

VOCATIONAL EDUCATION AND TRAINING AUTHORITY



**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.

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

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.

DACUM CHART FOR LEVEL 1

DUTIES	TASKS				STANDARDS
	1		2		
Connecting computer equipment and peripherals	Connect computer devices i.e. system unit, keyboard, monitor, UPS, mouse, and printer. Check power output and input.		Check to verify that all devices are connected to their respective ports. Make sure devices are working.		According to users manual, and system rules
Organising files, folders and preparing diskettes for use	Change drive C: A: A: C: D: A: A: D: D: C: C: D:	Create, Rename, Delete, copy, Move folders	Create, Open, Save, Restore Move Copy, Delete, Rename, hide, and unhide files	Work with files and folders in different storage units: hard disks, floppy diskettes and CD's.	Format diskettes for use. Copy Disk. In accordance with file management procedures
Maintaining, work with Windows environment	Work with windows environment	Manage Desktop, display properties, date and time,	Manage system using the control panel, regional settings.	Create/remove shortcuts for programs Use of menus, quick menus, and add/remove.	According to Windows environment set of laws

DACUM CHART FOR LEVEL 1 continued

Creating, maintaining and updating documents using word processing programs	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.	Create, fill, edit, format a table and perform table arithmetic and sort. Create graphics, insert pictures, and draw AutoShapes, WordArt, chart and objects.	Create a mail merge file, create data source file, fill data, insert codes and work with columns.	Insert date and time, headers and footers, page numbers, bullets, footnotes, endnotes and worksheets.	Preview format and Print documents	According to Word Processing set of laws
Creating, maintaining and updating files using spreadsheets	Work with toolbars and menu system, move around the worksheet, enter text and numbers, use Help facility.	Format data insert/ delete rows/columns and basic functions and insert formulas and basic functions to perform calculations	Create a chart as a graphical presentation of a worksheet data	Name working ranges, copy and move ranges, use absolute and relative cell references.	Preview format, and print sheets	According to spreadsheet regulations
Using spreadsheets as database	Create database and display data as a list of records	Sort, insert criteria to display the required records	Using Auto filter and Advanced filter	Create a form to display one record at a time, add and delete record	Perform data subtotal	
Managing database files	Create/edit tables and enter records. Create forms to display, add and delete records.	Create Queries select and set appropriate criteria to obtain required records. Use pictures and other objects.	Create menus, submenus and macros.	Create reports to display the required records sort and group records, print, Create, edit and set macros	As per data management guidelines	
Send / Receive email and internet	Send and receive e-mail, using the Internet	Create, send, receive and forward E-mail and attachments.	Browse the internet	search and down load data	According to electronic mail and internet protocols	

STANDARD:	COMPUTER CONNECTED, DISCONNECTED AND MAINTAINED ACCORDING TO USERS MANUAL
TRADE NO.	3121
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	01
MODULE NO:	01
MODULE TITLE:	COMPUTER AWARENESS, OPERATION AND TROUBLESHOOTING
UNIT NO:	01
UNIT TITLE:	COMPUTER BASICS, HARDWARE AND SOFTWARE

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.
UNDERPINNING 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
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 2 hours

STANDARD:	DISCS PREPARED, FOLDERS CREATED & ORGANIZED, FILES ORGANIZED 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:	02
UNIT TITLE:	PREPARING DISCS AND ORGANIZING FILES AND FOLDERS

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 vice versa, manage files and folders, copy files, create folders, organize files and folders 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. 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.

PRODUCT ASSESSMENT

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.

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.

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 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.

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 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

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.

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 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

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 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 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 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.

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 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:	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.

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 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: 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.
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 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:	MAIL CREATED, MERGED, DATA ENTERED AND EDITED AS PER WORDPROCESSINGS 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.

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 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:	DATE, TIME, PAGE NUMBERS, HEADERS AND FOOTERS FOOTNOTES AND ENDNOTES, WORKSHEET AND GRAPHS, BULLETS AND NUMBERING AS PER WORDPROCESSINGS INSTRUCTIONS
TRADE NO.	3121
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	01
MODULE NO:	02
MODULE TITLE:	WORDPROCESSING
UNIT NO:	05
UNIT TITLE:	INSERT ITEMS

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.

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 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:	PAGE SETUP, DOCUMENT VIEWED AND PRINTED PER PROGRAM INSTRUCTIONS
TRADE NO.	3121
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	01
MODULE NO:	02
MODULE TITLE:	WORDPROCESSING
UNIT NO:	06
UNIT TITLE:	PAGE SETUP, DOCUMENT 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 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.

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 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:	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 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 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.

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 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

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: WORKSHEETS CREATED, SAVED, OPENED, CLOSED,
 EDITED, DICTONARIES USED AS PER SPREADSHEET
 SET OF INSTRUCTIONS

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.

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, 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.

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 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:	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.

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 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 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.

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.

**UNDERPINNING KNOWLEDGE
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:

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: 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

PERFORMANCE CRITERIA

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.

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.

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 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: 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.

UNDERPINNING 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

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:	PAGE SETUP, DOCUMENT VIEWED AND PRINTED AS PER PROGRAM INSTRUCTIONS
TRADE NO.	3121
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	01
MODULE NO:	03
MODULE TITLE:	SPREADSHEETS
UNIT NO:	07
UNIT TITLE:	PAGE SETUP, DOCUMENT 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 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.

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 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.
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 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:	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.

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 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:	CREATE MENUS, SUBMENUS AND 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:	03
UNIT TITLE:	CREATING MENUS, SUBMENUS AND MACROS

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.

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 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: 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 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 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.

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 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:	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.

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 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.
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 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:	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

PERFORMANCE CRITERIA

A person who achieves this unit must be able to send, receive, forward, attach and delete e-mail according to electronic mail 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. Internet explorer or other similar programs must be installed and operating.

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.

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 in handling certain classified files. Saving files in appropriate folders or storage devices. Proper electronic mail 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:	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.

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. Internet explorer or other similar programs must be installed and operating.

PRACTICAL EXPERIENCE

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

PRODUCT ASSESSMENT

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

KNOWLEDGE EVIDENCE

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.

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

DACUM CHART FOR LEVEL 2

DUTIES	TASKS					Standards
	1	2	3	4	5	
Creating Presentation	Create, edit and format a presentation	Display presentation in different views	Insert slide number, date, time, header and footer, picture and graphics.	Create graphs, tables, organization chart and rehearse presentation timings	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	According to presentation requirements
Desktop Publications		Edit and format publication	Troubleshoot errors and print			As per desktop publishing set of rules
Manage Office Routines electronically	Receive, write, send e-mail, maintain incoming mail, (route, delete, attach, forward, clear inbox) Classify mail,			make appointments, schedules, meeting plans, assign tasks		As per electronic mail & management procedures
	Bind files electronically			Select type of related project files, assemble files and save as group, retrieve files as group		According to Office binder procedures
Analyzing and sharing Spreadsheet data	Create pivot tables to summarize data, goal seeking, create scenarios.	Charts to access trends and relationships,		Use advanced functions and charts, save related files	Troubleshoot errors and print	According to spreadsheet set of rules
	Compare alternatives for better decisions, calculate fields, use database functions, validate, audit data and track changes	Link workbooks, worksheets, other objects, and formulas. Create graphs and organization tables		Import and Export data, use database functions		

Advanced data management	Create relationship relationships between tables.	Create cross-tab queries	Create / edit forms, sub-form, queries, reports & sub reports	As per data management procedures
		Create Simple modules using Structured Query Language, Visual Basic etc Edit and delete relationships between tables.		
	Create parameter queries	Prompt for criteria		
	Create, run and save macros	Apply filter		
Advanced word processing	Insert equations, formulas and symbols	Use headers and footers in page numbering bookmark	Use of advanced bullets and numbering	According to Word-Processing set of rules
	Use advanced format	Create table of contents using the automatic facility	Summarize document using auto summarize features,	
	Use letter wizard for headed paper,	Assign /change default folder for file location	Set program to track changes as you work	As per users requirement and program settings
	Set program to do background saving	Customize toolbar and menu bars etc	Create data and letter form	
	Edit data and letter form	Merge document	View and print	

STANDARD:	CREATE PRESENTATION 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:	01
UNIT TITLE:	WORKING PRESENTATIONS

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 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, 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
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: 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 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 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.

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

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 GRAPHS, TABLES, ORGANIZATION CHARTS AND REHEARSE PRESENTATION TIMINGS AS PER PRESENTATION ET OF RULES
TRADE NO.	3121
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	02
MODULE NO:	01
MODULE TITLE:	CREATING PRESENTATIONS
UNIT NO:	03
UNIT TITLE:	CREATE DIFFERENT SLIDE TYPES

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.

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

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 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.

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

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

PERFORMANCE CRITERIA

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

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 troubleshoot and print publications.
PRODUCT ASSESSMENT	Publication troubleshoot 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.
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
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:	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.

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 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.

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

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:	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.

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:	BIND FILES ELECTRONICALLY ACCORDING TO ELECTRONIC BINDING PROTOCOLS
TRADE NO.	312
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	02
MODULE NO:	04
MODULE TITLE:	MANAGE OFFICE ROUTINE ELECTRONICALLY
UNIT NO:	01
UNIT TITLE:	BIND FILES ELECTRONICALLY

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

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:	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.
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
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:	LINKING WORKSHEETS AND OTHER OBJECTS, CREATE GRAPHS AND ORGANIZATION CHARTS AS PREADSHEET 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.
UNDERPINNING KNOWLEDGE CIRCUMSTANCIAL EVIDENCE	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. Knowledge about safety, Proper internet procedures used, Confidentiality and Laws and regulations observed.
ASSESSMENT METHODS:	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

PERFORMANCE CRITERIA

A person who achieves this unit must be able to import and export data, use database functions and print 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 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.
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
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 RELATIONSHIPS BETWEEN TABLES, EDIT RELATIONSHIP, CREATE/EDIT FORMS AND QUERIES AS PER DATA MANAGEMENT PROCEDURES.
TRADE NO.	3121
TRADE TITLE:	INFORMATION COMMUNICATION TECHNOLOGY
LEVEL:	02
MODULE NO:	06
MODULE TITLE:	ADVANCED DATA MANAGEMENT
UNIT NO:	01
UNIT TITLE:	SETTING RELATIONSHIPS

PERFORMANCE CRITERIA

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.

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 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.

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

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 ADVANCE QUERIES AND MACROS AS PER DATA
MANAGEMENT PROCEDURES.

TRADE NO. 3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 02

MODULE NO: 06

MODULE TITLE: ADVANCED DATA MANAGEMENT

UNIT NO: 02

UNIT TITLE: ADVANCE QUERIES AND MACROS

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.
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
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:	FORMATTING A 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:	01
UNIT TITLE:	FORMATTING A DOCUMENT

PERFORMANCE CRITERIA

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.

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. 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 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.

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

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:	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

PERFORMANCE CRITERIA

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.

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. 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.
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
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: CUSTOMIZE WORKING ENVORONMENT ACCORDING TO
WORDPROCESSING SET OF RULES

TRADE NO. 3121

TRADE TITLE: INFORMATION COMMUNICATION TECHNOLOGY

LEVEL: 02

MODULE NO: 07

MODULE TITLE: ADVANCED WORDPROCESSING

UNIT NO: 03

UNIT TITLE: ORGANIZING A DOCUMENT

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.

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. 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.

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

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

DACUM CHART FOR LEVEL III

DUTIES	TASKS				Standards
	1	2	3		
Design a web Add/Edit Graphics	Create a web page and establish links to text, graphics, pictures, and other objects	Post web page to get access to the net and use FTP clients	Update the web page, Insert, edit and format text		According to web protocols
Repairing, upgrading and assembling of personal computers, printers and accessories	Repair, upgrade and assemble of personal computers, printers and accessory	Add Internal and external devices to a personal computer, Maintain cleanness and safety measure to equipment	Configure Personal Computers, Diagnosing problems using software	Working with the System Unit case and the Motherboard	Working with Disk Drives, Controllers Monitors & Video Cards
Administering windows Network (software part)	Setting User and group Accounts; Administering user and group Accounts; Monitoring network resources; Network printers and permission.	Securing resources with shared folders; Securing network resources with NTSF permission, Securing resources with shared folders, Securing network resources with NTSF permission.	Planning and implementing backup policy	Perform different types of Networking and architecture, Function and Operation	Administer Network and solve Problem
Networking (hardware part)	Types of architecture; Functions and Operation; Network Administration; Problem Solving				
Manage, Project and Plan using Project Management Software	Design cost, value; Manage; Plan/Budget; Supervise; Tasking; Monitoring; utilize System Integration	Analyze and design of information, Managing cash flow, Tracking the progress of a project, Working with multiple projects and Importing and exporting files	Practice Organizational Behaviour, Human Relations, Ethical Issues in Information Technology & Business Communication	Assist other users Add /Remove and upgrade programs	

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.
2. Principles: main principles involved in designing a web.
3. Theories involved in producing a professional website.

Circumstantial knowledge

1. Safety in handling the computer and software.
2. Security in handling files/pages.
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, DIAGONIZE & 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?
2. Principles: main principles involved in PC maintenance.
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: net work 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.
2. Security in handling document.
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