

CERTIFICATE IN COMPUTER APPLICATIONS

TRAINING HANDBOOK

PREPARED FOR

VH PUBLIC SCHOOL - LIRA

APRIL 2017

FORWARD

The business and management challenges facing entrepreneurs, businesses and organizations, in their effort to bring transformation, change & development of society & country requires the intervention of qualified human resources with appropriate knowledge, skills and attitude in planning, developing and management.

It is the responsibility of all to respond to the above challenges, by making sure that quality training is available to participants who seek to increase their skills, knowledge & expertise so as to enhance business and management knowledge.

This Training Curriculum was developed after looking at the need for Information and Communication Technology (ICT) knowledge and skills among Primary School Teachers and how these help to improve on the teaching-learning process. The education sector and the world of work require an individual to possess ICT knowledge and skills. This is evidenced by the demand for computer literacy and computer skills for the respective job vacancies being advertised today.

This Training Curriculum has been prepared to help the learners acquire ICT knowledge and skills required to meet the challenges of ICT applications in society. The syllabus emphasizes use of practical examples whenever possible to teach ICT applications which the world of work expects all potential & current employees to possess.

The ICT Training syllabus is meant to help the learner acquire skills required by end users of ICTs and which can be applied in a variety of fields.

I have outmost believe that this curriculum will no doubt add value to learners/teachers and I am confident that all those who will participate in the programme will find it appealing, functional, relevant and beneficial.

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1.1 PROGRAMME RATIONALE

The purpose of Certificate in Computer Applications is to train persons who wish to attain skills & knowledge in Information & Communication Technology (ICT). This course has been developed for training teachers at VH Public School. However, it also targets both primary and secondary school teachers who want develop their computer / ICT skills to much the national and global competences required in the workplace today.

This course is both theoretical and practical, but more emphasis will be placed in developing practical abilities & skills of the learners. It is a well-known fact that making people knowledgeable is the only way of developing people, and human development implies that people's capabilities are enhanced and their lives enriched. This course / training programme will do just that.

Today, all sectors and area related to human activity and development (education, health, agriculture, governance, environment etc.) benefit a lot in the use and application of ICT.

1.2 BRIEF DESCRIPTION OF THE PROGRAMME

The Certificate course in Computer Applications is designed to introduce learners/students to Information & Communication technology knowledge, skills and abilities. It will focus on both software and hardware aspects with regard to practical usage for daily live or work environment purposes. The training provides the skills and knowledge for an individual to function at a basic level of ICT competency in the contemporary information society. It will enable a person to undertake basic ICT functions using a Personal Computer and to engage in fundamental online activities.

1.3 OBJECTIVES OF THE PROGRAMME

The objectives of the training are to enable learners / students:

- Describe the major components of Information Technology applications: hardware, computer networks, software, data, processes and people.
- Undertake basic ICT functions using a personal computer.
- Describe the different components of a computer network.
- Helping the learner develop and consolidate his/her knowledge of ICT and be aware of new and emerging technologies.
- Encouraging the learner to develop as an independent user.
- Encouraging the learner to develop ICT skills to enhance their work in a variety of sectors.
- Equipping the learner with skills for lifelong learning.

1.4 PROGRAMME OUTLINE

The programme will involve discussions in the following areas.

- Introductions to Computers
- Managing Files & Folders
- Introduction to Word Processing using MS Word
- Electronic Spreadsheets using MS Excel
- Internet & E-mail Communication
- Electronic Presentation using MS PowerPoint
- Electronic Databases using MS Access
- Information Security, Ethics & Legal Issues

1.4 EXPECTED OUTCOMES

On completion of this training programme, learners will be able to:

- Identify the components & terminology in ICT.
- Identify the major hardware components and peripherals and be able to use them.
- Understand Operating System and Application software.
- Use Microsoft Office application.
- Use internet and e-mail.
- Understand & develop a sense of technological discipline, ethics and ICT laws.
- Carryout basic trouble shooting.

1.5 ENROLLMENT REQUIREMENTS

Admission to the programme shall be open for all Teachers of V.H Public School. However, forms shall be given for interested Teachers and other interested persons to fill to return to the responsible office.

1.5 DURATION OF THE PROGRAMME

The duration of this programme shall be **12** days, and will be done over the weekend (Saturday). The length of time for each module is indicated for each module.

1.6 TIME FRAME WHEN THE PROGRAMME IS TO BE TAUGHT:

The programme will commence in April 2017 and will run for **2 weeks** and will continue when and if more people need to be trained.

1.7 DELIVERY METHODS

The programme shall be delivered by the following methods.

- Lectures / Presentations
- Class work
- Group Discussion
- Tutorials
- E-learning

1.8 PROGRAMME RESOURCES

- Class rooms
- Computers
- Internet
- Whiteboard / Whiteboard
- Chalk, Markers, Manila papers

1.9 PROGRAMME CONTENT & STRUCTURE

Note: LH – Lecture hours, PH – Practical hours and CH – Contact hours.

WEEK ONE				
MODULE CODE	CONTENT	LH	PH	CH
ICT 001	Introductions to Computers	2	2	4
ICT 002	Managing Files & Folders	2	2	4
ICT 003	Introduction to Word Processing using MS Work	2	3	5
ICT 004	Electronic Spreadsheets using MS Excel	2	3	5

WEEK TWO				
MODULE CODE	CONTENT	LH	PH	CH
ICT 005	Internet & E-mail Communication	2	3	5
ICT 006	Electronic Presentation using MS PowerPoint	2	2	4
ICT 007	Electronic Databases using MS Access	2	3	5
ICT 008	Information Security, Ethics & Legal Issues	2	1	3

1.10 METHODS OF ASSESSMENT

This Computer training programme shall be assessed on the basis of 100 marks for each module. Assessments shall comprise of any of the following criteria.

- Object-type questions
- Structured questions
- Practical activity
- Take home assignment

However, emphasis will be placed on actual skills attained by the learners, impact created and attitude.

1.11 GRADING OF ASSESSMENT

The assessment given will be graded based on the following criteria. Note that the grading will appear in Certificate of Completion.

Marks (%)	Letter Grade	Marks (%)	Letter Grade
80-100	A	55-59	C
75-79	B+	50-54	C-
70-74	B	45-49	D+
65-69	B-	35-39	D
60-64	C+	0-34	F

1.11 INSTRUCTORS / LECTURERS.

Mr. Lee Hoyeon

BSc. Mathematics (University of Seoul)

Mr. Angoda Emmanuel

BSc. Computer Science (Gulu University)

MODULE ONE

MODULE NAME:	INTRODUCTIONS TO COMPUTERS
MODULE CODE:	ICT 001
CONTACT HOURS:	3

BRIEF DESCRIPTION:

This MODULE is a basic one for beginners and covers the definition of computer, hardware components of a computer system, computer memory and computer application software.

OUTLINE:

- Introduction to computers
- History of computers
- Different types of computers
- Uses of a computers
- Hardware and software
- Computer memory
- Understanding the keyboard
- Understanding the mouse

EXPECTED LEARNING OUTCOMES

Learners will be able to:

- Understand basic computer terminology.
- Understand the specification of a computer system.
- Operate a computer (turn on & turn off)
- Differentiate between Output devices, Input devices, Software & Hardware.

MODULE TWO

MODULE NAME:	MANAGING FILES & FOLDERS
MODULE CODE:	ICT 002
CONTACT HOURS:	4

BRIEF DESCRIPTION:

Managing Files & Folders is a fundamental module in computers and it exposes learners to basic principles & practices of managing files & folders in computer systems.

OUTLINE

- Creating folders
- Concepts of Cut & Paste, Copy & Paste
- Creating folder directories
- Dragging & dropping
- Rename, delete & other properties

EXPECTATIONS

Learners will be able to:

- Create folders, rename, delete etc.
- Copy, cut or drag folders
- Create folder directories.

MODULE THREE

MODULE NAME:	WORD PROCESSING USING MICROSOFT WORD
MODULE CODE:	ICT 003
CONTACT HOURS:	4

BRIEF DESCRIPTION:

This MODULE exposes the learners to electronic word processing software called Microsoft Word.

CONTENT

- Overview of word processing application.
- Uses of Microsoft Word
- Typing text and making changes to text.
- Change appearance of text.
- Uses paragraph formatting commands to control the position of text.
- Use page layout commands page size, orientation and others.
- Use insert tab commands such as insert tables, lines, graphs, headers, footers etc.
- Use find/search and replace, spell check, grammar check, thesaurus to ensure that the printed documents are error free.
- Create and edit tables
- Add pictures, drawings and symbols to your document.
- Create a simple mail merge.
- Save and print document

EXPECTED OUTCOME

- Use Microsoft Word efficiently to create office letters, reports and other documents.

MODULE FOUR

MODULE NAME:	ELECTRONIC SPREADSHEETS USING MICROSOFT EXCEL
MODULE CODE:	ICT 004
CONTACT HOURS:	5

BRIEF DESCRIPTION

This MODULE exposes students to Spreadsheet application particularly Microsoft Excel.

CONTENT

- Overview of Spreadsheet
- Uses of work spreadsheet
- Create, save and retrieve spreadsheets
- Enter and format data
- Create and edit formulas with both relative and absolute referencing.
- Using simple functions including SUM, MAX, MIN, AVERAGE
- Create, modify and print graphs
- Link to a work processing document
- Different view of Excel (Page break, Normal and Layout)
- Rename worksheets and save workbooks.

EXPECTED OUTCOMES

Learners will be able to:

- Use Microsoft Excel and perform basic arithmetic and compute using simple functions.

MODULE FIVE

MODULE NAME:	INTERNET & E-MAIL COMMUNICATION
MODULE CODE:	ICT 005
CONTACT HOURS:	5

BRIEF DESCRIPTION

This MODULE covers topics related to how computers communicate with each other, how computers are grouped together to form networks, networking concepts, electronic mails, websites and social media.

CONTENT

- Introduction to computer networking.
- History of the internet
- Internet terminologies
- Search engines and websites
- Downloading and uploading
- Creating e-mails, sending and receiving e-mails.
- Replying and forwarding e-mails.
- Mobile internet & Wireless technologies
- Importance of social media

EXPECTED OUTCOMES

Learners will be able to:

- Choose and customize a browser.
- Search and access websites
- Locate, save and share information.
- Send and receive e-mails and attachments.
- Research information on the web.

MODULE SIX

MODULE NAME:	ELECTRONIC PRESENTATION USING MS POWERPOINT
MODULE CODE:	ICT 006
CONTACT HOURS:	4

BRIEF DESCRIPTION

This MODULE exposes students to designing effective PowerPoint slides using text, graphics as well as tricks and tips in presenting with PowerPoint.

CONTENT

- Overview of presentation
- Old verses new presentation technologies/tools.
- Introduction to Microsoft PowerPoint application
- Create a presentation
- Entering text, creating slides
- Working with clips art, pictures, smart art
- Adding animations, transitions and special effects to slides & objects.
- Working with audio and video
- Saving a presentation in different formats such as JPEG, PDF, PowerPoint Show etc.
- Delivering and creating supporting materials.

EXPECTED OUTCOME

Learners will be able to:

- Understand the purpose and capabilities of Microsoft PowerPoint.
- Know the difference between slide and overhead presentation requirements.
- Create a presentation outline.
- Use presentation template to create slide.
- Enter and format text
- Insert objects such as logos, page numbers and charts
- Create dynamic effects such as builds and transitions.
- Work with notes, handouts and slide views.

MODULE SEVEN

MODULE NAME:	ELECTRONIC DATABASES USING MS ACCESS
MODULE CODE:	ICT 007
CONTACT HOURS:	5

BRIEF DESCRIPTION

Today, most people interact with computers systems such as ATM, banks and many others. This MODULE will introduce the learners to fundamentals of database systems.

CONTENT

- Meaning to a database
- Examples of Database Management Systems (DBMS)
- Features of DBMS
- Tables in database
- Forms in database
- Queries in database
- Database reports
- Printing a database report.

EXPECTED OUTCOME

Learners will be able to:

- Defines a database
- Identifies examples of DBMS
- Describes the features of DBMS
- Creates a database
- Create database objects: tables, queries, forms and reports.
- Prints database reports

MODULE EIGHT

MODULE NAME:	INFORMATION SECURITY, ETHICS & LEGAL ISSUES
MODULE CODE:	ICT 007
CONTACT HOURS:	4

BRIEF DESCRIPTION

This MODULE exposes learners to health, safety, environment impact, computer ethics, information security and legal issues in the ICT sector in Uganda.

CONTENT

- Computer good working environment.
- Computer related health problems.
- Protecting environment (green computing)
- Computer crimes & Computer threats
- Computer & ICT legislations.
- Data protection
- ICT ethics and society
- Intellectual Property & Information Privacy

OUTCOMES

- Explain the Health, Safety, Environment Impact of computer use.
- Explain how computers impact the way individuals interact with their world.
- Identify ethical issues such as privacy, appropriate use of technology, copyright, intellectual property, virus protection and computer etiquette.