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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** |
| |  |  |  | | --- | --- | --- | | **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. |