

**Postgraduate Diploma in Technology for Language Learning  
(PGDip in TeLL)  
Department of Modern Foreign Languages, University of Stellenbosch**

NAME: \_\_\_\_\_

Contact details      phone number(s): \_\_\_\_\_

e-mail: \_\_\_\_\_

Home language(s): \_\_\_\_\_

Qualification(s): \_\_\_\_\_

Languages studied (post-school), at which level: \_\_\_\_\_

Occupation (and if teacher, what languages you teach): \_\_\_\_\_

Years of language teaching experience: \_\_\_\_\_

**Computer Literacy Self-Assessment**

The following Self-Assessment is designed to give us an indication of your level of computer literacy but should also help you to determine if you will need additional practice or even training to meet the computer-related requirements of the MPhil programme.

Please answer each question with either 2, 1 or 0:

**2 = YES**

**1 = NOT SURE, BUT LIKELY**

**0 = NO or UNLIKELY**

<b>A. General Computer Knowledge</b>	<b>score</b>
Have you worked in a network environment before, where you had to log-on and log-off?	
Can you open, use and close programs from the start menu?	
Do you understand and use the functions of the left and right mouse buttons?	
Do you know how to adjust a monitor (resize, change display properties)?	
Can you name two storage devices?	
Do you know what an "icon" is and what to do with it?	
Do you know how to use a mouse to "drag" an item?	
Do you know what a modem is used for?	
Do you know how to reboot your computer?	
If you have a program on a CD, do you know how to RUN it?	
Do you know how to open up more than one program at a time and move between them?	
<b>TOTAL SCORE General Computer Knowledge</b>	

2 = YES

1 = NOT SURE, BUT LIKELY

0 = NO or UNLIKELY

<b>B. File Management Knowledge</b>	<b>score</b>
Do you know the acceptable form for a filename?	
Do you know how to search for a file on your computer?	
Do you know how to create a folder?	
Do you know how to navigate file structures using Windows Explorer?	
Do you know how to create a shortcut on the desktop?	
Do you know how to save files to a desktop folder, hard drive or disk?	
Can you use compression software such as Winzip to compress and decompress files?	
Do you know how to delete files, empty the recycle bin and restore items sent to the recycle bin?	
Do you know how to copy documents from a hard disk to a flash disk/drive and vice versa?	
Do you know the difference between file formats (e.g. *.doc, *.ppt, *.xls, *.htm, *.pdf)?	
<b>TOTAL SCORE File Management Knowledge</b>	

<b>C. System Maintenance and Security Knowledge</b>	<b>score</b>
Do you understand how programs and data differ and how they are organized, stored and accessed?	
Do you know how to back up data?	
Do you know how to use and maintain an up-to-date anti-virus program to check programs and files for viruses on your home computer?	
Do you know what to do if you think your home computer is infected with a virus?	
Do you know what computer practices put you at risk for virus infection?	
Can you diagnose and correct common hardware/software problems using self-help resources (manuals, online help, Windows troubleshooter)?	
Can you remove programs that are not used by using the add/remove function in Windows?	
Do you know how to install or upgrade an application?	
Do you understand why temporary files are created and how to delete them?	
Do you know how to add new hardware such as scanners, mouse, keyboard, monitor, modem, printers, etc?	
Do you know how to perform basic system maintenance by using system tools (e.g. scan disk, disk cleanup, disk defragmenter)?	
<b>TOTAL SCORE System Maintenance and Security Knowledge</b>	

2 = YES

1 = NOT SURE, BUT LIKELY

0 = NO or UNLIKELY

<b>D. Word Processing Skills</b>	<b>score</b>
Do you know what a font or typeface is?	
Do you know how to insert and remove/modify margins, tabs, headers, footers, page numbers and line spacing in your word processor?	
Do you know how to edit, copy, cut and paste a block of text?	
Do you know how to use a mouse to "drag" a block of text?	
Do you know how to create a table in a word processing document?	
Do you know what the clipboard does?	
Can you use a spell checker?	
Do you know how to change text fonts, size, colour and style?	
Do you know how to insert graphics and other files (spreadsheets, other documents) into a document?	
Do you know how to "save as" in order to change the format of the document you are saving from one type of word processing program to another?	
<b>TOTAL SCORE Word Processing Skills</b>	

<b>E. Communications Skills (E-mail)</b>	<b>score</b>
Do you have an e-mail address that you regularly use?	
Do you know how to compose, send, reply to and forward e-mail messages?	
Do you know how to use an electronic address book to store individual and group e-mail addresses?	
Do you know how to set up e-mail preferences related to delivery, formatting, spellcheck, security, message handling and file management?	
Do you know how to send an attachment as part of an e-mail message?	
<b>TOTAL SCORE Communications Skills</b>	

<b>F. Web Skills</b>	<b>score</b>
Have you ever used more than one browser (Netscape, Internet Explorer, Mozilla, Opera)?	
Do you know how to save a web page?	
Have you ever customized a Web browser (security settings, tool bars, home page, etc)?	
Do you know the difference between a "search engine" (e.g. Google, AltaVista), subject directory (e.g. Yahoo) and a meta-search tool (e.g. Dogpile, Jeeves) and know when it is most advantageous to use one over the other?	
If you found a site on the Web that you particularly liked, do you know how to easily save that site (bookmark)?	
Do you know how to view, download, decompress, and open documents and programs from Internet sites (e.g. graphics, HTML, demonstrations of applications, documents, presentation files, PDF files)?	
Once you have located data on the Web, do you know how to save it to a folder?	
<b>TOTAL SCORE Web Skills</b>	

2 = YES

1 = NOT SURE, BUT LIKELY

0 = NO or UNLIKELY

<b>G. Presentation Skills ( PowerPoint)</b>	<b>score</b>
Can you create presentations using wizards, design templates or blank layouts?	
Can you create individual slides using standard layouts and designs?	
Do you know how to modify standard layouts and design templates?	
Do you know how to edit, insert and re-sequence slides?	
Do you know how to change text fonts, add bullets or numbers to slide content?	
Can you add objects (e.g. clip art, pictures, video clips, sound) to your presentation?	
Do you know how to add animations and transitions to slides?	
Do you know how to include tables and charts in your presentation?	
Can you navigate between slides and switch between different views (slide, outline, etc)?	
<b>TOTAL SCORE Presentation Skills</b>	

At the end of each part, total your points for that section. As a rule of thumb:

- If you score above 16 points for any particular section (excluding the shorter sections E and F), you probably have the skill level needed to use a computer for that section.
- If you score between 10 and 15, you seem to have a significant amount of familiarity but you should continue to give yourself opportunities to work with a computer and become even more familiar with particular aspects.
- If you score below 10, you need to get additional practice and/or training.

If you are admitted to the course, we will advise you on the aspects that need attention in order to meet the requirements of the programme.

Finally, for our information:

### **Multimedia**

- Have you used a graphical editor (*Paintshop Pro, Photoshop, etc.*) before? YES / NO

Give name of program: \_\_\_\_\_

- Have you recorded and edited sound digitally before? YES / NO

Give name of program: \_\_\_\_\_

- Have you edited video (clips) on computer before? YES / NO

Give name of program: \_\_\_\_\_

Please e-mail the completed Self-Assessment questionnaire with the motivation document to rdt@sun.ac.za or send it to:

The Course Coordinator: PG Dip (TeLL)  
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