

CAPTURE DATA ELECTRONICALLY

Duration:	1 day
Target:	Operators / candidates competent in NQF Level 2
Prerequisite:	NQF Level 2
NQF Info:	NQF Level 3
Qualification:	Towards the National Certificate in Plastics Manufacturing NQF Level 3
Credits:	4
Certification:	merSETA-accredited Plastics SA Certification

Unit Standard

- Develop and use keyboard skills to enter text [9357]

Objective of Learning Programme

To be able to use keyboard techniques to key in alpha / numeric text, symbols and characters. To apply keyboard techniques ergonomically and to produce sentences and paragraphs containing alpha and numeric text, symbols and special characters.

Outcomes

At the end of the learning programme, learners will be able to

- Develop keyboard techniques to key-in alpha and numeric text, symbols, and special characters
- Identify and remedy technique errors
- Apply keyboard techniques and ergonomic practices to avoid overuse injuries
- Produce sentences and paragraphs containing alpha and numeric text, symbols and special characters

Contents

- Use of keyboard techniques to key-in alpha and numeric text, symbols, and special characters, using a standard alpha-numeric keyboard; and 150 words (750 keystrokes), in accordance with information provided and output required
- Use of entry functions e.g. shift, caps lock, enter, space bar, backspace, tab, cursor keys, delete, insert, over type
- Understand overuse syndrome prevention techniques in relation to posture and technique in accordance with occupational health and safety guidelines for keyboard operators
- Understand concepts of ergonomic practice relating to keyboard, in accordance with occupational health and safety guidelines for keyboarding errors

Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.