

	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.

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.