



REPUBLIC OF KENYA

COMPETENCY BASED MODULAR CURRICULUM

FOR

NETWORK SYSTEM TECHNICIAN

KNQF LEVEL 5

PROGRAMME CODE: 0612 454A

COMPUTER APPLICATIONS

UNIT CODE: 0611 441 01A

Duration of Unit: 90 hours

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Computer Applications

Unit Description:

This unit covers the competencies required in performing word processing, operating spreadsheet program, preparing PowerPoint presentation, performing document production and managing online resources.

Summary of Learning Outcomes

LEARNING OUTCOMES	DURATION (HOURS)
1. Perform word processing	30
2. Operate spreadsheet program	25
3. Prepare PowerPoint presentation	15
4. Perform document production	10
5. Manage online resources	10
TOTAL	90

Learning outcomes, Content and Suggested Assessment Methods

Learning outcome	Content	Suggested Assessment Methods

1. Perform word processing	1.1 Ergonomics risk factors 1.2 Creation of word document <ul style="list-style-type: none"> 1.2.1 Introduction to word processing 1.2.2 Types of word processors 1.2.3 Creating word documents 1.3 Creating and manipulating tables <ul style="list-style-type: none"> 1.3.1 Inserting tables 1.3.2 Working with tables 1.4 Performing Mail merging 1.5 Inserting Word processing objects <ul style="list-style-type: none"> 1.5.1 Picture 1.5.2 Shapes 1.5.3 Table 1.5.4 Charts 1.6 Generating list of figures and table of content <ul style="list-style-type: none"> 1.6.1 List of figures 1.6.2 Table of content 	<ul style="list-style-type: none"> • Practical • Oral questions • Written tests • Observation • Portfolio of evidence
2. Operate spreadsheet programs	2.1 Creating Spreadsheet workbook <ul style="list-style-type: none"> 2.1.1 Introduction to spreadsheets 2.1.2 Types of spreadsheets programs 2.1.3 Components of a spreadsheet program <ul style="list-style-type: none"> Cell data entries 2.1.4 Formatting and editing worksheets 2.2 Performing Cell referencing <ul style="list-style-type: none"> 2.2.2 Relative 2.2.3 Absolute 2.3 Application of Formula and functions <ul style="list-style-type: none"> 2.3.1 Sum 2.3.2 Average 	<ul style="list-style-type: none"> • Practical • Oral questions • Written tests • Observation • Portfolio of evidence

	<p>2.3.3 Max</p> <p>2.3.4 Min</p> <p>2.3.5 Rank</p> <p>2.3 Generating Charts</p> <p>2.3.1 Charts</p> <p>2.3.2 Pie charts</p> <p>2.3.3 Bar charts</p> <p>2.3.4 Line graphs</p> <p>2.3.5 Column graphs</p>	
3. Prepare PowerPoint presentation	<p>3.1 Creating PowerPoint slides</p> <p>3.1.1 Introduction to PowerPoint</p> <p>3.1.2 Types of presentation programs</p> <p>3.1.3 Creation of PowerPoint slides</p> <p>3.1.4 Slide layouts</p> <p>3.1.5 Formatting and editing</p> <p>3.2 Exhibiting Presentation views</p> <p>3.2.1 Outline</p> <p>3.2.2 Normal</p> <p>3.2.3 Slide sorter</p> <p>3.2.4 Notes page</p> <p>3.2.5 Reading view</p> <p>3.3 Performing animations transitions</p> <p>3.4 Presenting Slideshow</p>	<ul style="list-style-type: none"> • Practical • Oral questions • Written tests • Observation • Portfolio of evidence
4. Document production	<p>4.1 Printing documents</p> <p>4.1.1 Introduction to document production</p> <p>4.1.2 Types of printers</p> <p>4.1.3 Document printing</p> <p>4.2 Document scanning</p> <p>4.2.1 Types of scanners</p> <p>4.2.2 Document scanning</p>	<ul style="list-style-type: none"> • Practical • Oral questions • Written tests • Observation • Portfolio of evidence

	4.3 Document duplication	
5. Manage online resources	<p>5.1 Online file transfer</p> <p>5.1.1 Introduction to online resources</p> <p>5.1.2 Creating up online user accounts</p> <p>5.1.3 E-mailing</p> <p>5.1.4 Teleconferencing</p> <p>5.2 Online document processing</p> <p>5.2.1 Online data entry</p> <p>5.2.2 File conversion</p> <p>5.2.3 Google documents</p> <p>5.2.4 E- tasks</p> <p>5.2.5 Online file transfer</p> <p>5.3 Performing online collaboration</p> <p>5.3.1 Introduction to online collaboration</p> <p>5.3.2 Types of online collaboration tools</p> <p>5.3.2.1 Video conferencing</p> <p>5.3.2.2 Chatting</p> <p>5.3.2.3 Cloud computing</p> <p>5.3.2.4 Social media</p> <p>5.3.2.5 Online calendar</p> <p>5.3.2.6 Mailing</p>	<ul style="list-style-type: none"> • Practical • Oral questions • Written tests • Observation • Portfolio of evidence

Suggested Delivery Methods

- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Group discussions
- Direct instructions

Recommended resources for 25 trainees

S/No.	Category/Item	Description/Specifications	Quantity	Recommended Ratio (Trainee: Item)
A	Learning Materials			
1.	Textbooks		5 pcs	5:1
2.	Flip Charts		5 pcs	5:1
3.	PowerPoint presentations	For trainer's use		
B	Learning Facilities & infrastructure			
4.	Lecture/theory room		1	25:1
5.	Computer laboratory		1	25:1
C	Consumable materials			
6.	Printing papers		1 ream	1:20
7.	Foolscaps		1 ream	1:20
8.	Toners		2 pcs	13:1
9.	Assorted colour of whiteboard markers			
D	Tools and Equipment			
10.	Computers		25 pcs	1:1
11.	Projector		1 pcs	25:1
12.	Reproductive machines		1 pcs	25:1
13.	Scanner		1 pcs	25:1
14.	Printers		2 pcs	13:1
15.	Whiteboard		1 pcs	25:1
16.	Flash drives		5 pcs	5:1
17.	External Hard drive		5 pcs	5:1
18.	System Software suite		5 pcs	5:1
19.	Application Software suite		5 pcs	5:1
20.	Computer Repair Tool box		5	5:1