



# CML's SoftDev

Computer  
Courses

## CML Softdev Computer Courses

### Mission Statement

Computer literacy is of paramount importance for survival in the job related market place as it is, and the future holds a more critical scenario as the fundamental concepts of the underlying technology becomes a larger part of our everyday lives, grasping all areas of society in its advancement.

There are many career paths open to those with an interest in Information Technology.

Alongside it, there is also the harsh reality of sectors of society lacking funds or a style of life to accommodate these techno-adjustments. Based in the principle of "some can help bridge the gap", CML Softdev introduced a series of IT Courses designed to allow easy integration with parallel hands-on participation.

\*The courses are not endorsed by scholar entities, but are instead mechanisms of training that teach specific IT related modules, enabling the general public to enter into the world of information technology with obvious and decisive confidence. Also, we find that alongside the solutions on offer from Softdev, our direct contact with our clients tell us the level of knowledge clients possess, and we saw a need to assist these clients in developing a better and more fluid knowledge base, pertaining to directly related aspects of their office automation exercise, and supplying them with a tailor made, albeit generic in some sense, training program directly complementary to their service application. Courses are given for Microsoft® Windows® based environments.

Much like, we sell you the product, but we can also supply the 'how to' and not just related to the product but around it too.

For [course Materials](#), see the last part of the Blueprint.

The 'courses' are designed to address specific IT needs and generically allow for a correct operation of Hardware and its related Software. This, we find makes for a complete proper investment in information technology:

**PC Basics Operation**

**PC Intermediate Operation**

**Specific Software Full**

**Specific Software Single Component (Microsoft® Office)**

**Web Development**

### PC Basics / Basic Operation: (CCOF)

This course is aimed at the absolute beginner, no previous computer experience is necessary.

PC Basics is an excellent foundation for the learner who is keen to journey down the technology path. PC Basics provides a perfect introduction to computers for the absolute beginner.

The course starts right at the very beginning - switching on your computer, using the mouse and brushing up on your keyboard skills. As your confidence grows, you will be shown how to open, save and print documents, how to use the Windows operating system and even how to use graphics to add extra impact to your work. By the time you finish the PC Basics course, you will have all the skills you need to complete basic word processing tasks such as writing professional letters and designing simple documents, as well as being able to email a word processed document.

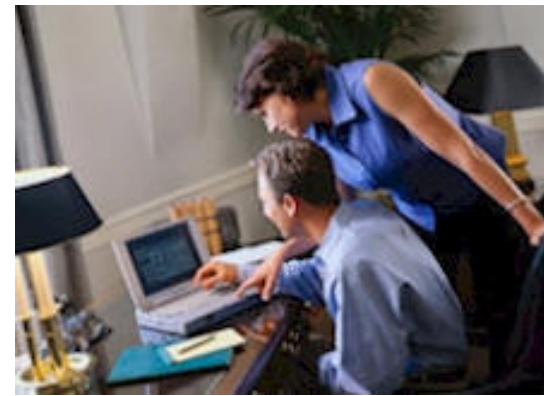
On completion of this course you will be able to:

- Complete basic tasks on a computer
- Understand and use an application package
- Open, save, reload, print and email files
- Understand and make simple use of a Windows operating system
- Understand a range of basic computer terms.



## Course Modules

What is a computer (Hardware)  
More about computer systems (Software)  
General operating of computers  
Introducing Word Processing  
Introducing E-mail agents  
Introducing the Internet



## Certification\* : Certificate of Computer Operating Fundamentals (CCOF)

- PC Basic Technologies
- Essential Internet Concepts
- Operating Systems
- Computer operation Fundamentals



## Duration & Cost

8 days - 2Hs per/day  
Alternate Saturdays am/pm  
1 to 5 persons: ZAR 300.00 per/person/day  
More than 5 persons: ZAR 200.00 per/person/day  
Can be given individually or in groups  
At your offices or our office



## PC Intermediate / Intermediate Operation: (CASC)

This course is aimed at the intermediate client, one that has at least basic computer experience or the equivalent to our [CCOF Certification\\*](#).

Continuing on our program of tutorials, we extend the knowledge base by exposing a more in depth IT and Computer operating experience. This course also provides a good foundation to pursue more training in order to gain further certification such as an official CompTIA A+ certification.

The course elaborates on the [CCOF](#) certification and introduces the more intricate operating constituents of a

computer. Learn the general skills required to work in an everyday office environment. With just about any job interview that you will pursue in today's times, you will be required and probably be assessed on your general Computer literacy. With the PC Intermediate course you will learn and be exposed to anything from, a operating system (windows), to surfing the world wide web and to working with Microsoft® Office. In fact, without having to buy the popular software, you will be able to learn it and feel confident with its use, thus, pre-preparing you for a strong possibility of employment without that expense. For the price of a callout, you will be most likely ready to either have the reason for the callout sorted out, or better yet, avoid it all-together.

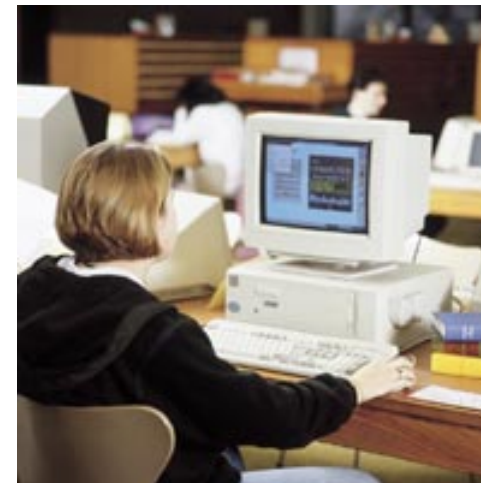
On completion of this course you will be able to:

- Complete intermediate to advanced tasks on a computer
- Install, Understand and use a software in advanced mode
- Understand the internals of a computer in relation to peripherals
- Understand and enable Computer Security systems
- Understand a range of advanced computer terms.
- Plug a full automated office environment together
- General advanced operating skills
- Advanced Internet training and protocols
- Setting and Configuring E-mail, Internet, Hardware
- Do backups and imperative operating maintenance
- Intro to Alternative IT



### Course Modules

- Computer Hardware in depth
- Computer Software in depth
- Advanced operating of computers
- Introducing Microsoft® Office
- Intermediate Word Processing skills
- Intermediate E-mailing Skills
- Basic Spreadsheet Skills
- Basic Database Skills
- General Security imperatives & application
- Advanced Internet
- General imperative Computer maintenance



## Certification\* : Certificate of Advanced Skills in Computers (CASC)

- PC Intermediate Technologies
- Intermediate Internet Concepts
- Advanced Office automation Systems
- Advanced Computer operation Fundamentals



### Duration & Cost

16 days - 2Hs per/day

Alternate Saturdays am/pm

1 to 5 persons: ZAR 500.00 per/person/day

More than 5 persons: ZAR 300.00 per/person/day

Can be given individually or in groups

At your offices or our office



### Basic Specific Software Operation: (COPP/AP/MF/MO) (OCW/P/O/PS/A/E)

This course is aimed at the client who prefers to learn the operation of one or more specific software. Client has to have at least some basic operation skills (recommended PC Basics [CCOF](#) Certification) and on completion of the 'Full Software' courses equivalence to the [CASC](#) certification is also awarded. This because the fundamentals of proper use and operation of any major software imply that one is completely 'au fait' with more advanced skills of operation and these are fully covered in our Intermediate Computer course. So two for the price of one! Completing the 'Single Software' courses in the series of Microsoft® Office constituents, awards the single certification only and once all are completed, the Full certificate is issued with also [CASC](#) equivalence.

The course confidently prepares the client in the use and operation of a major software, specifically, or a combination of some. Although short term courses, these aim at the 'hands-on' case scenario where real life situations (such as office skilled requirements) are applied. The ultimate drive is to have the client accomplish all tasks normally associated with the objective environment he/she will be occupying or seeks to occupy. Obstacles are tackled on a real life situation and by enforcing that the client rationalizes the problem and arrives at the solution in order to have it become second nature. This is achieved only through deep knowledge of both, the actual software in use and the operating platform that serves the environment. You learn both!!

**The Full Software Courses:** Adobe Photoshop / Corel Photo-Paint / Macromedia Flash / Microsoft® Office Complete

**The Microsoft® Singles Courses:** MS PowerPoint / MS Access / MS Outlook / MS Excel / MS Publisher / MS Word

On completion of this course you will be able to:

Complete on demand any basic task of the software capabilities.

Install, Understand and use the software

Understand the internals of a computer in relation to peripherals

Understand and enable Computer Security systems

Understand a range of advanced computer terms.

Plug a full basic automated office environment together\*\*

General intermediate Software operating skills

Setting and Configuring Software protocols

Safeguard the data produced from the Software use

Maintenance Skills



\*\*Applicable where Microsoft® Office complete is the course material.

**Course Modules**

Full Software:

Complete Software basic operating skills

Operating system relatives

Single Microsoft® software Constituents:

Complete software basic operating skills

Operating system relatives



Certification\* :

Full Software Courses:

Certificate of Operation in {software}  
(COAP - Adobe Photoshop)  
(COPP - Corel Photo Paint)  
(COMF - Macromedia Flash)  
(COMO - Microsoft Office)

and the CASC Certification with any of the above.

- PC Intermediate Software Technologies
- Intermediate Office automation Systems
- Advanced Computer operation Fundamentals

Single Microsoft® software Constituents:

Operating Certificate in {software}  
(OCW- Microsoft® Word)  
(OCP- Microsoft® PowerPoint)  
(OCO- Microsoft® Outlook)  
(OCPS- Microsoft® Publisher)  
(OCA- Microsoft® Access)  
(OCE- Microsoft® Excel)

CASC Certification only given equivalence when all are completed.

- PC Intermediate Single Software Technologies
- Intermediate Single Office automation Systems
- Intermediate Computer operation Fundamentals



## Duration & Cost

8 days - 2Hs per/day

Alternate Saturdays am/pm

1 to 5 persons: ZAR 300.00 per/person/day

More than 5 persons: ZAR 200.00 per/person/day

Can be given individually or in groups

At your offices or our office



## Web Development: (CIWD)

This course is aimed at the client interested in acquiring the necessary skills to do Web-Development and its full relative protocols. From developing a schematic plan to hosting the Website and subsequently maintaining it fully optimized. All in one course.

The client must have the equivalent to our level of intermediate certification, [CASC](#).

The course will introduce all relative parts that form a full deployed Website using standards as approved by the W3C Web protocols and if taken with a Full course component such as Macromedia's Flash, will allow for a versatile position in the market place for anyone serious enough to take Web-Development as a career move. Due to the nature of in depth knowledge required and the vast array of different platforms available as well as the languages involved, we touch on each and most of these so as to give a balanced output of knowledge that can easily be furthered by official scholar endorsed courses as an additional possibility. With our course, you will however, be able to create your own Website entirely by yourself and will understand the intricacies of such creation. All this in an organized fashion and not through the 'occasional' trial and error all too familiar case scenarios.

### On completion of this course you will be able to:

Complete basic to intermediate Websites

Install, Understand and use Web software

Understand the internals of a computer in relation to the software

Understand and enable Computer Security systems

Understand a range of advanced computer terms.

Plug a full automated Web Developed system

General advanced Web Software operating skills

Advanced Internet training and protocols

Learn and familiarize yourself with various coding languages

Apply coding languages to your Web development

Do backups and imperative operating maintenance

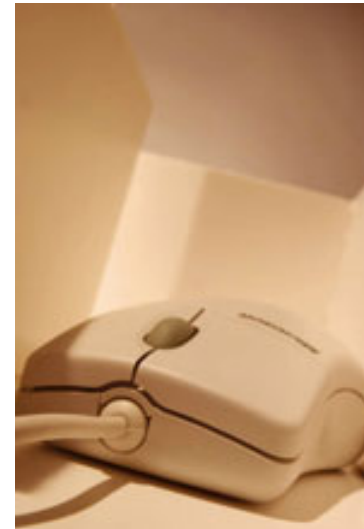
Learn the standards of W3C and the legalities of Web Development

Deploy a full specified and organized schema for Web Development



### Course Modules

- Legalities and W3C Standard rules
- Organized layout protocols & habits
- Full Web Schema organizer
- Domains & Registration
- Initial protocol schema Requirements
- Internet in depth and variants
- Web Development Editors
- Coding and Scripting
- Graphics & Fonts
- Static and Dynamics
- Designing Implementation
- Scripting Implementation
- Closing of schema
- Advanced Internet & Search engines
- Servers & server implementation
- Security issues and maintenance
- Analysis, Promotion and Maintenance (Basic Optimization)
- Presentation skills & compliance



## Certification\* : Certificate in Intermediate Web Development (CIWD)

- PC Intermediate Technologies & Advanced Software Skills
- Intermediate Internet & Server Concepts
- Intermediate Web Development Skills
- Intermediate Graphic & Coding Skills



### Duration & Cost

16 days - 2Hs per/day

Alternate Saturdays am/pm

1 to 5 persons: ZAR 3000.00 per person For full course

More than 5 persons: ZAR 2000.00 per person For full course

Can be given individually or in groups

At your offices or our office



### The Course Materials:

The Course materials are provided by Softdev temporarily and for the duration of the respective courses. Clients have an option of discounted prices if they prefer to acquire the software / hardware requirements as we are official reseller agents for these Materials.

We are at present working on a 'distance training' facility which will enable you to do these courses in the comfort of your own home and available time. There are no official examinations but there are unofficial tests done on all lessons at random. Certification is only attained when we are satisfied the client is completely at ease with the course curriculum, thus, a practical is bottom line before the certification is issued. Not difficult, just ensuring you invested your hard earned money and not threw it away. How do we satisfy ourselves with the results? Let's just say you'll be at a level where if it was the case we would employ your services! In fact, you actually become part of the IT Hub as a freelancer if you so wish, therefore, this underlines our commitment to serious approach in our courses.

Interested?

Contact us and request a quote without delay.

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