Republic of Rwanda
Ministry of Education

RTB | RWANDA TVET BOARD

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

CCMCL302

Apply computer literacy

Competence

RQF Level: 3

Learning Hours 30

Credits: 3

Sector: All

Trade: All

Module Type: Complementary

Curriculum: All

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Purpose statement	This module describes the skills and knowledge required to operate a computer, to use word processing applications in the production of workplace documents, to create and use spreadsheets and charts through the use of spreadsheet software, to design electronic presentations, and to send, receive and manage electronic mail (email), as well as to collaborate online using chat rooms, intranets and instant messaging.					
Delivery modality	**Training delivery**		**100%**	**Assessment**		**Total 100%**
	Theoretical content		30%	Formative assessment	50%	100%
	Practical work:		70%		50%	
	• Group work and presentation	20%				
	• Individual Work	50%				
				Summative Assessment		NA

Elements of Competency and Performance Criteria

Elements of competency	Performance criteria
1. **Apply computer basics**	1.1. Computer basics are properly described according to their classifications
	1.2. Various connectors and ports are properly identified according to their types
	1.3. Computer operations are appropriately described according to their role
	1.4. Desktop's elements are appropriately used according their version
2. Use a current Word processing package	2.1. Text is convenient formatted according to their document
	2.2. Table is properly created and edited according to the numerical data and presentation of text in
	2.3. Text is conveniently edited according to their document
	2.4 . Header, footer and footnotes are appropriately inserted according to the document
	2.5 . Document is appropriately saved according to the keeping of data
	2.6. Document is suitable printed according to the selected print options
3. Use current spreadsheet package	3.1 . Basic Excel tasks are properly used in Excel
	3.2. Sheets are properly managed in Excel workbook according to their location
	3.3. Cells and their content are conveniently formatted to their design
	3.4. Functions and operations are properly used according to their conditions

	3.5. Excel worksheet are suitable printed according to their selected print options
4.Use current power point presentations version	4.1. New power point presentation is properly created to its document
	4.2. Slide is properly managed according to their presentation of information
	4.3. Graphics are properly inserted according to their perspective steps
	4.4. Word documents is suitable converted to PowerPoint presentation
	4.5. Presentation is properly animated according to its design
	4.6. Presentation is properly used in different view
	4.7. Presentation is suitable printed according to their selected print options
5. Use Internet/Intranet (outlook)	5.1. Website is properly described according to their needs
	5.2. Search engines are properly used in different types
	5.3. instant messaging is properly used in communication technology
	5.4. Favourites are properly managed using internet explorer
	5.5. The internet is conveniently browsed using the hyperlinks
	5.6. Files are downloaded and uploaded using internet according to its steps

Course content

Learning outcomes	At the end of the module the learner will be able to:
	1. Apply computer basics 2. Use a current Word processing package 3. Use current spreadsheet package 4. Use current power point presentations 5. Use Internet/Intranet (outlook)

Learning outcome 1: Apply computer basics	Learning hours: 10

Indicative content

- **Description of the computer basics**
  - ✓ Introduction to computer
  - ✓ **Classification of a computer**
    - Microcomputers
      - ❖ Personnel computers types
    - Minicomputers
    - Mainframe computers
    - Supercomputers
- **Identification of various connectors and ports**
  - ✓ Computer connectors
  - ✓ Computer ports
- **Description of computer operations**
  - ✓ Input
    - Input devices
  - ✓ Output
    - Output devices
  - ✓ Store
    - Storage devices (Primary and secondary storage)
  - ✓ Process
    - CPU (Control Unit, ALU, Register)
- **Use of desktop's elements**
  - ✓ Windows and its elements
    - Desktop
    - Task bar
    - Start menu
    - Minimize, maximize, close buttons

Resources required for the learning outcome	
Equipment	Whiteboard, Projector,Computers,PDA,
Materials	Markers, flipchart, chalk,
Tools	Screwdriver
Facilitation techniques	Demonstration and simulation, Individual and group work, Practical exercises, Individualized ,Trainer guided , Group discussion
Formative assessment methods	Written assessment ,Oral presentation , Performance assessment

Learning outcome 2: Use a current Word processing package	Learning hours: 5
Indicative content	

- **Formatting a text**
  - ✓ Text formatting
    - Font style
    - Font size and font color
    - Text change case
    - Text effects
    - Format painter
  - ✓ Paragraph formatting
    - Borders and shading
    - Line and paragraph
    - Spacing
    - Alignment
    - Lists (Bulleted, Numbered, Multilevel)
- **Creating and Edit a table**
  - ✓ Inserting a table
  - ✓ Inserting a column, Inserting a row
  - ✓ Merging cells
  - ✓ Deleting table
  - ✓ Splitting cells and drawing a table
- **Editingdocument(Text)**
  - ✓ Search/Find, replace
  - ✓ Deleting a range of text
  - ✓ Undo & Redo command

- **Inserting header, Footer and Footnotes**
  - ✓ Footnotes
  - ✓ Header and footer
  - ✓ Automatic page numbering
  - ✓ Total number of pages
- **Saving a document**
  - ✓ File management
  - ✓ Creation of files and folders
  - ✓ File naming and file formats
- **Printing a document**
  - ✓ Page setup
  - ✓ Printer options
  - ✓ Printing one or more copies
  - ✓ Printing selected pages
  - ✓ Printing one side or both sides
  - ✓ Printing in black/white or color
  - ✓ Print page ranges
  - ✓ Print the current documents

Resources required for the indicative content	
Equipment	Computers(Desktop Laptop), Printer, Projector
Materials	Papers
Tools	Microsoft office(word, excel…) installed in each computer
Facilitation techniques	Demonstration and simulation, Individual and group work, Practical exercise ,Individualized ,Trainer guided ,Group discussion
Formative assessment methods	Written assessment ,Performance assessment , Product based assessment

Learning outcome 3: Use current spreadsheet package	Learning hours: 5

Indicative content

- **Use basic Excel tasks**
  - ✓ Basic Excel tasks
    - Open **and**Close
    - New document
    - Undo and Redo

- sheet
- Selecting a cell andValidating a cell
- Deleting cell contents, Modifying cell contents
- Selecting group of cells
- Increase and reduce
- Delete row and column **and**Duplicate cell

- **Management of sheets in Excel workbook**
  - ✓ Selecting a sheet
  - ✓ Renaming a sheet and inserting new sheets
  - ✓ Moving a sheet in a workbook

- **Formatting cells and their contents**
  - ✓ Formatting text and cells
  - ✓ Choosing font, size, color
  - ✓ Adjusting cow height
  - ✓ Alignment of cell, rotating text, wrapping text and number format
  - ✓ Inserting rows
  - ✓ Merging cells
  - ✓ Creating borders
  - ✓ Patterns

- **Use some functions and perform mathematical operations**
  - ✓Numbers and mathematical operations
  - ✓Logical function (**IF**)
- **Printing an Excel worksheet**
  - ✓ Page setup
  - ✓ Print options
  - ✓ Page setup
  - ✓ Print preview
  - ✓ Print dialogue box
  - ✓ Print one or more copies
  - ✓ Print in black/white or color
  - ✓ Print page ranges ,printing selection, Print current worksheet

Resources required for the indicative content	
Equipment	Computer (Desktop, Laptop), Projector, Printer
Materials	Papers
Tools	Microsoft office (excel, word…) installed in each computer
Facilitation techniques	Demonstration and simulation, Individual and group work, Practical exercise ,Individualized ,Trainer guided ,Group discussion
Formative assessment methods	Written assessment ,Performance assessment ,Product based assessment

Learning outcome 4: Use current power point presentations	Learning hours: 5

Indicative content

- **Creation a new presentation**
  - ✓ Creating new presentation
  - ✓ Blank presentation and Design template
- **Management of a slide**
  - ✓ Creating a slide
  - ✓ Inserting a slide
  - ✓ Modifying a slide
- **Insertion of graphics**
  - ✓ Clip Art and Word Art,
  - ✓ Library Images,
  - ✓ Inserting image from file
- **Conversion word documents to PowerPoint presentation**
  - ✓ Copy, cut, move
  - ✓ Import file
  - ✓ Process of conversion
- **Animation of a presentation document**
  - ✓ Animation
  - ✓ Custom animation
  - ✓ Slide transition
- **Use of different presentation view**
  - ✓ Normal view
  - ✓ Slide sorter view
  - ✓ Slide show
- **Printing apresentation document**
  - ✓ Print preview
  - ✓ Printing a copy or multiple copies
  - ✓ Printing one slide on a page
  - ✓ Printing more slides on a page

Resources required for the indicative content

Equipment	Computer (Desktop, Laptop), Projector, Printer
Materials	Papers
Tools	Microsoft office (Power point, excel, word…) installed in each computer
Facilitation techniques	Demonstration and simulation

	Individual and group work, Practical exercise ,Individualized ,Trainer guided ,Group discussion
Formative assessment methods	Written assessment , Performance assessment ,Product based assessment

Learning outcome 5: Use Internet/Intranet (outlook)	**Learning hours: 5**

Indicative content

- **Description of a website**
  - ✓ Introduction to a website
    - Definition of terms: internet, web browser, Website, Webpage, Search engine)
  - ✓ Types of website
    - Dynamic
    - Static
  - ✓ Parts of website address
    - HTTP
    - WWW
    - Domain name of website
    - Domain name suffix
- **Use search engines (example Google)**
  - ✓ Search engines types
  - ✓ Role of search engines
  - ✓ Some examples of search engine
- **Use instant messaging (chatting)**
  - ✓ Steps to create a chat account
  - ✓ Chatting options
  - ✓ Instant messaging with or no webcam, calling and sending files
- **Management favourites using internet explorer**
  - ✓ Favourites types
  - ✓ Creation of favourites
- **Browsing on internet using the hyperlinks**
  - ✓ Definition of hyperlink
  - ✓ Basic parts of web browser
  - ✓ Examples of web browser
    - Google Chrome.
    - Mozilla Firefox.
    - Microsoft Edge.
    - Internet Explorer.

- Safari

- **Downloading and uploading files using internet**
  - ✓ Definition of terms:
    - Downloading
    - File attachment
    - Uploading
  - ✓ Steps of downloading files
  - ✓ Tips of uploading files

Resources required for the indicative content	
Equipment	Computer (Desktop, Laptop), Projector, Modem,Router
Materials	Internet
Tools	E-mail
Facilitation techniques	Demonstration and simulation, Individual and group work, Practical exercise ,Individualized ,Trainer guided ,Group discussion
Formative assessment methods	Written assessment , Oral assessment, Performance assessment ,Product based assessment

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