

PERFORM COMPUTER OPERATIONS

ISCED UNIT CODE: 0612554 01A

TVET CDACC UNIT CODE: SEC/CU/CS/CR/01/5/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Perform Computer Operations

Duration of Unit: 150 hours

Unit Description

This unit covers the competencies required to perform computer operations. It involves processing computerized word documents, manipulating computerized spreadsheets, maintaining computerized databases, manipulating presentation slides, manipulating graphic application and performing online collaboration.

Summary of Learning Outcomes

Learning Outcomes	Durations (Hours)
1. Process computerized word document	30
2. Manipulate computerized spreadsheet	30
3. Maintain computerized database	30
4. Prepare PowerPoint presentation	20
5. Manipulate graphic application	25
6. Perform online collaboration	15
Total Hours	150

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Process computerized word document	1.1 Ergonomics risk factors 1.2 Operating Computer devices 1.2.1 Meaning and importance of	▪ Practical assessment ▪ Simulations

	computer 1.2.2 Functions and Uses of Computers 1.2.3 Classification of computers 1.2.4 Components of a computer system 1.2.5 Computer Hardware 1.2.6 Procedure for turning/off a computer 1.2.7 Desktop Customization 1.2.8 File and Files Management using an operating system 1.2.9 Computer external devices management 1.3 Creation of computerized word document 1.3.1 Introduction to word document 1.3.2 Types of word processors 1.3.3 Creating word document 1.4 Editing and formatting word document 1.3.4 Word document editing features 1.3.5 Word document formatting features 1.3.6 Enhancing productivity 1.5 Mail merge 1.5.1 Mail merge preparation 1.5.2 Mail merge output 1.6 Printing of computerized word document 1.6.1 Print setup	▪ Observation Checklist ▪ Product Checklist ▪ Written assessment ▪ Portfolio of evidence
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	1.6.2 Printing	
2. Manipulate computerized spreadsheet	2.1 Creation of Computerized spreadsheet workbook 2.1.1 Spreadsheet concepts 2.1.2 Cell referencing 2.1.3 Spreadsheet editing features 2.1.4 Data manipulation in spreadsheets 2.1.5 Formulas and functions 2.2 Computerized spreadsheet worksheet formatting 2.2.1 Spreadsheet formatting features 2.2.2 Data presentation 2.3 Computerized spreadsheet workbook printing 2.3.1 Print setup 2.3.2 Printing	▪ Practical assessment ▪ Simulations ▪ Project ▪ Observation Checklist ▪ Product Checklist ▪ Written assessment ▪ Portfolio of evidence
3. Maintain computerised database	3.1 Computerised database user requirements collection 3.1.1 Understand database 3.1.2 Collection of User requirements 3.2 Design Computerised database schema 3.2.1 Creating database models 3.3 Creation of Computerised database objects 3.3.1 Database Objects 3.4 Data manipulation 3.4.1 Inserting records	▪ Practical assessment ▪ Simulations ▪ Project ▪ Observation Checklist ▪ Product Checklist ▪ Written assessment ▪ Portfolio of evidence

	3.4.2 Retrieving records 3.4.3 Deleting records 3.4.4 Updating record 3.4.5 Printing database objects	
4. Manipulate presentation slides	4.1 Collection of Presentation requirements 4.2.1 Definition of terms 4.2.2 Presentation requirements 4.2.3 Types of presentation software 4.2.4 Elements of presentation window 4.2.5 Manipulating presentations 4.2.6 Working with presentations 4.2 Presentation layout set up 4.3 Creation of a Slide 4.3.1 Slide views 4.3.2 Slide designs 4.3.3 Slide transition 4.4 Manipulation of a slide 4.4.1 Adding data/text to a slide 4.4.2 Slide animation 4.4.3 Formatting data/text 4.4.4 Move/copy/delete a slide 4.4.5 Inserting header and footer 4.4.6 Presentation objects	▪ Practical assessment ▪ Simulations ▪ Project ▪ Observation Checklist ▪ Product Checklist ▪ Written assessment ▪ Portfolio of evidence

	4.4.7 Print setup	
5. Manipulate graphic application	5.1 Collecting graphic design requirements 5.1.1 Definition of terms 5.1.2 Graphic application requirements 5.1.3 Types of graphic application software 5.1.4 Types of publications designs 5.1.5 Elements of Graphic application window 5.2 Creation of graphic design 5.2.1 Perform basic tasks using graphic application software 5.2.2 Add content to a publication 5.2.3 Edit content to a publication 5.2.4 Format text and paragraphs in a publication 5.2.5 Page formatting in a publication 5.2.6 Work with graphics objects in a publication 5.3 Publishing of graphic design 5.3.1 Prepare a publication 5.3.2 Print setup 5.3.3 Printing publication	▪ Practical assessment ▪ Simulations ▪ Project ▪ Observation Checklist ▪ Product Checklist ▪ Written assessment ▪ Portfolio of evidence

6. Perform Online Collaboration	6.1 Identification of Online collaboration tools 6.1.1 Definition of online collaboration 6.1.2 Importance of online collaboration 6.1.3 Online collaboration tools 6.2 Online collaboration preparation 6.2.1 Collaboration concepts 6.2.2 Common setup features 6.2.3 Preparation for online collaboration 6.3 Application of online collaborative tools 6.3.1 Using online collaborative tools 6.4 Demonstrating Mobile collaborations	▪ Practical assessment ▪ Simulations ▪ Project ▪ Observation Checklist ▪ Product Checklist ▪ Written assessment ▪ Portfolio of evidence
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Suggested Delivery Methods

- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Group discussions
- Facilitation using active learning strategies

Recommended Resources for 25 trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Trainee: Item)
A	Learning Materials			

1	Textbooks		5 pcs	5:1
2	Installation manuals		5 pcs	5:1
3	Flip Charts		5 pcs	5:1
4	PowerPoint presentations	For trainer's use		
5	Magazines/brochures/business cards			
B	Learning Facilities Infrastructure			
6	Lecture/theory room		1	25:1
7	Laboratory		1	25:1
C	Consumable Materials			
8	Printing papers		1 ream	1:20
9	Foolscaps		1 ream	
10	Toners/cartridges		2 pcs	13:1
11	Assorted colour whiteboard markers			
D	Tools and Equipment			
12	Computers		25 pcs	1:1
13	Projector		1 pc	25:1
14	Printers		2 pcs	1:13
16	Whiteboard		1 pc	25:1
17	Flash drives		5 pcs	5:1
18	1 External Hard drive		1 pc	25:1
19	Application software suite		5 pc	