OCCUPATIONAL UNIT STANDARDS FOR INFORMATION COMMUNICATION TECHNOLOGY

03-31-312-3121
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Vocational Educational and Training Authority (VETA)
Dar Es Salaam
TANZANIA

Occupational Unit Standards

For

INFORMATION COMMUNICATION TECHNOLOGY

LEVELS I - III

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The first Vocational Training Act in Tanzania was passed in 1974 and prior to that period a 1940 apprenticeship ordinance was used to guide apprenticeship training within industry. The training system which subsequently emerged was dual, based on one to two years of basic training followed by two or three years of apprenticeship training in industry. In 1994, a new Vocational Educational and Training Act was passed with a focus on making the training system more flexible, cost effective and responsive to the demands of the labour market. In order to enhance flexibility, the training system is being changed to the Competence Based Education Training (CBET) approach.

<table>
<thead>
<tr>
<th>OLD SYSTEM</th>
<th>NEW SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply driven approach.</td>
<td>Demand driven approach.</td>
</tr>
<tr>
<td>Highly centralized management.</td>
<td>Decentralized to regions.</td>
</tr>
<tr>
<td>Government financed.</td>
<td>User-financed (2% pay roll levy) etc.</td>
</tr>
<tr>
<td>Formal sector based.</td>
<td>Formal and informal sector based.</td>
</tr>
<tr>
<td>Examination driven.</td>
<td>Competence based system.</td>
</tr>
<tr>
<td>Fixed entry and exit points.</td>
<td>Flexible entry and exit point.</td>
</tr>
<tr>
<td>No recognition of prior experiences.</td>
<td>Recognition of prior experiences.</td>
</tr>
<tr>
<td>Organized according to subjects.</td>
<td>Occupational focus</td>
</tr>
<tr>
<td>Division between education/training.</td>
<td>Integrated approach.</td>
</tr>
<tr>
<td>Long institutionally based training.</td>
<td>Both long and short course approach.</td>
</tr>
<tr>
<td>Civil service culture.</td>
<td>Market oriented culture.</td>
</tr>
<tr>
<td>No clear career path.</td>
<td>Clear career path.</td>
</tr>
</tbody>
</table>

A feature of the Competence Based Education Training (CBET) is that progress can only be made if a preceding module has been mastered. This implies some form of continuous testing. The test may be of a purely practical nature or of knowledge only or a combination of the two. Training can take
place in training institutions or at the work place. Each module needs to be tested against approved
performance criteria. Testing, which should be done after the module has been mastered, will enable
immediate feedback to the trainee and therefore enhance trainee motivation since the knowledge of
progress and success becomes an integral part of the learning process. Success in a module results in
the trainee being exposed to new material only when mastery in the previous module has been
attained and as such the course of training can be individualized. The traditional way of carrying out
a trade test at the end of a training programme will not, therefore, be the new approach to training.
Tests will have to be carried out more often and a system of continuous assessment devised.

Work on the development of competence based modular curricula started in February 1997 and 34
curricula have already been developed. However before the new CBET curricula could be pilot
tested, it was found that performance standards need to be developed. In other words, the curricula
needed to be defined to a higher degree of specificity to indicate the level of performance standards at
which each module can be assessed. It is also necessary to work out all test specifications before
testing the new curricula. The development of Unit Standards for each CBET curricula started in
January 1999 after the VET-Board has approved the new training system towards the end of
December 1998. The unit standard format approach is a step further of the modular training approach
which elaborates, in fine details, the unit or tasks.

Before the new training and certification system is implemented, VETA will ensure that all
stakeholders are aware of what is expected of them in the implementation of the new system and the
trainers as well as Managers/Principals understand what is required from them in the provision of
competence based training. The unit standards in this booklet are an assessment tool which will be
used, by trainers and assessors (examiners) to performance to the given task. I believe that
Instructors, Training Managers and Principals of VET training institutions will do what is required in
order to ensure that the new training system is implemented effectively and efficiently because
Tanzania’s ability to develop economically will to a greater extent depend on the availability of
skilled persons who can perform according to national accepted performance.

Dr. A. Meru
DIRECTOR GENERAL
VOCATIONAL EDUCATION AND TRAINING AUTHORITY
TRADE DESCRIPTION AND EMPLOYMENT OPPORTUNITIES

INFORMATION COMMUNICATION TECHNOLOGY USER
A computer operator, secretary, installs, maintains and updates programs. He/she creates databases, workbooks, publications, presentations and other documents; send and receive e-mail, searches on the Internet and manages the office.
<table>
<thead>
<tr>
<th>DUTIES</th>
<th>TASKS</th>
<th>STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connecting computer equipment and peripherals</td>
<td>Connect computer devices i.e. system unit, keyboard, monitor, UPS, mouse, and printer. Check power output and input.</td>
<td>According to users manual, and system rules</td>
</tr>
<tr>
<td>Maintain Windows environment</td>
<td>Work with windows environment</td>
<td>Manage Desktop, display properties, date and time,</td>
</tr>
<tr>
<td></td>
<td>Manage system using the control panel, regional settings.</td>
<td>Manage system using the control panel, regional settings.</td>
</tr>
<tr>
<td></td>
<td>Create/Remove shortcuts for programs Use of menus, quick menus, and add/remove.</td>
<td>In accordance with Windows environment set of laws</td>
</tr>
</tbody>
</table>
## DACUM CHART FOR LEVEL 1 continued

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Instructions</th>
<th>Documents *</th>
<th>Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating, maintaining and updating documents using word processing programs</td>
<td>Use standard and formatting toolbars and other menus, a menu bar, and help facility. Create, save, open and close document, edit, format, check spellings and grammar, copy, move and paste text, protecting files.</td>
<td></td>
<td>According to Word Processing set of laws</td>
</tr>
<tr>
<td></td>
<td>Create, fill, edit, format a table and perform table arithmetic and sort. Create graphics, insert pictures, and draw AutoShapes, WordArt, chart and objects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create a mail merge file, create data source file, fill data, insert codes and work with columns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insert date and time, headers and footers, page numbers, bullets, footnotes, endnotes and worksheets.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preview format and Print documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>According to Word Processing set of laws</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating, maintaining and updating files using spreadsheets</td>
<td>Work with toolbars and menu system, move around the worksheet, enter text and numbers, use Help facility.</td>
<td></td>
<td>According to spreadsheet regulations</td>
</tr>
<tr>
<td></td>
<td>Format data insert/ delete rows/columns and basic functions and insert formulas and basic functions to perform calculations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create a chart as a graphical presentation of a worksheet data</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Name working ranges, copy and move ranges, use absolute and relative cell references.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preview format, and print sheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>According to spreadsheet regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using spreadsheets as database</td>
<td>Create database and display data as a list of records</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sort, insert criteria to display the required records</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Using Auto filter and Advanced filter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create a form to display one record at a time, add and delete record</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Perform data subtotal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing database files</td>
<td>Create/edit tables and enter records. Create forms to display, add and delete records.</td>
<td></td>
<td>As per data management guidelines</td>
</tr>
<tr>
<td></td>
<td>Create Queries select and set appropriate criteria to obtain required records. Use pictures and other objects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create menus, submenus and macros.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create reports to display the required records sort and group records, print, Create, edit and set macros</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send / Receive email and internet</td>
<td>Send and receive e-mail, using the Internet</td>
<td></td>
<td>According to electronic mail and internet protocols</td>
</tr>
<tr>
<td></td>
<td>Create, send, receive and forward E-mail and attachments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Browse the internet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>search and down load data</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>As per data management guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STANDARD:</td>
<td>COMPUTER CONNECTED, DISCONNECTED AND MAINTAINED ACCORDING TO USERS MANUAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVEL:</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>COMPUTER AWARENESS, OPERATION AND TROUBLESHOOTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>COMPUTER BASICS, HARDWARE AND SOFTWARE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A trainee must be able to connect and disconnect computer devices, drawings and cables. Start and shutdown computer, carry out maintenance and follow the ergonomics tips according to users manual.
RANGE STATEMENT
Training must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software.

PRACTICAL EXPERIENCE
On achievement of this unit a trainee must be able to connect all computer devices to their respective ports on the system unit, starting and shutting down a computer. Arrange the monitor and other hardware on the table.

PRODUCT ASSESSMENT
Computer, monitor, printer, keyboard and other peripherals arranged, started and shut down according to users manual.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods that are used to arrange the working area, connect and disconnect a computer, monitor, keyboard, printer, peripherals, and maintain equipment.

Principles: Explanation of connection of computer, peripherals and on the ergonomics tips is needed.

UNDERPINING KNOWLEDGE
Theories: A trainee must be able to describe the importance of connecting & maintaining a computer, its peripherals, and software he/she has chosen. A trainee must also explain how to connect each device to the respective ports.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety in handling equipment, ergonomic tips and use of computer is needed. A trainee must identify delicate devices and how to take care of them. Must remember that computers use electricity. Power should be used when needed to reduce cost, and precaution to avoid accidents should be taken. Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

ASSESSMENT METHODS:

The unit can be achieved in 2 hours
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>DISCS PREPARED, FOLDERS CREATED &amp; ORGANIZED, FILES ORGANIZED AS PER WINDOWS SET OF RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td>LEVEL:</td>
<td>01</td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>01</td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>MICROSOFT WINDOWS 95/98/2000</td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>02</td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>PREPARING DISCS AND ORGANIZING FILES AND FOLDERS</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to start and exit Windows 95/98/2000, switch from other working environments to Windows 95/98/2000 and vise versa, manage files and folders, copy files, create folders, organize files and folders according to Windows 95/98/2000 requirements.
The unit must be achieved in a training room or workplace. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software.

**RANGE STATEMENT**

On completion of this unit a trainee must be able to work with a graphical interface environment provided by Windows. Starting different Windows based programs. Creating/changing folders, moving/copying files to different folders and storage devices and format diskettes. Closing programs and shutting down Windows 95/98/2000.

**PRACTICAL EXPERIENCE**

Windows started, keyboard, mouse used, folders created, deleted, files copied, renamed, moved, diskettes formatted, data copied to diskettes, disk space checked and computer shut down according to Windows95/98/2000 procedures.

**PRODUCT ASSESSMENT**

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Windows 95/98/2000.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

Knowledge about safety in handling certain important files and folder. Certain files and folders must never be accessed or altered (moved, renamed or deleted) Recovering deleted none system files must be known.

**CIRCUMSTANCIAL EVIDENCE**

**ASSESSMENT GUIDANCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 10 hours*
**STANDARD:** SETTINGS CUSTOMISED AS PER WINDOWS SET OF RULES

**TRADE NO.:** 3121

**TRADE TITLE:** INFORMATION COMMUNICATION TECHNOLOGY

**LEVEL:** 01

**MODULE NO.:** 01

**MODULE TITLE:** MICROSOFT WINDOWS 95/98/2000

**UNIT NO.:** 03

**UNIT TITLE:** CUSTOMIZE WINDOWS ENVIRONMENT

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**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to check memory, disk space, different computer devices, and use different Windows. Customize different setting on the desktop and control panel according to Windows 95/98/2000 requirements.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to work with a graphical interface environment provided by Windows 95/98/2000. Starting different Windows based programs including accessory programs, using mouse, control panel to customize different devices, items and regional settings; working with windows explorer, using menus and toolbars, closing programs and shutting down Windows 95/98/2000 according to Windows rules.

PRODUCT ASSESSMENT

Windows started, mouse, desktop, screensaver, regional settings customized, accessory programs used and device specification checked, Windows exited according to Windows95/98/2000 procedures.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Windows 95/98/2000.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain important files and folder. System files and folders must never be accessed or altered (moved, renamed or deleted) Recovering deleted none system files must be known. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

The unit can be achieved in 10 hours
STANDARD: TOOLBARS AND MENU BARS EXPLORED & CUSTOMIZED,
NAVIGATION AND MOVEMENTS IN DOCUMENT DONE
AS PER PROGRAM REQUIREMENT

TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 01
MODULE NO: 02
MODULE TITLE: WORDPROCESSING
UNIT NO: 01
UNIT TITLE: UNDERSTANDING & CUSTOMIZING ENVIRONMEN

PERFORMANCE CRITERIA
A person who achieved this unit must be able to use menu bars, utilize toolbars and customize items, use icons and move in the document using scroll bars, arrow keys, page down and page up and the Go To key according to Word Processing set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or workplace. The following tools must be available:
Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, Lotus AmiPro, Corel WordPerfect or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to use menu bars, utilize toolbars and customize items, use icons and move in the document using scroll bars, arrow keys, page down and page up and the Go To key.

PRODUCT ASSESSMENT

Menu bars used, toolbars utilized and items customized, icons used and movement done in the document using scroll bars, arrow keys, page down and page up and the Go To key. According to Word Processing set of rules.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Word Processing.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

ASSESSMENT METHODS:

The unit can be achieved in 4 hours
| STANDARD: DOCUMENTS CREATED, SAVED, OPENED, CLOSED,  
| EDITED, DICTONARIES USED AS PER WORDPROCESSING SET OF INSTRUCTIONS |
| TRADE NO. 3121 |
| TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY |
| LEVEL: 01 |
| MODULE NO: 02 |
| MODULE TITLE: WORDPROCESSING |
| UNIT NO: 02 |
| UNIT TITLE: WORKING WITH DOCUMENTS |

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to create a file, edit, save, open, close, perform spell check, format, use help facility, use thesaurus for synonyms and close files and exit the program according to Word Processing set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available:
Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS),
printing paper, air conditioner and required software
i.e. Word Processing programs like Microsoft Word,
Lotus AmiPro, Corel WordPerfect or others must be
installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to
create, save, close, open, edit files, format, use help
facility, perform spell check, use thesaurus for
synonyms, close files and exit program.

PRODUCT ASSESSMENT

Document created, edited, saved, opened, closed, spell
check performed, synonym dictionary used, help used,
data formatted, files closed and program exited.
According to Word Processing set of rules.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee
must explain methods used to accomplish different
tasks in Word Processing.

Principles: A trainee must give explanation as to why
he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE

Theories: A theory why performing different tasks
mentioned in previous sections is important.
Theoretical explanation is needed on each command
used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified
files. Saving files in appropriate folders or storage
devices. Proper procedures used, password used. Laws
and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while
doing practical work. Enough practical exercises must
be given in a classroom. Trainee must be examined,
practically and theoretically

*The unit can be achieved in 4 hours*
| STANDARD:          | TABLES / COLUMNS CREATED, EDITED, DATA ENTERED,                   |
|                   | INSERT GRAPHICS, PICTURES, CODES / OBJECTS, USE                  |
|                   | FORMULAS AS PER WORDPROCESSINGS INSTRUCTIONS                     |
| TRADE NO.         | 3121                                                             |
| TRADE TITLE:      | INFORMATION COMMUNICATION TECHNOLOGY                             |
| LEVEL:            | 01                                                               |
| MODULE NO:        | 02                                                               |
| MODULE TITLE:     | WORDPROCESSING                                                   |
| UNIT NO:          | 03                                                               |
| UNIT TITLE:       | WORKING WITH TABLES AND COLUMNS                                  |

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to create, draw, fill, edit, format a table, and perform table arithmetic and sort records. Create graphics; insert pictures, draw, and insert AutoShapes, WordArt, charts and objects, according to Word Processing set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, Lotus AmiPro, Corel WordPerfect or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to create, draw, fill, edit, format a table. Perform table arithmetic and sort records. Insert pictures, graphics, AutoShapes, codes, WordArt, charts and objects.

PRODUCT ASSESSMENT

Tables drawn and created, edited, saved, data filled and formatted, table arithmetic performed and records sorted. Graphics, AutoShapes, WordArt, charts, objects, pictures inserted, According to Word Processing procedures.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Word Processing.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

The unit can be achieved in 4 hours
STANDARD: MAIL CREATED, MERGED, DATA ENTERED AND EDITED AS PER WORDPROCESSING INSTRUCTIONS

TRADE NO.  3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 01
MODULE NO: 02
MODULE TITLE: WORDPROCESSING

UNIT NO: 04
UNIT TITLE: MAIL MERGE

PERFORMANCE CRITERIA

A person who achieved this unit must be able to create mail merge file and data source file, fill data, insert codes and view merged documents according to Mail merge procedures.
RANGE STATEMENT
The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, Lotus AmiPro, Corel WordPerfect or others must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to create mail merge file and data source file, fill data, insert codes and view merged documents.

PRODUCT ASSESSMENT
Mail merge file and data source file created, data filled, codes inserted and merged documents viewed According to Mail merge procedures.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Word Processing.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:
The unit can be achieved in 4 hours
PERFORMANCE CRITERIA

A person who achieved this unit must be able to insert page numbers, footnotes and endnotes, headers and footers, worksheets, bullets and numbering according to Word Processing procedures.
RANGE STATEMENT
The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, Lotus AmiPro, Corel WordPerfect or others must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to insert page numbers, footnotes and endnotes, headers and footers, worksheets, bullets and numbering.

PRODUCT ASSESSMENT
Page numbers, footnotes and endnotes, headers and footers, worksheets, bullets and numbering inserted according to Word Processing procedures.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Word Processing.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

The unit can be achieved in 4 hours
A person who achieved this unit must be able to set/change margins, paper size, paper orientation, shrink document to fit, preview document before printing and print one page, several pages, whole document, one copy and several copies according to Program set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, Lotus AmiPro, Corel WordPerfect or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to set/change margins, paper size, paper orientation, shrink document to fit, preview document before printing and print one page, several pages, whole document, one copy and several copies.

PRODUCT ASSESSMENT

Margins, paper size, paper orientation set or changed, document shrunk to fit, document previewed before printing and one page, several pages, whole document, one copy and several copies printed according to Program set of instructions.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Word Processing.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

ASSESSMENT METHODS:

*The unit can be achieved in 4 hours*
STANDARD: TOOLBARS AND MENU BARS EXPLORED & CUSTOMIZED, 
NAVIGATION AND MOVEMENTS IN WORKSHEET DONE 
AS PER PROGRAM REQUIREMENT 
TRADE NO. 3121 
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY 
LEVEL: 01 
MODULE NO: 03 
MODULE TITLE: SPREADSHEET 
UNIT NO: 01 
UNIT TITLE: UNDERSTANDING & CUSTOMIZING ENVIRONMENT

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to use menu bars, utilize toolbars and customize items, use icons and move in the document using scroll bars, arrow keys, page down and page up and the Go To key according to Spreadsheet set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or workplace. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to use menu bars, utilize toolbars and customize items, use icons and move in the document using scroll bars, arrow keys, page down and page up and the Go To key.

PRODUCT ASSESSMENT

Menu bars used, toolbars utilized and items customized, icons used and movement done in the worksheet using scroll bars, arrow keys, page down and page up and the Go To key. According to program requirements.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Spreadsheets.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified sheets and worksheets. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>WORKSHEETS CREATED, SAVED, OPENED, CLOSED, EDITED, DICTONARIES USED AS PER SPREADSHEET SET OF INSTRUCTIONS</th>
</tr>
</thead>
</table>

| TRADE NO.  | 3121                                                                                       |
| TRADE TITLE: | INFORMATION COMMUNICATION TECHNOLOGY                                                          |
| LEVEL:      | 01                                                                                         |
| MODULE NO: | 03                                                                                         |
| MODULE TITLE: | SPREADSHEET                                                                              |
| UNIT NO: | 02                                                                                         |
| UNIT TITLE: | WORKING WITH WORKSHEETS                                                                    |

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to create a sheet / worksheet, edit, save, open, close, perform spell check, format, use help facility, use thesaurus for synonyms and close files and exit the program according to Spreadsheet procedures.
The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

**RANGE STATEMENT**

**PRACTICAL EXPERIENCE**

On completion of this unit a trainee must be able to create, save, close, open, edit files, format, use help facility, perform spell check, use thesaurus for synonyms, close files and exit program.

**PRODUCT ASSESSMENT**

Spreadsheet created, edited, saved, opened, closed, spell check performed, synonym dictionary used, help used, data formatted, files closed and program exited. According to Spreadsheet procedures.

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**CIRCUMSTANCIAL EVIDENCE**

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

**ASSESSMENT GUIDANCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
| STANDARD: | DATA FORMATTED, BASIC FUNCTIONS PERFORMED, FORMULAS INSERTED AS PER SPREADSHEET SET OF INSTRUCTIONS |
| TRADE NO. | 3121 |
| TRADE TITLE: | INFORMATION COMMUNICATION TECHNOLOGY |
| LEVEL: | 01 |
| MODULE NO: | 03 |
| MODULE TITLE: | SPREADSHEET |
| UNIT NO: | 03 |
| UNIT TITLE: | FORMAT DATA AND PERFORM BASIC CALCULATIONS |

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to format data, insert/adjust rows/columns, insert formulas, and perform basic functions according to spreadsheet procedures.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to format data, insert/adjust rows/ columns, insert formulas, perform basic functions.

PRODUCT ASSESSMENT

Data formatted, rows and columns inserted and adjusted, formulas inserted, basic functions performed according to Spreadsheet procedures.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

UNDERPINING KNOWLEDGE

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

ASSESSMENT METHODS:

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
| STANDARD: | CHARTS CTREATED TO REPRESENT WORKSHEET DATA AS PER SPREADSHEET SET OF INSTRUCTIONS |
| TRADE NO. | 3121 |
| TRADE TITLE: | INFORMATION COMMUNICATION TECHNOLOGY |
| LEVEL: | 01 |
| MODULE NO: | 03 |
| MODULE TITLE: | SPREADSHEET |
| UNIT NO: | 04 |
| UNIT TITLE: | CREATE CHARTS AS GRAPHICAL PRESENTATION OF WORKSHEET DATA |
PRACTICAL EXPERIENCE

A person who achieved this unit must be able to create, edit and save charts to represent worksheet data as per spreadsheet procedures.

PRODUCT ASSESSMENT

The unit must be achieved in a training room or workplace. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

KNOWLEDGE EVIDENCE

On completion of this unit a trainee must be able to create, edit and save charts to represent worksheet data.

Charts created, edited and saved as graphical presentation of worksheet data according to Spreadsheet procedures.

UNDERPINING KNOWLEDGE

Charts created, edited and saved as graphical presentation of worksheet data according to Spreadsheet procedures.

CIRCUMSTANCIAL EVIDENCE

ASSESSMENT GUIDANCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT METHODS:

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

The unit can be achieved in 4 hours
STANDARD: WORKING RANGES NAMED, EDITED, COPIED, AND MOVED,
ABSOLUTE AND RELATIVE CELL REFERENCES USED
PER SPREADSHEET SET OF INSTRUCTIONS

TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 01
MODULE NO: 03
MODULE TITLE: SPREADSHEET
UNIT NO: 05
UNIT TITLE: NAME WORKING RANGES AND USE ABOLUTE CELL REFERENCES

A person who achieved this unit must be able to create, edit, copy and move ranges, use absolute and relative cell references and save. As per spreadsheet procedures.

PERFORMANCE CRITERIA
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to create, edit, copy and move ranges, use absolute and relative cell references and save.

PRODUCT ASSESSMENT

Ranges created, edited, copied and moved. Absolute and relative cell references used and saved according to Spreadsheet procedures.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

*The unit can be achieved in 4 hours*
STANDARD: DATABASE CREATED, SORTED, FILTERED, SUBTOTALS PERFORMED AS PER PROGRAM INSTRUCTIONS

TRADE NO.  3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:  01
MODULE NO:  03
MODULE TITLE: SPREADSHEETS
UNIT NO:  06
UNIT TITLE: USING SPREADSHEET AS DATABASE

PERFORMANCE CRITERIA

A person who achieved this unit must be able to create database and forms, display data as a list of records, sort and filter data, perform subtotals as per database requirements.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to create database and forms, display data as a list of records, sort and filter data and perform subtotals.

PRODUCT ASSESSMENT

Database and forms created, data displayed as a list of records, data sorted and filtered, subtotals performed according to database procedures.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Spreadsheets.

UNDERPINING KNOWLEDGE

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>PAGE SETUP, DOCUMENT VIEWED AND PRINTED AS PER PROGRAM INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td>LEVEL:</td>
<td>01</td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>03</td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>SPREADSHEETS</td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>07</td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>PAGE SETUP, DOCUMENT PREVIEW AND PRINT</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to set/change margins, paper size, paper orientation, shrink document to fit, preview document before printing and print one page, several pages, whole document, one copy and several copies according to Program set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro or others must be installed and operating.

On completion of this unit a trainee must be able to set/change margins, paper size, paper orientation, shrink document to fit, preview document before printing and print one page, several pages, whole document, one copy and several copies.

Margins, paper size, paper orientation set or changed, document shrunk to fit, document previewed before printing and one page, several pages, whole document, one copy and several copies printed according to Program set of instructions.

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Spreadsheets.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
STANDARD: CREATE, EDIT TABLES AND FORMS AS PER PROGRAM INSTRUCTIONS

TRADE NO.  3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 01
MODULE NO: 04
MODULE TITLE: DATABASE MANAGEMENT SYSTEM
UNIT NO: 01
UNIT TITLE: WORKING WITH DATABASES

PERFORMANCE CRITERIA
A person who achieved this unit must be able to plan a database, create tables and forms, add and edit data according to data management set of instructions.
The unit must be achieved in a training room or workplace. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Access, dBase V or others must be installed and operating.

**PRACTICAL EXPERIENCE**

On completion of this unit a trainee must be able to plan a database, create tables and forms, add and edit data.

**PRODUCT ASSESSMENT**

Database planned, tables and forms created, data added and edited according to data management set of instructions.

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in data management systems.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**UNDERPINING KNOWLEDGE**

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

**CIRCUMSTANCIAL EVIDENCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
STANDARD: CREATE QUERIES, SELECT AND SET CRITERIA, INSERT PICTURES AS PER DATA MANAGEMENT SYSTEM RULES

TRADE NO.  3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:  01
MODULE NO:  04
MODULE TITLE: DATABASE MANAGEMENT SYSTEM
UNIT NO:  02
UNIT TITLE: WORKING WITH QUERIE

PERFORMANCE CRITERIA
A person who achieved this unit must be able to create queries, select and set criteria to obtain required records and use pictures and other objects according to data management set of instructions.
RANGE STATEMENT
The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Access, dBase V or others must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to create queries, select and set criteria to obtain required records and use pictures and other objects.

PRODUCT ASSESSMENT
Queries created, criteria selected and set to obtain required records and pictures and other objects used according to data management set of instructions.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in data management systems.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:
The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th><strong>STANDARD:</strong></th>
<th>CREATE MENUS, SUBMENUS AND MACROS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AS PER DATA MANAGEMENT SYSTEM RULES</td>
</tr>
<tr>
<td><strong>TRADE NO.</strong></td>
<td>3121</td>
</tr>
<tr>
<td><strong>TRADE TITLE:</strong></td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td><strong>LEVEL:</strong></td>
<td>01</td>
</tr>
<tr>
<td><strong>MODULE NO:</strong></td>
<td>04</td>
</tr>
<tr>
<td><strong>MODULE TITLE:</strong></td>
<td>DATABASE MANAGEMENT SYSTEM</td>
</tr>
<tr>
<td><strong>UNIT NO:</strong></td>
<td>03</td>
</tr>
<tr>
<td><strong>UNIT TITLE:</strong></td>
<td>CREATING MENUS, SUBMENUS AND MACROS</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieved this unit must be able to create menus, submenus and macros as per to data management set of instructions.
**RANGE STATEMENT**

The unit must be achieved in a training room or work place. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Access, dBase V or others must be installed and operating.

**PRACTICAL EXPERIENCE**

On completion of this unit a trainee must be able to create menus, submenus and macros.

**PRODUCT ASSESSMENT**

Menus, submenus and macros created as per to data management set of instructions.

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in data management systems.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**UNDERPINING KNOWLEDGE**

**CIRCUMSTANCIAL EVIDENCE**

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

**ASSESSMENT GUIDANCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
STANDARD: CREATE, SORT, GROUP REPORTS, EDIT AND SET MACROS AS PER DATA MANAGEMENT SYSTEM RULES

TRADE NO. 3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 01

MODULE NO: 04

MODULE TITLE: DATABASE MANAGEMENT SYSTEM

UNIT NO: 04

UNIT TITLE: WORKING WITH REPORTS

PERFORMANCE CRITERIA

A person who achieved this unit must be able to create and edit reports, sort and group them, create, edit and set macros as per to Data Management set of instructions.
RANGE STATEMENT

The unit must be achieved in a training room or workplace. The following tools must be available: Computer table, computer and peripherals, voltage stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Access, dBase V or others must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to create and edit reports, sort and group them, create, edit and set macros.

PRODUCT ASSESSMENT

Reports created, edited, sorted and grouped. Macros created, edited and set as per Data Management set of instructions.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Data Management Systems.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
STANDARD: PAGE SETUP, REPORT VIEWED AND PRINTED
PER PROGRAM INSTRUCTIONS

TRADE NO. 3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 01

MODULE NO: 04

MODULE TITLE: DATABASE MANAGEMENT SYSTEM

UNIT NO: 05

UNIT TITLE: PAGE SETUP, PREVIEW AND PRINT

PERFORMANCE CRITERIA

A person who achieved this unit must be able to set/change margins, paper size, paper orientation, shrink document to fit, preview reports and print one page, several pages, whole document, one copy and several copies according to Program set of instructions.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Data management programs like Microsoft Access, Dbase V or others must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to set/change margins, paper size, paper orientation, shrink report to fit, preview and print one page, several pages, whole document, one copy and several copies.

PRODUCT ASSESSMENT
Margins, paper size, paper orientation set or changed, document shrunk to fit, document previewed before printing and one page, several pages, whole document, one copy and several copies printed according to Program set of instructions.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Data Management Systems.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

UNDERPINING KNOWLEDGE

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper procedures used, password used. Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

The unit can be achieved in 4 hours
STANDARD: SEND AND RECEIVE E-MAIL  
AS PER ELECTRONIC MAIL PROTOCOLS

TRADE NO.  3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 01
MODULE NO: 05
MODULE TITLE: ELECTRONIC MAIL
UNIT NO: 01
UNIT TITLE: SEND AND RECEIVE E-MAIL

A person who achieves this unit must be able to send, receive, forward, attach and delete e-mail according to electronic mail protocols.

PERFORMANCE CRITERIA
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Internet explorer or other similar programs must be installed and operating.

**RANGE STATEMENT**

**PRACTICAL EXPERIENCE**

On completion of this unit a trainee must be able send, receive, forward, attach and delete e-mail.

**PRODUCT ASSESSMENT**

E-mail sent, received, forwarded, attached, deleted according to electronic mail protocols

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks Internet mail environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**UNDERPINING KNOWLEDGE**

**CIRCUMSTANCIAL EVIDENCE**

Knowledge about safety in handling certain classified files. Saving files in appropriate folders or storage devices. Proper electronic mail procedures used, Laws and regulations observed.

**ASSESSMENT GUIDANCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
STANDARD: USING INTERNET AS PER INTERNET PROTOCOLS

TRADE NO.  3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL:  01

MODULE NO:  05

MODULE TITLE:  INTERNET

UNIT NO:  02

UNIT TITLE:  BROWSE AND SEARCH THE INTERNET

PERFORMANCE CRITERIA

A person who achieves this unit must be able to browse, search and get results on the internet according to internet protocols.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Internet explorer or other similar programs must be installed and operating.

On completion of this unit a trainee must be able to browse, search and get results from the internet according.

The internet browsed, searched and results copied and noted according to internet mail protocols

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in Internet environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th>DUTIES</th>
<th>TASKS</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Creating Presentation</strong></td>
<td>Create, edit and format a presentation</td>
<td>According to presentation requirements</td>
</tr>
<tr>
<td></td>
<td>Display presentation in different views</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insert slide number, date, time, header and footer, picture and graphics.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create graphs, tables, organization chart and rehearse presentation timings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create slides, transition, and animation, using command buttons, overhead projector and disk panel to display presentation. Use computer screen to display, present and print slides</td>
<td></td>
</tr>
<tr>
<td>Desktop Publications</td>
<td>Edit and format publication</td>
<td>As per desktop publishing set of rules</td>
</tr>
<tr>
<td></td>
<td>Troubleshoot errors and print</td>
<td></td>
</tr>
<tr>
<td>Manage Office Routines electronically</td>
<td>Receive, write, send e-mail, maintain incoming mail, (route, delete, attach, forward, clear inbox) Classify mail,</td>
<td>As per electronic mail &amp; management procedures</td>
</tr>
<tr>
<td></td>
<td>make appointments, schedules, meeting plans, assign tasks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bind files electronically</td>
<td>According to Office binder procedures</td>
</tr>
<tr>
<td></td>
<td>Select type of related project files, assemble files and save as group, retrieve files as group</td>
<td></td>
</tr>
<tr>
<td>Analyzing and sharing Spreadsheet data</td>
<td>Create pivot tables to summarize data, goal seeking, create scenarios.</td>
<td>According to spreadsheet set of rules</td>
</tr>
<tr>
<td></td>
<td>Charts to access trends and relationships,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use advanced functions and charts, save related files</td>
<td>Troubleshoot errors and print</td>
</tr>
<tr>
<td></td>
<td>Link workbooks, worksheets, other objects, and formulas. Create graphs and organization tables</td>
<td>According to spreadsheet set of rules</td>
</tr>
<tr>
<td></td>
<td>Import and Export data, use database functions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Troubleshoot errors and print</td>
<td></td>
</tr>
<tr>
<td>Advanced data management</td>
<td>Create relationship between tables.</td>
<td>Create cross-tab queries</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Create parameter queries</td>
<td>Prompt for criteria</td>
<td></td>
</tr>
<tr>
<td>Create, run and save macros</td>
<td>Apply filter</td>
<td></td>
</tr>
<tr>
<td>Advanced word processing</td>
<td>Insert equations, formulas and symbols</td>
<td>Use headers and footers in page numbering bookmark</td>
</tr>
<tr>
<td>Use advanced format</td>
<td>Create table of contents using the automatic facility</td>
<td>Summarize document using auto summarize features,</td>
</tr>
<tr>
<td>Use letter wizard for headed paper,</td>
<td>Assign /change default folder for file location</td>
<td>Set program to track changes as you work</td>
</tr>
<tr>
<td>Set program to do background saving</td>
<td>Customize toolbar and menu bars etc</td>
<td>Create data and letter form</td>
</tr>
<tr>
<td>Edit data and letter form</td>
<td>Merge document</td>
<td>View and print</td>
</tr>
<tr>
<td>STANDARD:</td>
<td>CREATE PRESENTATION ACCORDING TO</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PRESENTATION SET OF RULES</td>
<td></td>
</tr>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
<td></td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
<td></td>
</tr>
<tr>
<td>LEVEL:</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>CREATING PRESENTATIONS</td>
<td></td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>WORKING PRESENTATIONS</td>
<td></td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieves this unit must be able to create, edit, format and display a presentation as per presentations set of rules.
RANGE STATEMENT
The unit must be achieved in a training room or workplace. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Presentation programs like PowerPoint, Freelance Graphics, Harvard Graphics though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to create, edit, format and display a presentation.

PRODUCT ASSESSMENT
Presentation created, edited, formatted and displayed according to presentation set of rules.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Presentation environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINNING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

*The unit can be achieved in 4 hours*
STANDARD: INSERT SLIDE NUMBERS AND OTHER ITEMS ACCORDING TO PRESENTATION SET OF RULES

TRADE NO.  3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL:  02

MODULE NO:   01

MODULE TITLE: CREATING PRESENTATIONS

UNIT NO:  02

UNIT TITLE: INSERTION

PERFORMANCE CRITERIA

A person who achieves this unit must be able to insert slide number, date, time, headers and footers, picture and graphics as per presentations set of rules.
RANGE STATEMENT
The unit must be achieved in a training room or workplace. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Presentation programs like PowerPoint, Freelance Graphics, Harvard Graphics though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to insert slide numbers, date, time, headers and footers, picture and graphics.

PRODUCT ASSESSMENT
Slide number date, time, headers and footers, picture and graphics inserted, as per presentations set of rules.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Presentation environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:
The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>CREATE GRAPHS, TABLES, ORGANIZATION CHARTS AND REHEARSE PRESENTATION TIMINGS AS PER PRESENTATION ET OF RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td>LEVEL:</td>
<td>02</td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>01</td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>CREATING PRESENTATIONS</td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>03</td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>CREATE DIFFERENT SLIDE TYPES</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieves this unit must be able to create tables, graphics, and organization charts and rehearse presentation timings as per presentations set of rules.
RANGE STATEMENT

The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Presentation programs like PowerPoint, Freelance Graphics, Harvard Graphics though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able create tables, graphics, organization charts and rehearse presentation timings.

PRODUCT ASSESSMENT

Tables, graphics, organization charts created and presentation timings rehearsed as per presentations set of rules.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Presentation environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

ASSESSMENT METHODS:

The unit can be achieved in 4 hours
STANDARD: CREATE SLIDES TRANSITION AND ANIMATION, DISPLAY DATA AS PER PRESENTATION SET OF RULES

TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 02

MODULE NO: 01
MODULE TITLE: CREATING PRESENTATIONS
UNIT NO: 04
UNIT TITLE: CREATE TRANSITION AND ANIMATION AND DISPLAY DATA

PERFORMANCE CRITERIA

A person who achieves this unit must be able to create slide transitions and animations using command buttons, overhead projector and disk panel to display presentation. Use computer screen to display, present and print slides according to presentation procedures.
RANGE STATEMENT

The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Presentation programs like PowerPoint, Freelance Graphics, Harvard Graphics though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to create slide transitions and animations using command buttons, overhead projector and disk panel to display presentation. Use computer screen to display, present and print slides.

PRODUCT ASSESSMENT

Slide transitions and animations created using command buttons, overhead projector and disk panel to display presentation. Computer screen used to display, present and print slides as per presentations set of rules.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Presentation environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

UNDERPINING KNOWLEDGE

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

ASSESSMENT GUIDANCE

ASSESSMENT METHODS:

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

The unit can be achieved in 4 hours
STANDARD: CREATE, EDIT AND FORMAT PUBLICATION AS PER SET OF PUBLISHING PROTOCOLS

TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 02
MODULE NO: 02
MODULE TITLE: DESKTOP PUBLICATIONS
UNIT NO: 01
UNIT TITLE: CREATING PUBLICATIONS

A person who achieves this unit must be able to create, edit and format publications according to publications procedures.

PERFORMANCE CRITERIA
RANGE STATEMENT

The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Publication programs like Ms Publisher, Page maker, Corel Draw, Ventura, though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to create, edit and format publications.

PRODUCT ASSESSMENT

Publications created, edited and formatted as per publications set of rules.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Publication environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
STANDARD: TROUBLESHOOT AND PRINT PUBLICATION AS PER SET OF PUBLISHING PROTOCOLS

TRADE NO. 3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 02

MODULE NO: 02

MODULE TITLE: DESKTOP PUBLICATIONS

UNIT NO: 02

UNIT TITLE: TROUBLESHOOT AND PRINT

PERFORMANCE CRITERIA

A person who achieves this unit must be able to troubleshoot and print publications according to publications procedures.
The unit must be achieved in a training room or workplace. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Publication programs like Ms Publisher, Page maker, Corel Draw, Ventura, though not limited to these must be installed and operating.

**PRACTICAL EXPERIENCE**
On completion of this unit a trainee must be able to troubleshoot and print publications.

**PRODUCT ASSESSMENT**
Publication troubleshooting and printed as per publications set of rules.

**KNOWLEDGE EVIDENCE**
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Publication environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**CIRCUMSTANCIAL EVIDENCE**
Knowledge about safety, Proper internet procedures used, Laws and regulations observed.

**ASSESSMENT GUIDANCE**
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
STANDARD: MAINTAIN ELECTRONIC MAIL AS PER SET OF ELECTRONIC PROTOCOLS

TRADE NO. 3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 02

MODULE NO: 03

MODULE TITLE: MANAGE OFFICE ROUTINE ELECTRONICALLY

UNIT NO: 01

UNIT TITLE: MAINTAIN ELECTRONIC MAIL

PERFORMANCE CRITERIA

A person who achieves this unit must be able to receive and send mail. Maintain incoming mail (route delete, attach, forward, clear inbox) and classify mail according to electronic mail protocols.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Office management programs like Outlook Express though not limited to this must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to receive, send mail. Maintain incoming mail (route delete, attach, forward, clear inbox) and classify mail.

PRODUCT ASSESSMENT
Mail received and sent. Incoming mail maintained (routed, deleted, attached, forwarded, inbox cleared) and mail classified according to electronic mail protocols.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Office Management environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
STANDARD: MAKE APPOINTMENTS, SCHEDULES, MEETING PLANS AND ASSIGN TASKS ACCORDING TO ELECTRONIC OFFICE ROUTINE PROTOCOLS

TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 02
MODULE NO: 03
MODULE TITLE: MANAGE OFFICE ROUTINE ELECTRONICALLY
UNIT NO: 02
UNIT TITLE: MANAGE ROUTINES ELECTRONICALLY

PERFORMANCE CRITERIA
A person who achieves this unit must be able to make appointments, schedules, set meeting plans and assign tasks according to electronic routine management protocols.
RANGE STATEMENT

The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Office management programs like Outlook Express though not limited to this must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able to make appointments, schedules, set meeting plans and assign tasks.

PRODUCT ASSESSMENT

Appointments and schedules made, meeting plans set and tasks assigned according to electronic routine management protocols.

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Office Management environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

UNDERPINING KNOWLEDGE

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>BIND FILES ELECTRONICALLY ACCORDING TO ELECTRONIC BINDING PROTOCOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE NO.</td>
<td>312</td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td>LEVEL:</td>
<td>02</td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>04</td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>MANAGE OFFICE ROUTINE ELECTRONICALLY</td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>01</td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>BIND FILES ELECTRONICALLY</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieves this unit must be able to bind files, select related project files, assemble files and save as group and retrieve them as group according to electronic binding protocols.
RANGE STATEMENT
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Electronic binding programs like Microsoft Office Binder though not limited to this must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to bind files, select related project files, assemble files and save as group and retrieve them as group according to electronic binding protocols.

PRODUCT ASSESSMENT
Files bound, related project files selected, files assembled and saved as group and retrieved as group according to electronic binding protocols.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Office Management environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINNING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

*The unit can be achieved in 4 hours*
STANDARD: ANALYZING AND SHARING SPREADSHEET DATA ACCORDING TO SPREADSHEET SET OF RULES

TRADE NO.  3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 02

MODULE NO: 05

MODULE TITLE: ANALYZING AND SHARING SPREADSHEET DATA

UNIT NO: 01

UNIT TITLE: ANALYZING DATA

PERFORMANCE CRITERIA A person who achieves this unit must be able to compare alternatives for better decisions, calculate fields, use data functions, validate and audit data and track changes according to Spreadsheet procedures.
RANGE STATEMENT
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to compare alternatives for better decisions, calculate fields, use data functions, validate and audit data and track changes according to Spreadsheet procedures.

PRODUCT ASSESSMENT
Alternatives for better decisions compared, fields calculated, data functions used, data validated and audited and changes tracked according to Spreadsheet procedures.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
| STANDARD: | LINKING WORKSHEETS AND OTHER OBJECTS, CREATE GRAPHS AND ORGANIZATION CHARTS AS SPREADSHEET SET OF RULES |
| TRADE NO. | 3121 |
| TRADE TITLE: | INFORMATION COMMUNICATION TECHNOLOGY |
| LEVEL: | 02 |
| MODULE NO: | 05 |
| MODULE TITLE: | ANALYZING AND SHARING SPREADSHEET DATA |
| UNIT NO: | 02 |
| UNIT TITLE: | LINKING WORKBOOKS, CREATING GRAPHS AND ORGANIZATION CHARTS |

**PERFORMANCE CRITERIA**

A person who achieves this unit must be able to link workbooks, worksheets, formulas and other objects. Create graphs and organization charts according to Spreadsheet procedures.
RANGE STATEMENT
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to link workbooks, worksheets, formulas and other objects. Create graphs and organization charts according to Spreadsheet procedures.

PRODUCT ASSESSMENT
Workbooks, worksheets, formulas and other objects linked. Graphs and organization charts created according to Spreadsheet procedures.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

The unit can be achieved in 4 hours
STANDARD: IMPORT AND EXPORT FILES, USE DATABASE FUNCTIONS AND PRINT AS PER SPREADSHEET SET OF RULES

TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 02
MODULE NO: 05
MODULE TITLE: ANALYZING AND SHARING SPREADSHEET DATA

UNIT NO: 03
UNIT TITLE: IMPORT FILES, USE DATABASE FUNCTIONS AND PRINT

A person who achieves this unit must be able to import and export data, use database functions and print according to spreadsheet procedures.

PERFORMANCE CRITERIA
RANGE STATEMENT

The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Spreadsheet programs like Microsoft Excel, Lotus 1-2-3, QuatroPro though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE

On completion of this unit a trainee must be able import and export data, use database functions and print.

PRODUCT ASSESSMENT

Data imported and exported, database functions used and print according to spreadsheet procedures

KNOWLEDGE EVIDENCE

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Spreadsheet environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE

Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

The unit can be achieved in 4 hours
A person who achieves this unit must be able to create relationships between tables, edit and delete relationships, create/edit forms and sub-forms, queries, reports and sub-reports according to data management procedures.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Data management programs like Microsoft Access, Dbase V though not limited to these must be installed and operating.

**RANGE STATEMENT**

**PRACTICAL EXPERIENCE**

On completion of this unit a trainee must be able create relationships between tables, edit and delete relationships, create/edit forms and sub-forms, queries, reports and sub-reports.

**PRODUCT ASSESSMENT**

Relationships between tables created, edited and deleted. Forms and sub-forms, queries, reports and sub-reports created/edited according to data management procedures

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Data Management environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**UNDERPINING KNOWLEDGE**

Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

**CIRCUMSTANCIAL EVIDENCE**

**ASSESSMENT GUIDANCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

**ASSESSMENT METHODS:**

*The unit can be achieved in 4 hours*
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>CREATE ADVANCE QUERIES AND MACROS AS PER DATA MANAGEMENT PROCEDURES.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td>LEVEL:</td>
<td>02</td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>06</td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>ADVANCED DATA MANAGEMENT</td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>02</td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>ADVANCE QUERIES AND MACROS</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieves this unit must be able to create parameter and cross tab queries, prompt criteria and apply filter. Create, run and save macros according to data management procedures.
RANGE STATEMENT
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Data management programs like Microsoft Access, Dbase V though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able parameter and cross tab queries, prompt criteria and apply filter. Create, run and save macros.

PRODUCT ASSESSMENT
Parameter and cross tab queries created, criteria prompted and filter applied. Macros created, run and saved according to data management procedures.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Data Management environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

UNDERPINING KNOWLEDGE
CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:

*The unit can be achieved in 4 hours*
A person who achieves this unit must be able to insert equations, formulas and symbols, use headers and footers in page numbering, bookmark and watermark, advanced bullets and numbering according to Word Processing set of rules.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, WordPerfect, though not limited to these must be installed and operating.

**RANGE STATEMENT**

**PRACTICAL EXPERIENCE**

On completion of this unit a trainee must be able to insert equations, formulas and symbols, use headers and footers in page numbering, bookmark and watermark, advanced bullets and numbering.

**PRODUCT ASSESSMENT**

Equations, formulas and symbols inserted, headers and footers in page numbering, bookmark and watermark, advanced bullets and numbering used according to Word Processing set of rules.

**KNOWLEDGE EVIDENCE**

Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Word Processing environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

**UNDERPINING KNOWLEDGE**

**CIRCUMSTANCIAL EVIDENCE**

Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

**ASSESSMENT GUIDANCE**

Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically.

*The unit can be achieved in 4 hours*
STANDARD: ORGANIZING DOCUMENT AS PER WORDPROCESSING
SET OF RULES
TRADE NO. 3121
TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 02
MODULE NO: 07
MODULE TITLE: ADVANCED WORDPROCESSING
UNIT NO: 02
UNIT TITLE: ORGANIZING A DOCUMENT

A person who achieves this unit must be able to use table of contents using automatic facility, summarize document using auto summarize, use letter wizard for headed paper, and advanced format according to Word Processing set of rules.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, WordPerfect, though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to use table of contents using automatic facility, summarize documents using auto summarize, use letter wizard for headed paper, and advanced format.

PRODUCT ASSESSMENT
Table of contents using automatic facility used, document summarized using auto summarize, letter wizard for headed paper, and advanced format used according to Word Processing set of rules.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Word Processing environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

UNDERPINING KNOWLEDGE
Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

*The unit can be achieved in 4 hours*
<table>
<thead>
<tr>
<th>STANDARD:</th>
<th>CUSTOMIZE WORKING ENVIRONMENT ACCORDING TO WORDPROCESSING SET OF RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRADE NO.</td>
<td>3121</td>
</tr>
<tr>
<td>TRADE TITLE:</td>
<td>INFORMATION COMMUNICATION TECHNOLOGY</td>
</tr>
<tr>
<td>LEVEL:</td>
<td>02</td>
</tr>
<tr>
<td>MODULE NO:</td>
<td>07</td>
</tr>
<tr>
<td>MODULE TITLE:</td>
<td>ADVANCED WORDPROCESSING</td>
</tr>
<tr>
<td>UNIT NO:</td>
<td>03</td>
</tr>
<tr>
<td>UNIT TITLE:</td>
<td>ORGANIZING A DOCUMENT</td>
</tr>
</tbody>
</table>

**PERFORMANCE CRITERIA**

A person who achieves this unit must be able to use assign, change default folder for file location, setup program to track changes as one works, set program to do background saving, customize toolbars, menu bars etc according to Word Processing set of rules.
The unit must be achieved in a training room or work place. Computer table, computer & peripherals, voltage stabilizer, Uninterruptible power supply, printing paper, air conditioner and required software i.e. Word Processing programs like Microsoft Word, WordPerfect, though not limited to these must be installed and operating.

PRACTICAL EXPERIENCE
On completion of this unit a trainee must be able to assign, change default folder for file location, setup program to track changes as one works, set program to do background saving, customize toolbars, menu bars etc.

PRODUCT ASSESSMENT
Default folder for file location assigned and changed, program to track changes as one works setup, toolbars, menu bars customized and program to do background saving set according to Word Processing set of rules.

KNOWLEDGE EVIDENCE
Methods used: As a supporting knowledge a trainee must explain methods used to accomplish different tasks in the Word Processing environment.

Principles: A trainee must give explanation as to why he/she is doing a certain task at a particular time.

Theories: A theory why performing different tasks mentioned in previous sections is important. Theoretical explanation is needed on each command used to do a task.

UNDERPINING KNOWLEDGE

CIRCUMSTANCIAL EVIDENCE
Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.

ASSESSMENT GUIDANCE
Observation and conversation with a trainee while doing practical work. Enough practical exercises must be given in a classroom. Trainee must be examined, practically and theoretically

ASSESSMENT METHODS:
The unit can be achieved in 4 hours
<table>
<thead>
<tr>
<th>DUTIES</th>
<th>TASKS</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design a web Add/Edit Graphics</td>
<td>Create a web page and establish links to text, graphics, pictures, and other objects</td>
<td>Post web page to get access to the net and use FTP clients</td>
</tr>
<tr>
<td>Repairing, upgrading and assembling of personal computers, printers and accessories</td>
<td>Repair, upgrade and assemble of personal computers, printers and accessory</td>
<td>Add Internal and external devices to a personal computer, Maintain cleanliness and safety measure to equipment</td>
</tr>
<tr>
<td>Administering windows Network (software part)</td>
<td>Setting User and group Accounts; Administering user and group Accounts; Monitoring network resources; Network printers and permission.</td>
<td>Securing resources with shared folders; Securing network resources with NTSF permission, Securing resources with shared folders, Securing network resources with NTSF permission.</td>
</tr>
<tr>
<td>Networking (hardware part)</td>
<td>Types of architecture; Functions and Operation; Network Administration; Problem Solving</td>
<td>Design cost, value; Manage; Plan/Budget; Supervise; Tasking; Monitoring; utilize System Integration</td>
</tr>
</tbody>
</table>

*DACUM CHART FOR LEVEL III*
STANDARD: Web designed according to protocols.

OCCUPATION TITLE: INFORMATION COMMUNICATIONS TECHNOLOGY

LEVEL: 3

MODULE: 01

MODULE TITLE: WEB DESIGN

UNIT TITLE: WEB DESIGN

PERFORMANCE CRITERIA: a person who has achieved this Unit must be able to create, edit a website, add and edit graphics, acquire knowledge of posting to the web and getting access, with the use of FTP clients as per internet protocols.

RANGE STATEMENT: this unit must be achieved at a Computer Training Institution or workplace. The following tools must be available: Computer table, computer and its peripherals, voltage regulator/stabilizer, Uninterruptible power supply (UPS), printing paper, and air conditioner, requires internet connection and web design software and tools.

PRACTICAL PERFORMANCE:

Direct performance
1. Create files/pages
2. Open files/pages
3. Modify files/pages
4. Organize files/pages
5. Proof files/pages according to web standards and regulations.

Product assessment: files/pages created, opened, modified, organized and proofed according to user requirements and web practice.

KNOWLEDGE REQUIREMENT

Underpinning knowledge
1. Methods used: why is he/she using these procedures.
3. Theories involved in producing a professional website.

Circumstantial knowledge
1. Safety in handling the computer and software.
3. Confidentiality.
4. Law / regulations and protocols.

ASSESSMENT GUIDANCE:
1. Observation and Conversation while trainee is performing the task.
2. Assessing final product.
STANDARD: PC Repaired, Assembles, diagnosed & Upgraded according to PC Maintenance set of rules

OCCUPATION TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 3

MODULE: 2

MODULE TITLE: PC MAINTAINANCE

UNIT TITLE: REPAIR, UPGRADE, DIAGNOSE & ASSEMBLE COMPUTERS

PERFORMANCE CRITERIA: a person who has achieved this Unit must be able to diagnose, upgrade, assemble, repair, troubleshoot and replace parts according to manual.

RANGE STATEMENT: this unit must be achieved at a Computer Training Institution (workshop) or workplace. The following tools must be available: table, chair, computer, tool kit, computer parts, tester, voltage regulator/stabilizer, Uninterruptible power supply (UPS), air conditioner and required software for diagnosis.

PRACTICAL PERFORMANCE:

1. Apply fundamentals of troubleshooting
2. Practice preventive maintenance
3. Perform software diagnosis
4. Work with the system unit case, motherboard, power supply, keyboard, monitor, video cards, peripherals
5. Configure the computer
6. Upgrade, repair and assemble computers
7. Install and perform setup on personal computers
8. According to manuals.

PRODUCT ASSESSMENT: computer, accessories or peripherals repaired, upgrades, diagnosed, assembled according PC maintenance set of rules.

KNOWLEDGE REQUIREMENT:

UNDERPINNING KNOWLEDGE:

1. Methods used: why is he/she using these procedures?
3. Theories involved in upgrading, repair, diagnosing and assembling computer and peripherals

CIRCUMSTANTIAL KNOWLEDGE:

1. Safety in handling the hardware and software.
2. Security in handling computer parts and tool kit.
3. Confidentiality and Honesty.
4. Law and regulations.
ASSESSMENT GUIDANCE:
1. Observation while trainee is performing the task.
2. Conversation while trainee is performing the task.
3. Assessing final product
STANDARD: Administer Windows & perform networking according to networking Protocols

OCCUPATION TITLE: INFORMATION COMMUNICATIONS TECHNOLOGY

LEVEL: 3

MODULE: 3

MODULE TITLE: NETWORKING

UNIT TITLE: ADMINISTERING WINDOWS NETWORK & NETWORKING

PERFORMANCE CRITERIA: a person who has achieved this Unit must be able set user names and group accounts, administer user and group accounts, secure resources with shared folders and network resources with NTSF permissions, plan and implement backup policy, Network printers, computers and permissions, understand types and architectures of computers, functions and operations, network administration and problem solving.

RANGE STATEMENT: this unit must be achieved at a Computer Training Institution or workplace. The following tools must be available: Computer table, computer and its peripherals, voltage regulator/stabilizer, Uninterruptible power supply (UPS), tool kit, network cards, cables, clips, air conditioner and required software.

PRACTICAL PERFORMANCE:

DIRECT PERFORMANCE:
1. Determine clients needs
2. Open computer, insert network card
3. Lay cables and clip them
4. Set/Configure user names, groups, permissions
5. Plan and implement backup policy
6. Network and administer according to networking procedures.

PRODUCT ASSESSMENT: network set, accounts and names set according to procedures.

KNOWLEDGE REQUIREMENT:

UNDERPINNING KNOWLEDGE:
1. Methods used: why is he/she networking?
2. Principles: main principles involved in networking and administering windows.
3. Theories involved in administering the system.

CIRCUMSTANTIAL KNOWLEDGE:
1. Safety in handling the computer, cables, tools and software.
2. Security in administering the network.
3. Confidentiality and honesty.
4. Law and regulations.
ASSESSMENT GUIDANCE:
1. Observation and Conversation while trainee is performing the task.
2. Assessing final product
STANDARD: Manage, organize, monitor, analyze, design and integrate information
According to Project management procedures

OCCUPATION TITLE: INFORMATION COMMUNICATION TECHNOLOGY
LEVEL: 3
MODULE: 4
MODULE TITLE: PROJECT MANAGEMENT
UNIT TITLE: MANAGEMENT INFORMATION SYSTEM

PERFORMANCE CRITERIA: a person who has achieved this Unit must be able Design cost, value, Manage, Plan/Budget, Supervise, perform tasking, Monitor, perform integrated system, Analyze and design of information systems according to management, communication and human relations ethics.

RANGE STATEMENT: this unit must be achieved at a Computer Training Institution or workplace. The following tools must be available: Computer table, computer and its peripherals, voltage regulator/stabilizer, Uninterruptible power supply (UPS), printing paper, air conditioner and required project management and organizational behavior and business communication program/software/tapes.

PRACTICAL PERFORMANCE:
DIRECT PERFORMANCE:
1. Practice ethical issues
2. Manage, supervise, project and organize work
3. Communication in proper business like mannerism
4. Apply business practices
5. Practice ethical issues in ICT according to Business and ICT ethics.

PRODUCT ASSESSMENT: Business and ICT ethics applied, Data designed, projected, tasked, analyzed, monitored and integrated, according to Management Information systems set of rules.

KNOWLEDGE REQUIREMENT:
UNDERPINNING KNOWLEDGE:
1. Methods used: why is he/she using these procedures?
2. Principles: main principles involved in management information systems.
3. Theories involved in handling people, financial management, projection and maintaining ethics and business communications according to business management & ICT ethics

CIRCUMSTANTIAL KNOWLEDGE:
1. Safety in handling the computer and software.
3. Maintenance of ethics
4. Confidentiality and Honesty.
5. Law and regulations.
ASSESSMENT GUIDANCE:
1. Observation and Conversation while trainee is performing the task.
2. Assessing final product