



## **REGISTRATION OF A SHORT LEARNING PROGRAMME (SLP)**

1. Registration number: .....
2. Short Learning Programme Name: **Basic Computer Literacy**

Short Course

Skills Programme

(Non-credit bearing  
and not linked to a  
formal qualification)

(Credit bearing and linked to a  
formal qualification) **X**

### **[Could be linked to WRX103 for ACE Leadership]**

#### 3. SHORT LEARNING PROGRAMME DETAILS

- 3.1 NSB (See Annexure A1) : **NSB 05**
- 3.2 SGB (If applicable) : .....
- 3.3 Specialisation : **Computer Literacy**
- 3.4 Field : **Technology**
- 3.5 Sub-field : **Basic Computer Skills**
- 3.6 NQF Level : **N/A**
- 3.7 Duration : **40 hours**  
(Notional hours: total hours to be spent on the SLP: contact hours + self study)
- 3.8 Credit value (10 notional hours = 1 credit): **Not applicable (Non-credit bearing)**  
(Complete only if linked to a formal qualification)
- 3.9 Learning to be in place for this Short Learning Programme  
**NONE: Keen interest to become computer literate**
- 3.10 Purpose of the Short Learning Programme

#### **Practical Computer Based (25 hours):**

**To empower the educators, departmental officials and any other persons involved with basic computer skills in:**

- MS-Word,
- MS-Excel,
- MS-PowerPoint,
- Internet Explorer and
- MS-Outlook Email.

**Portfolio based, based on self-study hand-out and portfolio to be submitted (15 hours):**

- Demonstrate understanding of the ICT integration competencies expected of educators
- Identify typical teacher development stages of ICT adoption
- Understand the roles played by learners and teachers when learning with ICT
- Understand the role of a school manager in formulating a school ICT policy through a participative process
- Assess their school's readiness for ICT: SWOT analysis

3.11 Short Learning Programme layout:

Note: The SLP layout may vary depending on the way the facilitator prepared it. (Below is the minimum requirement to be submitted)

SLP Outcomes	Specific Outcomes
<b>1. See Attached SLP GUIDE and outcomes above</b>	1.1
	1.2
	1.3
	1.4 etc
2. etc	

Below are the different units, their time duration and the outcomes.

**UNIT 1: MSWORD**

**Duration: 6 hours**

**Purpose of the unit**

In this unit you will be introduced how to type school letters in order to assist you to communicate with all stake holders in an effective manner. Participants should become aware of the power of being able to save created documents in order to retrieve them in the future when it is required.

**Outcomes**

- Type and edit a document
- Format text: Font, size and colour

- **Format text: superscripts and subscripts**
- **Enhance text: Bold, Underline, Italic**
- **Paragraph alignment: Left, Centre, Right and Justify**
- **Create bulleted and numbered lists**
- **Cut, copy and paste text in a document.**
- **Cut, copy and paste text between documents.**
- **Create a table and:**
  - **insert/delete rows and columns**
  - **adjust column widths/row heights**
  - **Add or remove borders from rows, columns, cells.**
- **Insert and resize a picture: From clip art**
- **Check the spelling of a document**
- **Save a document**
- **Open a saved document**
- **Change the page orientation and margins**
- **Print a document**

## **UNIT 2: EMAIL**

**Duration: 3 hours**

### **Purpose of the unit**

In this unit you will be introduced to email as a tool. You will learn how to send email messages, how to reply to messages, how to insert attachments, etc. You will also be assisted to create your own email account in either Gmail or Hotmail account.

### **Outcomes**

- **Log in to <http://email.nmmu.ac.za> or equivalent webmail site**
- **Compose an email message**
- **Reply to an email message**
- **Forward an email message**
- **Attach a file to an email message**
- **Open and save a file attached to an email message.**
- **Delete unwanted email messages**
- **Navigate between your folders: inbox, sent items and deleted items and be able to move messages between them**
- **Sort email messages**
- **Create your own email account in GMAIL [www.gmail.com](http://www.gmail.com) and/or Microsoft Live [www.hotmail.com](http://www.hotmail.com)**

## **UNIT 3: INTERNET**

**Duration: 5 hours**

### **Purpose of the unit**

In this unit participants will be guided on how to use the Internet by making use of Internet Explorer. Participants will also be shown how the Internet can be used in their every day lives.

### **Outcomes**

- Open the browser and know the use of the back, forward, stop, refresh, and print buttons.
- Access a web site from a URL that you have been given (or found in a book/magazine/on the TV)
- Use a search engine ([www.google.co.za](http://www.google.co.za)) to find useful sites on the Internet
- Read online documents
- Explore online newspapers
- Visit and explore commercial websites e.g. [www.amazon.com](http://www.amazon.com)
- Visit and explore academic websites e.g. [www.nmmu.ac.za](http://www.nmmu.ac.za)
- Visits and explore the university's library online
- Create and explore a social network at [www.ning.com](http://www.ning.com)
- Read and contribute to a discussion forum
- Copy text and a picture from a web site into MS-Word (understand what copyright and plagiarism are)
- Use the history and favourites buttons to manage your browsing experience.
- Compile a list of web-sites that are useful for your teaching
- Discuss how the Internet can be used for teaching and learning

## **UNIT 4: MS-EXCEL**

**Duration: 6 hours**

### **Purpose of the unit**

In this unit participants will be empowered to use MS-Excel as a tool for marks calculation and the saving of marks for future needs.

### **Outcomes**

- Set up a basic spread sheet
- Format cells: font, size and colour, bold, underline, italic
- Format Cells: lines and borders, shading.

- Format cells: percentage, number, decimal places, etc.
- Format columns and rows: adjust width/height.
- Cell alignment: Left, Centre, Right and Justify
- Understand absolute and relative cell references and when to use them
- Create spread sheet formulas using fundamental spread sheet functions: SUM, AVERAGE, COUNT/COUNTA, MAX, MIN
- Copying formulas
- Cut, copy, paste cells.
- Sort a spread sheet.
- Change the page orientation and margins.
- Save, open and print a spread sheet

## **UNIT 5: MS-POWERPOINT**

**Duration: 6 hours**

### **Purpose of the unit**

In this unit you will be required to make a PowerPoint presentation to the school governing body, teachers and/or parents on a given topic.

### **Outcomes**

- Create and view/present a slideshow
- Select different slide layouts
- Apply text alignment and formatting as required in MS-Word above
- Apply standard templates to a slideshow
- Insert and resize a picture
- Use custom animation to enhance a slideshow
- Cut, copy, paste slides using the slide sorter.
- Save, open, print a slideshow

## **PORTFOLIO TO BE SUBMITTED**

**Portfolio based, based on self-study hand-out and portfolio to be submitted: (15 hours):**

- Demonstrate understanding of the ICT integration competencies expected of educators
- Identify typical teacher development stages of ICT adoption
- Understand the roles played by learners and teachers when learning with ICT
- Understand the role of a school manager in formulating a school ICT policy through a participative process
- Assess their school's readiness for ICT: SWOT analysis

3.12 Range statement (Complete only if linked to a formal qualification) (The typical scope and context of the SLP. A statement defining the limits, parameters, areas for inclusion and areas for exclusion of the SLP)

**Not applicable [Can we talk about this???)**

3.13 Critical Cross-Field Outcomes (CCFOs) embedded in this SLP (Describe which of the CCFOs will be addressed in this SLP and how they will be reflected - See Annexure B, for the list of CCFOs) Indicate here which CCFOs will be addressed in the ACs of each SO.

e.g. Problem solving AC 1.1; AC 3.2 etc

**On completion of this module, successful participants will be better equipped to be able to:**

- **Participate as citizens and contribute to discourses based on computer literacy;**
- **Solve problems which require computer literacy skills;**
- **Work effectively as a member of a team by assisting their fellow peers during contact sessions;**
- **Display effective information management skills through the presentation of their mathematics artefacts**
- **Demonstrate an understanding of the implications of societal decisions which are taken and which presume a higher level of scientific literacy;**
- **Communicate effectively by using the computer as a tool to create artefacts.**

3.14 How is this SL programme linked to the formal qualification? (Complete only if linked to a formal qualification)

Qualification(s)	: i	<b>Linked to ACE WRX103 Computer Literacy Module]</b> .....	
Subject(s)	: a	Subject	b Code
		<b>Basic Computer Literacy</b>	<b>WRX103</b>
	i	.....	
	ii	.....	
	iii	.....	

3.15 To which other related qualifications can this SL programme be linked? (Complete only if linked to other formal qualifications)

**Not applicable**

Qualification(s)	:	i	.....		
		ii	.....		
		iii	.....		
Subject(s)	:	a	Subject	b	Code
		i	.....		
		ii	.....		
		iii	.....		

3.16 Assessment practice (Give a short description of how this SLP will be assessed)

**At the end of the module, you will be required to show your competence in Email, Internet searching, File Management, Word Processing, Spread sheets and Presentations. This will be done by means of a practical examination. During the examination, you will be required to demonstrate your skills in:**

- Outlook Express (Email)
- Explorer (File Management)
- Word (Word Processing)
- Excel (Spreadsheet)
- PowerPoint (Presentation)

**As we will decide upon a date for this practical examination, it is important to note that this date is like a semester test or exam date. If you miss the practical exam, you won't receive a mark.**

**An overall passing mark is 50% for the practical test and portfolio at the end of the programme.**

**To be able to qualify for a certificate, the following is required:**

- Be officially registered for this SLP
- Have attended at least 75% of the contact time, and
- Have obtained at least the 50% pass mark of the practical test
- Hand in the portfolio and obtain at least 50% for the portfolio

3.17 Moderation of the Assessment (Complete only if linked to formal qualifications)


**Not applicable / YES**

3.18 Recognition of Prior Learning (RPL) statement pertaining to this short learning programme

**Not applicable [Or can come and do the practical test, and then only hand in the portfolio if they pass the practical test]**

3.19 Copyright Declaration

I hereby confirm that all material used in the SLP complies with South African and NMMU copyright requirements. Further copyright clarity may be obtained from the NMMU Copyright Officer, tel: 041 504 2741

Surname: **Du Plessis** Initials: **Andre**..... Signature: 

4. CONTACT DETAILS

4.1 Name of Programme Leader(s): **Dr Andre du Plessis**

4.2 Faculty : **Education**

4.3 Department : **Mathematics**

4.4 Physical Address : **Education Faculty, South Campus, Room 06 01 30, Port Elizabeth, 6001**

4.5 Postal Address : .....

4.6 Telephone : **083 565 5560 or 041 504 4033**

4.7 Cellphone : **083 565 5560**

4.8 Fax : **041 504 1633**

4.9 E-mail : **andre.duplessis@nmmu.ac.za**

4.10 Site of delivery : **Missionvale**

5. OFFICIAL APPROVAL OF SLP

5.1 Faculty Committee resolution: .....

5.2 ECS resolution : .....





**Nelson Mandela  
Metropolitan  
University**

*for tomorrow*

**PROMOTING COMPUTER LITERACY  
IN  
SCHOOLS**

**SHORT LEARNING PROGRAMME (SLP)  
GUIDE**

**2011**

## Introduction

This 60 notional hours programme is offered to educators, departmental officials and persons involved in education. It has been developed in response to the need expressed by educators in the Port Elizabeth area, as these teachers have indicated that there is a great need for computer literacy. As such, the SLP attempts to empower individuals to respond to their needs of developing real life computer skills to empower them to use the computer.

These 60 hours notional hours implies that it should take the average student approximately 60 hours to successfully complete the short learning programme (SLP). The 60 hours include practical computer contact time, practical computer non-contact time and the practical test(s).

The accompanied study guide / notes are designed to assist you to practice computer skills and for referencing purposes. Additional study material may be recommended to you by your lecturer from time to time and, depending on copyright conditions being fulfilled, may be provided.

Contact time	25 hours
Portfolio time	15 hours
Practical test	3 hours

## General Outcome

To empower the educators, departmental officials and any other persons involved with basic computer skills in MS-Word, MS-Excel, MS-PowerPoint, Internet Explorer and MS-Outlook Email.

## Critical Cross-Field Outcomes

On completion of this module, successful participants will be better equipped to be able to:

- Participate as citizens and contribute to discourses based on computer literacy;
- Solve problems which require computer literacy skills;
- Work effectively as a member of a team by assisting their fellow peers during contact sessions;
- Display effective information management skills through the presentation of their computer artefacts and by the usage of the Internet;
- Demonstrate an understanding of the implications of societal decisions which are taken and which presume a higher level of technology usage;
- Communicate effectively by using the computer as a tool to create artefacts.

## Requirements

- **ACCESS TO A COMPUTER:** You are encouraged to either buy a computer or to have at least access to a computer in order for you to be able to practice your computer skills.
- **BUY A FLASH DISK:** Please buy a FLASH DISK of approximately 1 to 4 Gigabyte. It should cost you in the region of R50 to R120.

Please write your name on the flash disk as well as your student number.

You will save the final exam on the flash disk, email it to him and he/she will then hand it your lecturer. Your lecturer will return the flash disk to you.

You can use this flash disk after the module as hardware on to which you can save your school examination papers, administration, communications, presentations, etc.

- **LIBRARY: COMPUTER NOTES:** Please check the library for manuals on Word 2003, PowerPoint 2003 and Excel 2003 or the 2007 and 2010 editions of this software. These will be put on the SHORTLOANS SECTION at the Missionvale library. If you cannot find them, please ask your lecturer.

## Short Learning Programme layout

Below are the different units, their time duration and the outcomes.

### UNIT 1: MSWORD

Duration: 12 hours

#### Purpose of the unit

In this unit you will be introduced how to type school letters in order to assist you to communicate with all stake holders in an effective manner. Participants should become aware of the power of being able to save created documents in order to retrieve them in the future when it is required.

#### Outcomes

- Type and edit a document
- Format text: Font, size and colour
- Format text: superscripts and subscripts
- Enhance text: Bold, Underline, Italic
- Paragraph alignment: Left, Centre, Right and Justify
- Create bulleted and numbered lists
- Cut, copy and paste text in a document.
- Cut, copy and paste text between documents.
- Create a table and:
  - insert/delete rows and columns
  - adjust column widths/row heights
  - Add or remove borders from rows, columns, cells.
- Insert and resize a picture: From clip art
- Check the spelling of a document
- Save a document
- Open a saved document
- Change the page orientation and margins
- Print a document

## UNIT 2: EMAIL

Duration: 4 hours

### Purpose of the unit

In this unit you will be introduced to email as a tool. You will learn how to send email messages, how to reply to messages, how to insert attachments, etc. You will also be assisted to create your own email account in either Gmail or Hotmail account.

### Outcomes

- Log in to <http://email.nmmu.ac.za> or equivalent webmail site
- Compose an email message
- Reply to an email message
- Forward an email message
- Attach a file to an email message
- Open and save a file attached to an email message.
- Delete unwanted email messages
- Navigate between your folders: inbox, sent items and deleted items and be able to move messages between them
- Sort email messages
- Create your own email account in GMAIL [www.gmail.com](http://www.gmail.com) and/or Microsoft Live [www.hotmail.com](http://www.hotmail.com)

## UNIT 3: INTERNET

Duration: 8 hours

### Purpose of the unit

In this unit participants will be guided on how to use the Internet by making use of Internet Explorer. Participants will also be shown how the Internet can be used in their every day lives.

### Outcomes

- Open the browser and know the use of the back, forward, stop, refresh, and print buttons.
- Access a web site from a URL that you have been given (or found in a book/magazine/on the TV)
- Use a search engine ([www.google.co.za](http://www.google.co.za)) to find useful sites on the Internet
- Read online documents
- Explore online newspapers
- Visit and explore commercial websites e.g. [www.amazon.com](http://www.amazon.com)
- Visit and explore academic websites e.g. [www.nmmu.ac.za](http://www.nmmu.ac.za)
- Visits and explore the university's library online
- Create and explore a social network at [www.facebook.com](http://www.facebook.com)

- Read and contribute to a discussion forum
- Copy text and a picture from a web site into MS-Word (understand what copyright and plagiarism are)
- Use the history and favourites buttons to manage your browsing experience.
- Compile a list of web-sites that are useful for your teaching
- Discuss how the Internet can be used for teaching and learning

## **UNIT 4: MS-EXCEL**

Duration: 8 hours

### Purpose of the unit

In this unit participants will be empowered to use MS-Excel as a tool for marks calculation and the saving of marks for future needs.

### Outcomes

- Set up a basic spread sheet
- Format cells: font, size and colour, bold, underline, italic
- Format Cells: lines and borders, shading.
- Format cells: percentage, number, decimal places, etc.
- Format columns and rows: adjust width/height.
- Cell alignment: Left, Centre, Right and Justify
- Understand absolute and relative cell references and when to use them
- Create spread sheet formulas using fundamental spread sheet functions: SUM, AVERAGE, COUNT/COUNTA, MAX, MIN
- Copying formulas
- Cut, copy, paste cells.
- Sort a spread sheet.
- Change the page orientation and margins.
- Save, open and print a spread sheet

## **UNIT 5: MS-POWERPOINT**

Duration: 8 hours

### Purpose of the unit

In this unit you will be required to make a PowerPoint presentation to the school governing body, teachers and/or parents on a given topic.

### Outcomes

- Create and view/present a slideshow
- Select different slide layouts

- Apply text alignment and formatting as required in MS-Word above
- Apply standard templates to a slideshow
- Insert and resize a picture
- Use custom animation to enhance a slideshow
- Cut, copy, paste slides using the slide sorter.
- Save, open, print a slideshow

## **PORTFOLIO TO BE SUBMITTED**

Portfolio based, based on self-study hand-out and portfolio to be submitted: (15 hours):

- Demonstrate understanding of the ICT integration competencies expected of educators
- Identify typical teacher development stages of ICT adoption
- Understand the roles played by learners and teachers when learning with ICT
- Understand the role of a school manager in formulating a school ICT policy through a participative process
- Assess their school's readiness for ICT: SWOT analysis

## **ASSESSMENT**

At the end of the module, you will be required to show your competence in Email, Internet searching, File Management, Word Processing, Spread sheets and Presentations. This will be done by means of a practical examination. During the examination, you will be required to demonstrate your skills in:

- Outlook Express (Email)
- Explorer (File Management)
- Word (Word Processing)
- Excel (Spreadsheet)
- PowerPoint (Presentation)
- Completion of a portfolio

As we will decide upon a date for this practical examination, it is important to note that this date is like a semester test or exam date. If you miss the practical exam, you won't receive a mark.

An overall passing mark is 50% for the practical test at the end of the programme.

To be able to qualify for a certificate, the following is required:

- Be officially registered for this SLP
- Have attended at least 75% of the contact time, and
- Have obtained at least the 50% pass mark of the practical test
- Obtain a pass mark of 50% or more for the portfolio

**END**