knowledge of and produce word processing documents using basic functions
- **(7571 US):** Demonstrate the ability to use electronic mail software to send and receive messages
- **(8104 US):** Operate and take care of equipment in an office environment

4. Topics

- Module 1: Introduction to Personal Computers and Peripherals
- Module 2: Operating System Basics and File Management
- Module 3: Word Processing Fundamentals
- Module 4: Internet and Email Communication
- Module 5: Business Equipment Use and Safety

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation