

# Vocational Skills Training

## Short Course Training Module

Sector: Service

Sub-Sector: Information Technology

Course Title: Basic Computer Operation

Level: Basic

**Training Duration:** 380 hours

**Trainee Entry Requirements:**

- Must be at least 15years old
- Can communicate oral and written in the English Language
- Can perform basic mathematical computations

**Job Opportunities/Indicative Jobs:** A person who has completed this training may be employed as a data encoders, transcribers, secretaries, clerks and receptionists. S/he shall be able to operate computers, utilize common software packages on word processing, spread sheet, presentation, database and publication as well as use the internet.

**Summary of Course Competencies:**

1. Apply work life skills
2. Implement workplace health and safety practices
3. Acquire basic understanding of the fundamentals of computer systems
4. Acquire basic understanding of Computer Operating Systems
5. Apply word processing software
6. Apply spread sheet software
7. Apply presentation software
8. Apply database software
9. Apply publication software
10. Use internet

Module	Unit	Training Detail	Training Objective	Hrs
1.Apply work life skills	1.1. Practice industrial relations	1.1.1. Basic principles of workplace relations	1.1.1.1. Understand employer perspectives 1.1.1.2. Understand workplace guidelines 1.1.1.3. Understand role and responsibility in the workplace	4
	1.2. Practice workplace gender sensitivity	1.2.1. Basic gender principles	1.2.1.1. Understand workplace gender dynamics 1.2.1.2. Understand basic gender principles	
	1.3. Develop career path	1.3.1. Career plan	1.3.1.1. Identify suitable and available work opportunities after training 1.3.1.2. Identify opportunities for further and higher training	
2.Implement workplace health and safety practices	2.1. Identify relevant workplace safety and health policies and procedures	2.1.1. Occupational safety and health policies and procedures	2.1.1.1. Understand relevant workplace safety and health policies and procedures	6
		2.1.2. Personal protective equipment, materials, tools, machinery, and equipment	2.1.2.1. Identify safety tools and equipment 2.1.2.2. Use appropriate personal protective equipment, materials, tools, machinery, and equipment	
	2.2. Perform relevant occupational safety and health procedures	2.2.1. Workplace safety instructions	3.2.2.1. Follow workplace safety instructions	
	2.3. Comply with relevant occupational safety and health policies and standards	2.3.1. Preventive control measures	2.3.1.1. Identify preventive control measures 2.3.1.2. Comply with preventive control measures	
		2.3.2. Incident and emergency procedures	2.3.2.1. Apply incident and emergency procedures	
3.Acquire basic understanding of the fundamentals of computer systems	3.1. Introduction to Computers	3.1.1. Historical Background	3.1.1.1 Describe the development of computers	6
		3.1.2. Definition of computers	3.1.2.1. Define the terms related to computers	
		3.1.3. Types of Computer	3.1.3.1. Describe different types of computers and their applications	

Module	Unit	Training Detail	Training Objective	Hrs
	3.2. Computer Components	4.2.1. Division of Computer	3.2.1.1. Define hardware and software 3.2.1.2. Describe the difference between hardware and software	
		3.2.2. Hardware categories	3.2.2.1 Describe the four categories of hardware	
		3.2.3. Computer Peripherals	3.2.3.1. Identify and name computer peripherals	
		3.2.4. Computer Accessories	3.2.4.1. List computer accessories and describe their functions	
	3.3. Computer Specifications	3.3.1. Read Only Memory (ROM)	3.2.5.1. Describe the functions of ROM	
		3.3.2. Random Access Memory (RAM)	3.2.5.1. Describe the function and capacity of RAM	
		3.3.3. Computer Processor	3.3.3.1. Explain the function of Computer Processor	
		3.3.4. Types of Monitors specifications	3.3.4.1. Identify different monitors specification	
4. Acquire basic understanding of Computer Operating Systems	4.1. Linux (GUI)	4.1.1. Different Flavours	4.1.1.1. List some Linux Flavours 4.1.1.2. Describe the different 'Versions of some Linux Flavor	6
		4.1.2. Start the Operating System (OS)	4.1.2.1. Describe the starting procedures of Linux 4.1.2.2. Demonstrate how to start Linux OS	6
		4.1.3. GUI Display Features	4.1.3.1. Describe the features of the desktop display	
		4.1.4 Open the Applications	4.1.4.1 Demonstrate how to open application in Linux OS 4.1.4.2. Use Linux OS Applications	
	4.2. Microsoft Windows	4.2.1 Different Version	4.2.1.1. Understand the different Windows OS Versions	6
		4.2.2. Start the OS	4.2.2.1. Start the computer installed with Windows OS	
		4.2.3. Desktop Features	4.2.3.1. Describe Desktop Features that include icons, folders, taskbar, start button etc.	
		4.2.4. The Mouse	4.2.4.1. Operate Mouse and its buttons	
		4.2.5. Manage the Desktop	4.2.5.1. Set Display Wallpaper 4.2.5.2. Set Screen Servers 4.2.5.3. Create and delete user accounts	
		4.2.6. Windows Explorer	4.2.6.1. Move folders 4.2.6.2 Collapse and expand explorer content	

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5. Apply word processing software		4.2.7. Create and Manage Folders and Subfolders	4.2.7.1. Create folders and subfolders 4.2.7.2. Rearrange folders according to similarity	
		4.2.7. Windows Manipulating Tools	4.2.7. Start a Word Pad program from accessories 4.2.7.2. Maximize/Minimize/Restore Buttons works 4.2.7.3. Adjust Time and Date Display	
	5.1. Introduction to Microsoft Word	5.1.1 General Overview of Word Processors	5.1.1.1 Understand general Overview of Word Processor	18
		5.1.2. Start the Program	5.3.2.1. Start the Word Application	
		5.1.3. Features of the MS Word	5.1.3.1. Describe the features of MS Word 5.1.3.2. Describe the Ribbons 5.1.3.3. Describe the Dialogue Box Launchers	
		5.1.4. Customize Quick Access Toolbar	5.3.4.1. Move about the Quick Access Toolbar below or above the Ribbon 5.3.4.2. Use “Add or remove” functions in the Quick Access Toolbar	
	5.2 Managing Documents	5.2.1 Saving documents	5.2.1.1. Understand and demonstrate how to save a document 5.2.1.2. Distinguish between “Save” and “Saves As” functions	4
	5.3 Editing and Text Formatting	5.3.1 Copy, Cut, Paste, Drag and Drop	5.3.1.1. Use Copy, Cut, Paste and Drag and drop functions	4
			5.3.1.2. Understand procedures to move text/graphics	
		5.3.2 Bold, Italics and Underline	5.3.2.1. Use bold, italics and underline functions to edit text	
		5.3.3 Alignments	5.3.3.1. Use alignment tools to align left, center, right and justify.	
		5.3.4 Fonts, Font Sizes and font colours	5.3.4.1 Use the font group and dialogue box launcher to edit Fonts, Font sizes, and font colour.	
	5.4 Illustration	5.4.1 Clip Art	5.4.1.1. Insert a clip art including drawing, movies, photograph to illustrate a specific concept	10

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		5.4.2 Shapes	5.4.2.1. Insert readymade shapes such as rectangles, circles, arrows, lines, flow chart, etc.	
		5.4.3 Smart Art	5.4.2.1 Insert a smart art graphics to visually communicate Information	
		5.4.4 Chart	5.4.4.1. Insert a chart to illustrate and compare data	
	5.5 Header and Footer	5.5.1 Header and Footer	5.5.1.1. Insert and edit the content of a header and footer	6
		5.5.2 Page Number	5.5.2.1. Insert page number into a document	
		5.5.3 Page Orientation	5.5.3.1. Change page orientations	
	5.6 Text group and symbol	5.6.1 Text box	5.6.1.1. Insert preformatted text box and draw a text bot into a document	6
		5.6.2 Word art and Drop Caps	5.6.2.1. Insert a large capital letter at the beginning of a paragraph and decorative text into a document	
		5.6.3 Symbol	5.6.3.1. Insert symbols that are not on the keyboard	
	5.7 References	5.7.1 Table of contents	5.7.1.1. Understand and demonstrate insertion table of contents and update table of contents	6
		5.7.2 Foot notes	5.7.2.1. Insert footnotes	
	5.8 Mailing and Document Review	5.8.1 Mail Merge	5.8.1.1. Perform a Mail merge function	6
		5.8.2 Proofing	5.8.2.1. Check spelling and grammar	
	5.9. Printing	5.9.1 Print, Print Preview and Quick Print	5.9.1.1. Manipulate printing procedures through Print Dialogue Box, Print Preview or Quick print for known default printer	3
6. Apply Spread sheet software	6.1 Introduction to Microsoft Excel	6.1.1 General Spreadsheet	6.1.1.1. Understand the general overview of Spread sheets	12
		6.1.2 Start the Microsoft Excel Application	6.1.2.1. Start Excel Application	
		6.1.3. Features of the Excel Workbook window	6.1.3.1. Identify and define the features of the Workbook and the Ribbon tabs	

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	6.2 Managing Workbooks	6.2.1 Add Worksheets, Rows and Columns	6.2.1.1. Add worksheets, rows and columns	6
		6.2.2. Delete Worksheets, Rows and Columns	6.2.2.1. Delete worksheets, rows and columns	
		6.2.3 Rename Worksheets	6.2.3.1. Rename and copy worksheets	
	6.3 Data Entry	6.3.1 Data Types and rules of data entry	6.3.1.1. Define different data types and state the rules of data entry (Text/Label, Numbers and formulas)	10
	6.4 Navigating Worksheet	6.4.1 Keyboard short-cuts to Navigating the worksheet 6.4.2 Scrollbars	6.4.1.1. Navigate the Worksheet using keyboard short-cuts	3
			6.4.2.1. Navigate the worksheet using scrollbars	
	6.5 Editing Data Cells	6.5.1 Copy, Cut, Paste and Drag and Drop	6.5.1.1. Apply copy, Cut and Paste and move data using drag and drop methods	12
		6.5.2 Alignments, Bold, Italics and Underline	6.5.2.1. Manipulates the Bold, Italics and underline and align the data in different formats.	
		6.5.3 Fonts, Font Sizes and Font Colours Superscript and Subscript	6.5.3.1. Create superscripts and subscripts from the format cells Dialogue Box	
		6.5.4 Format Painter and Number format	6.5.4.1. Understand the function of the format painter and apply currency, percentage, coma style	
	6.6 Insert Objects	6.6.1 Illustration	6.6.1.1. Apply Picture importation from within and external source	6
		6.6.2 Charts/Graphs	6.6.1.1. Insert Clip Art pictures and manipulate shapes and Smart Art Graphics=	
		6.6.3 Text	6.6.3.1. Apply Headers and Footers, Text Boxes and WordArt and Symbols.	
	6.7 Manipulate Data	6.7.1 Import External Data	6.7.1.1. Get External Data from other Sources	6
7. Apply Presentation software (e.g.,	7.1 Introduction to Microsoft PowerPoint	7.1.1 Explain general information about presentation	7.1.1.1. Explain general overview of presentation	12
		7.1.2 Start PowerPoint	7.1.2.1 Start Microsoft PowerPoint	

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Microsoft PowerPoint)		7.1.3 Navigate the PowerPoint interface	7.1.3.1. Identify the PowerPoint Interface window and manipulate the Ribbon.	
		7.1.4 Create a New Presentation and Presentation Views.	7.1.4.1. Customize Quick Access Tool Bar.	
		7.1.5 Save the Presentation	7.1.5.1. Save Presentation	
		7.1.6 Close and Open a Presentation	7.1.6.1. Close and Open Presentation	
		7.1.7 Exit PowerPoint	7.1.7.1. Exit a Presentation	
	7.2 Editing Slides	7.2.1 Slide Manipulation	7.2.1.1. Change font sizes and Case 7.2.1.2. Apply Bullets and Numbering, and Line Spacing 7.2.1.3. Add New Slides and delete slides 7.2.1.4. Change Layouts 7.2.1.5. Add others Shapes and change drawings to different Shapes	6
	7.3 Printing and setting-up presentation	8.3.1 Print	8.3.1.1. Quick way to Print and apply the print dialogue box to 8.3.1.1. Set for printing options Set up options for the slide show and rehearse timings	15
		8.3.2 Slideshow	8.3.2.1. Set-up a Slide Show	
		8.3.3 Projection	8.3.3.1. Set up a projector for presentations	
		8.3.4 Customization	8.3.4.1. Customize the Presentations	
	7.4 Getting Help	8.4.1 Ways of getting Help	8.4.1.1. Describe and find the ways to get Help	3
	7.5 Designing Slides	8.5.1 Themes and Background	8.5.1.1. Change Themes and add theme colours  8.5.1.2. Add a background style for a them and hide theme backgrounds	6
		8.5.2 Page Setup	8.5.2.1. Set page size, margins, orientation and other lay-out properties	



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	7.6 Animating Slide	8.6.1 Animations	8.6.1.1. Apply animations to objects in a slide 8.6.1.2. Create custom animation for individual objects on a slide 8.6.1.3. Apply slide transitions. 8.6.1.4. Apply sound and speed to slide transitions 8.6.1.5. Preview the slide transitions and animations created.	4
	8.7 Master Slides	8.7.1 Slide Master	8.7.1.1. Change Slide Master Design and Layout 8.7.1.2. Change the design and layout of printed hand-outs 8.7.1.3. Edit notes master's page setup, placeholders, themes and background, then close notes Master view	6
9. Apply database software (e.g., Microsoft Access)	9.1 Overview of Database	9.1.1 Meaning of Database	9.1.1.1. Explain the meaning and use of databases	6
	9.2. Creating and Administering a Database	9.2.1 Basic database administration	9.2.1.1. Define Tables, Queries, Forms and Reports 9.2.1.1. Create Blank database 9.2.2.1. Create Access Database using wizard 9.2.3.1. Open existing Database for improvements	18
	9.3 Database Design Basics	9.3.1 Database Design process	9.3.1.1. Understand good database design and process of designing a database 9.3.2.1. Interpret information into tables and turn information items into columns. 9.3.3.1. Define a Primary key and understand how to insert a Primary Key	30
10. Apply publication software (Microsoft Publisher)	10.1. Introduction to MS Publisher	10.1.1. General Overview of MS Publisher	10.1.1.1. Create a new publication 10.1.1.2. Enhance a publication	20
		10.1.2. Save and open publication	10.1.2.1. Save and open the saved publication	
		10.1.3. Close Publication and Exit Publisher	10.1.3.1. Close publication and Exit Publisher	
	10.2. Categories of commands	10.2.1. Functions of command in the tool menu	10.2.1.1. Use the files menu and the function of the commands 10.2.1.2. Apply commands in the tools menu 10.1.1.3. Use the insert menu to extract cinnads	12

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		10.2.2. Inset tables and use help facilities in MS Publisher	10.2.2.1. Insert Tables from the table categories of command 10.2.2.2. Use the Help facilities in MS Publishers	
	10.3. Publication Types	10.3.1. Publisher Templates	10.3.1.1. Make advertisements using publisher templates	12
		10.3.2. Publisher Designs	10.3.2.1. Create classic design of certificates, banners, brochures, business card, calendars etc.	
	10.4. Printing	10.4.1. Printing Technics	10.4.1.1. Change the orientation of the publication before printing 10.4.1.2. Switch between landscape and portrait formats 10.4.1.3. Select the correct printer 10.4.1.4 Select the appropriate page range and paper sizes	6
11. Use internet	11.1. Concept of the Internet	11.1.1. Introduction to Internet	11.1.1.1 Describe the uses of the Internet 11.1.1.2. Connect to the Internet, using tools such as modem and a dial-up connection 11.1.1.3. Access the Internet	18
	11.2. Web Browsers	11.2.1. Web Browser	11.2.1.1. Use Internet Explorer (IE) in all the versions 11.2.1.2. Use Netscape Navigator, Mozilla Firefox, Opera etc.	6
		11.2.2. Browsing Web Pages	11.2.1.1. Set default Home page 11.2.1.2. Use Search Engines and toolbars 11.2.1.3. Save Web document 11.2.1.4. Download software for different purposes	12
	11.3. The World Wide Web (WWW)	11.3.1. Internet and E-Mails	11.3.1.1. Send and receive e-mail using Simple Mail Transfer Protocol SMTP	12
		11.3.2. Internet Protocols	11.3.1.1. Use Telnet Protocol and File Transfer Protocol (FTP) 11.3.1.2. Use Network NEWS Transfer Protocol (NNTP) 11.3.1.3. use Hyper Text Transfer Protocol (HTTP) 11.3.1.4. Use Voice over Internet Protocol (VoIP)	12
	11.4. Retrieving Documents on the Web	11.4.1. The URL and Domain Name System	11.4.1.1. Explain the anatomy of A URL (Uniform Resource Locator)	6
		11.4.2. Top-Level Domains (TLDs)	11.4.2.1. Describe the Top-Level Domain (com, edu, gov,mil, net, org)	

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		11.4.3. Web Search Engine	11.4.3.1. Conduct a search using a Web Search Engine eg. <a href="http://www.google.com">http://www.google.com</a> , MSN Search! <a href="http://www.live.com">http://www.live.com</a>	
	11.5. Internet virus protection	11.5.1. Virus protection	11.5.1.1. Understand the concept on malware 11.5.1.2. Understand the concept and importance of computer programs used to prevent, detect, and remove malware. 11.5.1.2. Use appropriate Web Site for the Internet protection	6
Total Hours				380

Assessment shall be carried out during and after each module.

1. Continuous assessment shall be adopted during the course which shall constitute 40% of the final assessment.
2. Assessments conducted at the end of each or a combination of completed modules shall be constituted of 70% practical demonstration and 30% written or oral assessment.
3. The final assessment which is a combination of written and practical demonstration of the competencies shall be conducted after coursework has been completed. The recommended weights of the final assessment shall be 80% practical demonstration and 20% written/oral assessment. The final assessment shall be weighted 60% of the overall course performance of the trainee.

Assessment	Methodology	%	Overall Assessment
Continuous Assessment	Practical Demonstration	70%	40%
	Oral/Written Assessment	30%	
	Total	100%	
Final Assessment	Practical Demonstration	80%	60%
	Oral/Written Assessment	20%	
	Total	100%	

Indicative List of Tools and Equipment Required

S. N	Items	S. N	Items
1	Computers- Desktop or Laptop	14	Internet subscription (at least 2 MBPS)
2	Projector	15	Uninterruptible Power Supply (UPS)
3	Printers	16	ADSL Router with Wi-Fi
4	KV Voltage Stabilizers	17	Wireless Access Point
5	Assorted Accessories	18	PC Video camera
6	Internet	19	External optical drive
7	Anti-virus software	20	USB External HD
8	Word processing software	21	Network External HD
9	Spreadsheet software	22	Scanner
10	Presentation software	23	USB printer
11	Publication software	24	Network printer
12	Database software	25	Flash disk / Memory stick
13	Working tables	26	Electronic tester VOM