

PERFORM COMPUTER OPERATIONS

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

UNIT DESCRIPTION

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

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Process computerized word document	1.1 Word processing software is opened and configured according to task requirements. 1.2 New documents are created, saved, and named according to organizational file-naming conventions. 1.3 Existing documents are opened, reviewed, and modified as required. 1.4 Text is entered, formatted, and aligned according to given specifications (fonts, spacing, styles). 1.5 Tables, images, and graphics are inserted and formatted to enhance document presentation. 1.6 Editing functions (spell-check, grammar check, track changes, comments) are applied to improve document quality. 1.7 Page layout features (margins, orientation, headers/footers, numbering) are applied according to requirements. 1.8 Documents are proofread, finalized, and saved in appropriate formats (DOCX, PDF). 1.9 Documents are printed, shared, or stored following organizational procedures.

2. Manipulate computerized spreadsheet	2.1 New spreadsheets are created, saved, and named using organizational file-naming conventions. 2.2 Data is entered, edited, and formatted in rows, columns, and cells according to specifications. 2.3 Basic formulas and functions (SUM, AVERAGE, IF, COUNT) are applied to process data. 2.4 Data sorting, filtering, and validation techniques are used to organize and manage information. 2.5 Charts, graphs, and tables are created to present data in a clear and meaningful way. 2.6 Formatting features (cell styles, borders, conditional formatting) are applied to enhance readability. 2.7 Spreadsheet security features (password protection, locked cells) are applied where necessary. 2.8 Finalized spreadsheets are saved in appropriate formats (XLSX, CSV, PDF) and shared according to organizational procedures.
3. Maintain computerized database	3.1 Database software is opened and configured according to organizational requirements. 3.2 New databases are created, named, and structured according to given specifications. 3.3 Existing databases are accessed, reviewed, and updated with new or modified records. 3.4 Data entry, editing, and deletion are performed in compliance with accuracy and integrity standards. 3.5 Queries are created and executed to retrieve specific information from the database. 3.6 Forms and reports are generated and customized to present data in user-friendly formats. 3.7 Database maintenance tasks (indexing, compacting, repairing) are carried out to optimize performance. 3.8 Backup procedures are performed regularly to ensure database availability and recovery.

	3.9 Access permissions and security features are applied to protect data integrity and confidentiality. 3.10 Finalized databases and reports are saved, exported, and shared according to organizational procedures.
4. Prepare PowerPoint presentation	4.1 Presentation software is opened and configured according to task requirements. 4.2 New presentation files are created, saved, and named using organizational file-naming conventions. 4.3 Slide layouts, themes, and templates are selected to match the presentation purpose. 4.4 Text, images, tables, and charts are inserted and formatted according to design specifications. 4.5 Multimedia elements (audio, video, animations, transitions) are incorporated to enhance delivery. 4.6 Slide content is structured logically to ensure clarity and effective communication. 4.7 Consistent formatting (fonts, colors, alignment) is applied throughout the presentation. 4.8 Presentation notes and handouts are prepared to support delivery. 4.9 The presentation is previewed, rehearsed, and adjusted for timing and accuracy. 4.10 Finalized presentations are saved in appropriate formats (PPTX, PDF, video) and shared or presented according to organizational procedures.
5. Manipulate graphic application	5.1 Graphic design or image editing software is opened and configured according to task requirements. 5.2 New graphic files are created, saved, and named using organizational file-naming conventions. 5.3 Existing graphic files are accessed, edited, and updated as required. 5.4 Basic drawing and design tools (lines, shapes, brushes, text) are applied to create or enhance

	graphics. 5.5 Images are imported, resized, cropped, and adjusted for brightness, contrast, and color balance. 5.6 Layers, effects, and filters are applied to achieve desired visual outcomes. 5.7 Vector and raster graphics are manipulated appropriately for design tasks. 5.8 File formats (JPEG, PNG, SVG, PSD) are selected and exported according to output requirements. 5.9 Completed graphic works are saved, printed, or published according to organizational procedures.
6. Perform online collaboration	6.1 Online collaboration platforms (Google Workspace, Microsoft Teams, Zoom, Cisco WebEx, Slack) are accessed and configured according to organizational requirements. 6.2 User accounts and profiles are created, updated, and maintained securely. 6.3 Documents, spreadsheets, and presentations are shared and collaboratively edited in real time. 6.4 Online meetings, video conferences, and webinars are scheduled, conducted, and recorded where necessary. 6.5 Collaboration tools (chat, screen sharing, whiteboards, file sharing) are used to support teamwork. 6.6 Access permissions and version control are applied to maintain document integrity and confidentiality. 6.7 Notifications, reminders, and task assignments are managed to support project workflows. 6.8 Data security and privacy protocols are followed when engaging in online collaboration. 6.9 Collaboration activities are documented and stored according to organizational procedures.

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Document creation may include but not limited to:	• New file creation • Saving files • Naming files according to organizational conventions
Document output and storage may include but not limited to:	• Printing • Sharing • File storage according to organizational procedures
Security may include but not limited to:	• Password protection • Restricted access • Data validation • Backup procedures

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

- Creating new files, saving documents, and applying organizational file-naming conventions.
- Document output processes, including printing, sharing, and storing files in line with organizational procedures.
- Security practices for documents, including password protection, restricted access, data validation, and backup procedures.

FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:

- Communications (verbal and written);
- Time management;
- Problem solving;
- Planning;
- Decision making;
- Report writing;

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and understanding and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Online collaboration platforms (Google Workspace, Microsoft Teams,Zoom,Cisco Webex,Slack) are accessed and configured according to organizational requirements. 1.2 User accounts and profiles are created, updated, and maintained securely. 1.3 Documents, spreadsheets, and presentations are shared and collaboratively edited in real time. 1.4 Online meetings, video conferences, and webinars are scheduled, conducted, and recorded where necessary. 1.5 Collaboration tools (chat, screen sharing, whiteboards, file sharing) are used to support teamwork. 1.6 Access permissions and version control are applied to maintain document integrity and confidentiality. 1.7 Notifications, reminders, and task assignments are managed to support project workflows. 1.8 Data security and privacy protocols are followed when engaging in online collaboration. 1.9 Collaboration activities are documented and stored according to organizational procedures. 1.10Database software configuration outlined according to organizational requirements. 1.11Creation, naming, and structuring of new databases documented in line with specifications. 1.12Forms and reports generated, customized, and outlined for user-friendly presentation. 1.13Presentation software setup outlined in line with task requirements. 1.14Creation, saving, and naming of new presentations
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	documented according to organizational conventions. 1.15 Slide layouts, themes, and templates selected and outlined as per purpose. 1.16 Insertion and formatting of text, tables, images, and charts documented for clarity. 1.17 Multimedia integration outlined to enhance delivery. 1.18 Final presentations were saved and outlined for distribution. 1.19 Graphic software configuration outlined in line with task requirements. 1.20 Drawing and design tools applied and documented. 1.21 Layers, filters, and effects applied and documented for visual outcomes. 1.22 Final graphic works saved, printed, or published and documented according to procedures. 1.23 Online collaboration platforms configured as per organisational requirements. 1.24 Online meetings, webinars, and video conferences scheduled, conducted, recorded, and documented. 1.25 Access permissions and version control applied, and evidence documented for integrity.
2. Resource Implications for competent certification	The following resources should be provided: 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where assessment can take place 2.3 Materials relevant to the proposed activity or tasks
3. Methods of Assessment	Competency may be assessed through: 3.1 Observation 3.2 Oral questioning 3.3 Practical test in conducting test 3.4 Demonstration of interpretation of test results
4. Context of Assessment	Competency may be assessed individually 4.1 In the actual workplace 4.2 Simulated environment of the work place

5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.
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UNIT DESCRIPTION

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ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace functions	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicized terms are elaborated in the range)</i>
1. Process computerized word document	1.1 Ergonomics risk factors observed as per work place procedures
	1.2 Computer devices are operated as per workplace procedure.
	1.3 Computerized word document is created as per workplace procedure.
	1.4 Computerized word document is edited and formatted as per workplace procedure.
	1.5 Computerized word document is mail merged as per workplace procedure.
	1.6 Computerized word document is printed as per workplace procedure.
2. Manipulate computerized spreadsheet	2.1 Computerized spreadsheet workbook is created as per workplace procedure.
	2.2 Computerized spreadsheet worksheet is formatted as per the workplace procedure.
	2.3 Computerized spreadsheet workbook is printed as per the workplace procedure.

3. Maintain computerised database	3.1 Computerised database user requirements are collected as per workplace procedure.
	3.2 Computerised database schema is designed as per user requirement.
	3.3 Computerised database objects are created as per database design.
	3.4 Data is manipulated as per user requirement.
4. Manipulate presentation slides	4.1 Presentation requirements are collected as per workplace procedure.
	4.2 Presentation layout is designed as per user requirement.
	4.3 Slide is created as per presentation procedure.
	4.4 Slides are manipulated as per the user requirement.
5. Manipulate graphic application	5.1 Graphic design requirements are collected as per user needs.
	5.2 Graphic design is created as per user requirement.
	5.3 Graphic design is published as per workplace procedures.
6. Perform online collaboration	6.1 Online collaboration tools are identified as per workplace procedures.
	6.2 Online collaboration is prepared as per workplace procedures.
	6.3 Online collaborative tools are applied as per workplace procedures.
	6.4 Mobile collaborations are demonstrated as per workplace procedures.

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
1. Computerised database objects	Queries

may include but are not limited to:	• Reports • Forms • Tables
2. Online collaboration tools may include but are not limited to:	• Zoom • Google drive • Teams • Skype

REQUIRED KNOWLEDGE AND SKILLS

This section describes the knowledge and skills required for this unit of competency.

Required Knowledge

The individual needs to demonstrate knowledge of:

- Documentation processes
- Computer and devices settings
- Database management system types
- Data models, attributes and relationships
- Transactions and concurrency mechanisms
- Database design and implementation methods
- Database security features
- Types of database testing
- Database management system

Required skills

The individual needs to demonstrate the following skills:

Technical skills

- Management skills
- Report Writing
- Data collection
- Analytical skills
- Problem solving skills
- Communication skills

- Time management
- Critical thinking

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Collected computerised database user requirements as per workplace procedure. 1.2 Designed computerised database schema as per user requirement. 1.3 Created computerised database objects as per database design. 1.4 Manipulated data as per user requirement. 1.5 Designed presentation layout as per user requirement. 1.6 Created slide as per presentation procedure. 1.7 Manipulated slides as per the user requirement. 1.8 Created graphic design as per user requirement. 1.9 Published graphic design as per workplace procedures. 1.10 Prepared online collaboration as per workplace procedures. 1.11 Applied online collaborative tools as per workplace procedures.
2. Resource implications	The following resources should be provided: 2.1 Appropriately simulated environment where assessment can take place 2.2 Access to relevant work environment 2.3 Resources relevant to the proposed activities or tasks
3. Methods of assessment	Competency in this unit may be assessed through: 3.1 Portfolio of evidence 3.2 Interviews 3.3 Written tests 3.4 Third party report 3.5 Practical assessment

	3.6 Projects 3.7 Oral questioning
4. Context of assessment	Competency may be assessed in the workplace or in a simulated workplace.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.