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| Title | **Build up computer skills** |
| Level | **2** | **Credits** | **15** |

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| Purpose | Aims to provide knowledge and skills on computer system management. It also deals with basic introduction to computer system management, safety aspects, tools and equipments identification and handling techniques. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B2– Configure peripheral Devices** | **The trainee will be able to:****P1**. Configure the functionality of Computer Hardware devices (Mother Board, Processor, Bus, and Firmware (e.g. ROM-BIOS) components.**P2**. Installation of various kinds of peripheral devices. (I/O devices plug and play etc.)**P3**. Configure peripheral devices as per recommended manual and perform “test” function(s).**P4**. Troubleshoot different commonly known (Level-1 Support) basic computer hardware peripheral devices related problems. | **K1**. Learn most commonly used peripheral devices e.g. CD ROM, USB, Printer, Scanner, Key Board, Mouse, Web CAM etc.**K2**. Understand the steps to configure peripheral devices with software driver(s), as per respective manual**K3**. Get knowledge of different types of computer ports and their uses including USB Port, RS-232 Port, Com Port, LPT port, etc.**K4**. Learn how to Identify/ rectify for simple Hardware failures/problems |

**B1– Configure graphical user interface enabled system software (operating system)** | **The trainee will be able to: P1**. Install supporting hardware**P2**. Install Windows/Linux Operating System**P3**. Install respective drivers**P4**. Install supporting software**P5**. Connect Internet connection | **K1**. Learn installation of Window Operating System as per sequence and in accordance to the instructional manual without losing any kind of data**K2**. Comprehend procedure for installing operating system like Microsoft Windows 8(or any version) in the Personnel Computers.**K3**. Learn to use commonly used commands / instructions to execute a task by following the Operating System help e.g. Format a Storage disk, view the list of running processes, etc.**K4**. Get knowledge about internet/web/search engines**K5.** Learn to use disk management / the instructional manual without losing any kind of data (Disk Management and Defragmentation) |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **B3 – Gain Experiential Learning of Business Writing** | **The trainee will be able to:****P1**. Compose and type a document draft like (Letter, Report, Meeting Minutes, Resume etc.)**P2**. Use the combinations of Control. i.e,Shift, and Alt keys(e.g. Shift+F7 for Similar Words, Ctrl+] to increase text size, Shift+F3 for toggle text and Alt+N for New command).**P3**. Utilize standard menu (toolbar) e.g. Home, Page Layout, References, Review hover buttons.**P4**. Insert table, picture, header/footer, endnote, page number, word art, table of contents, etc. in any given document.**P5**. Associate data as Hyperlink at a given location of a document or storage device with a URL.**P6**. Clarify the nature of document views (Print, Full Screen, Web Layout, Outline Draft)**P7**. Insert a Section Break at a given location of a word document. When clicked on show/hide icon under home menu, different | **K1**. Learn the process of installing the text editor.**K2**. Get knowledge to adjust page margin, size and layout.**K3**. Learn common document editing features including selection of font, size, styles, colors, attributes, etc.**K4**. Understand the steps to save document file in different formats e.g, rtf, dot, doc, docx, pdf, etc. at different paths.**K5**. Learn the procedure of insertion of table in a document and its design.**K6**. Learn the use and purpose of inserting bookmark, cross reference and hyperlink in a word file.**K7**. Learn the difference between header and footer and their options available as a ready format in the toolbar of a word file.**K8**. Learn the attributes of Header and Footer in the word file and same can also be explained**K9**. Understand and define section break and its purpose.**K10**. Understand the difference between section break and page break and their purpose**K11**. Understand the procedure to insert spread sheet having graph in the document file. |

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|  | breaks should be displayed**P8**. Protect a given document by assigning a password and making it secure.**P9**. Insert dialog box and grouping shapes.**P10**. Install and Configure Phonetic Keyboard for Urdu language editing in Inpage software.**P11**. Understand OLE concept**P12.** Practice typing speed of up to 25 words/ minute by following standardized typing pattern (asdfg ;lkjh) on Qwerty keyboards.**P13.** Install the text editor preferably Microsoft® Word a Microsoft® Office® Application, with Excel, Access, PowerPoint, InfoPath; and Urdu language editor, InPage etc.**P14**. Practice the Urdu language text.**P15**. Apply the text editing instructions using standard menu. | **K12**. Learn how to customize the Inpage for Phonetic Keyboard. |