

<b>Domain</b>	<b>METALLURGICAL PROCESSING - CORE</b>	<b>Unit ID: 1470</b>
<b>Title:</b>	<b>Operate a personal computer</b>	
<b>Level: 2</b>		<b>Credits: 8</b>

### Purpose

This unit standard is intended for those who carry out metallurgical processing operations. People holding credit for this unit standard are able to: Access computer, system information and features; navigate and manipulate desktop environment; organise files using basic directory and folder structure; organise files for use; print information; and exit computer, system information and features.

### Special Notes

1. Entry information:

#### Prerequisite

- 1449 - *Comply with health, safety and environmental rules and regulations pertaining to processing operations; or demonstrated equivalent knowledge and skills.*

2. Assessment evidence may be collected from a real workplace or a simulated workplace in which processing operations are carried out.
3. This unit standard should be assessed in conjunction with other relevant technical unit standards selected from the metallurgical processing, mineral processing, hydrometallurgy, or pyrometallurgy domain.
4. Regulations and legislation, including subsequent amendments, relevant to this unit standard may include but are not limited to the following:
  - Labour Act, No. 11, 2007
  - Mineral Act, No. 33, 1992
  - Mine Health and Safety Regulations, 1999
  - Regulations relating to the Health and Safety of employees at work, 1997 and all industry specific regulations, legislations, code of practice, or code of conduct.

### Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website [www.nta.com.na](http://www.nta.com.na).

## **Elements and Performance Criteria**

### **Element 1: Access computer, system information and features**

#### **Performance Criteria**

- 1.1 Computer is started or user logged on according to workplace procedures.
- 1.2 Basic functions and features are identified using system information.
- 1.3 Desktop configuration is customised if necessary with assistance from appropriate personnel.
- 1.4 Disks or other devices are erased and formatted as necessary.
- 1.5 Available help functions are used as required.

### **Element 2: Navigate and manipulate desktop environment**

#### **Performance Criteria**

- 2.1 Desktop items are correctly selected, opened and closed to access features, such as directories or folders; files; network devices; recycle bin and waste basket.
- 2.2 Different roles and parts of the desktop window are identified for particular functions.
- 2.3 Desktop windows are opened, resized and closed for navigation purposes.
- 2.4 Shortcuts from the desktop are created.

### **Element 3: Organise files using basic directory and folder structure**

#### **Performance Criteria**

- 3.1 Directories or folders with subdirectories or subfolders are created and suitably named according to workplace requirements.
- 3.2 Directory or folder attributes that may include but are not limited to size and dates, are identified.
- 3.3 Subdirectories or subfolders are moved between directories or folders.
- 3.4 Directories or folders are renamed according to workplace requirements.
- 3.5 Directories or folders and subdirectories or subfolders are accessed via different paths.

#### **Element 4: Organise files for use**

##### **Performance Criteria**

- 4.1 The most commonly used types of files in a directory or folder are identified.
- 4.2 Files are created and suitably named when required.
- 4.3 Groups of files are selected and opened and renamed as required.
- 4.4 Files are copied or cut and pasted across directories.
- 4.5 Files are copied to disk where necessary.
- 4.6 Deleted files are restored as necessary.
- 4.7 Software tools are used to locate files.

#### **Element 5: Print information**

##### **Performance Criteria**

- 5.1 Information is printed from installed printer.
- 5.2 Progress of print jobs is viewed and deleted as required.
- 5.3 Default printer is changed for installed list if available.

#### **Element 6: Exit computer, system information and features**

##### **Performance Criteria**

- 6.1 All open applications are closed.
- 6.2 Computer is shutdown in accordance with user procedures and workplace requirements.

#### **Registration Data**

<b>Subfield:</b>	Metallurgy
<b>Date first registered:</b>	28 September 2016
<b>Date this version registered:</b>	28 September 2016
<b>Anticipated review:</b>	2021
<b>Body responsible for review:</b>	Namibia Training Authority