COMPETENCY-BASED CURRICULUM

A. Course Design

Course Title	:	**BASIC COMPUTER LITERACY**
Nominal Duration	:	**131 HOURS + 40 HOURS SIL = 171 HOURS**
Qualification Level	:	N/A

Course Description : This course is designed to enhance the knowledge, skills and attitudes of a trainee/student on core competencies such as; Operate Microsoft Word Application, Operate Microsoft Excel Application, Operate Microsoft PowerPoint and Operate Adobe Photoshop in accordance with the industry standards.

It includes common competencies such as Apply Quality Standards, Perform Computer Operations.

It also includes basic competencies such as Participate in Workplace Communication, Work in a Team Environment, Practice Career Professionalism and Practice Occupational Health and Safety Procedures.

Trainee Entry Requirements : Trainees or students wishing to gain entry into this course should

possess the following requirements:

- Able to communicate both oral and written.
- Physically and mentally fit
- With good moral character; and
- Can perform basic mathematical computations

Course Structure

Basic Competencies
No. of Hours: 37 hours

Unit of Competency	Module Title	Learning Outcomes	No. of Hours
Participate in workplace communications	Participating in workplace communication	- Obtain and convey workplace information - Perform duties following workplace instructions - Complete relevant work-related documents	6
Work in a team environment	Working in a team environment	- Describe team role and scope - Identify one's role and responsibility within team - Work as a team member	3
Solve/address general workplace problems	Solving/addressing general workplace problems	- Identify routine problems - Look for solutions to routine problems - Recommend solutions to problems	3

Develop career and life decisions	Developing career and life decisions	• Manage one's emotion • Develop reflective practice • Boost self-confidence and develop self-regulation	3
Contribute to workplace innovation	Contributing to workplace innovation	• Identify opportunities to do things better • Discuss and develop ideas with others • Integrate ideas for change in the workplace	3
Present relevant information	Presenting relevant information	• Gather data/ information • Assess gathered data/ information • Record and present information	8
Practice occupational safety and health policies and procedures		• Identify OSH compliance requirements • Prepare OSH requirements for compliance • Perform tasks in accordance with relevant OSH policies and procedures	4
Exercise efficient and effective sustainable practices in the workplace	Exercising efficient and effective sustainable practices in the workplace	• Identify the efficiency and effectiveness of resource utilization • Determine causes of inefficiency and/or ineffectiveness of resource utilization • Convey inefficient and ineffective environmental practices	3
Practice entrepreneurial skills in the workplace	Practicing entrepreneurial skills in the workplace	• Apply entrepreneurial workplace best practices • Communicate entrepreneurial workplace best practices • 3Implement cost-effective operations	4

Common Competencies
No. of Hours: 14 hours

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
Apply quality standards	Applying quality standards	• Assess quality of received materials • Assess own work • Engage in quality improvement	4 hours
Perform computer operations	Performing computer operations	• Plan and prepare for task to be taken undertaken • Input data into computer • . Access information using computer • Produce output/ data using computer system • Use basic functions of a www-browser to locate information • Maintain computer equipment and systems	10 hours

Core Competencies
No. of Hours: 80 hours

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
Operate Microsoft Word Application	Operating Microsoft Word Application	• Create documents. • Format documents according to user requirement. • Change page layout and appearance. • Create and format tables. • Add image. • Mail Merge and print Word processing documents	20 hours
Operate Microsoft Excel Application	Operating Microsoft Excel Application	• Create and save worksheets. • Customize basic setting and format worksheets. • Incorporate objects and charts in worksheets. • Print Worksheet	20 hours
Operate Microsoft PowerPoint Application	Operating Microsoft PowerPoint Application	• Create Presentations. • Customize basic settings. • Format Presentation. • Add slide Show effects. • Print Presentations and notes	20 hours
Operate Adobe Photoshop Application	Operating Adobe Photoshop Application	• Create layer and masks • Perform crops and transformations • Perform photo retouching	20 hours

SUPERVISED INDUSTRY LEARNING

Basic Competencies
No. of Hours: 9 hours

Unit of Competency	Module Title	Learning Outcomes	No. of Hours
Participate in workplace communications	Participating in workplace communication	• Obtain and convey workplace information • Perform duties following workplace instructions • Complete relevant work-related documents	1
Work in a team environment	Working in a team environment	• Describe team role and scope • Identify one's role and responsibility within team • Work as a team member	1
Solve/address general workplace problems	Solving/addressing general workplace problems	• Identify routine problems • Look for solutions to routine problems • Recommend solutions to problems	1
Develop career and life decisions	Developing career and life decisions	• Manage one's emotion • Develop reflective practice • Boost self-confidence and develop self-regulation	1
Contribute to workplace innovation	Contributing to workplace innovation	• Identify opportunities to do things better • Discuss and develop ideas with others • Integrate ideas for change in the workplace	1
Present relevant information	Presenting relevant information	• Gather data/ information • Assess gathered data/ information • Record and present information	1

		• Identify OSH compliance requirements	
Practice occupational safety and health policies and procedures		• Identify OSH compliance requirements • Prepare OSH requirements for compliance • Perform tasks in accordance with relevant OSH policies and procedures	1
Exercise efficient and effective sustainable practices in the workplace	Exercising efficient and effective sustainable practices in the workplace	• Identify the efficiency and effectiveness of resource utilization • Determine causes of inefficiency and/or ineffectiveness of resource utilization • Convey inefficient and ineffective environmental practices	1
Practice entrepreneurial skills in the workplace	Practicing entrepreneurial skills in the workplace	• Apply entrepreneurial workplace best practices • Communicate entrepreneurial workplace best practices • 3Implement cost-effective operations	1

Common Competencies
No. of Hours: 6 hours

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
Apply quality standards	Applying quality standards	• Assess quality of received materials • Assess own work • Engage in quality improvement	2 hours
Perform computer operations	Performing computer operations	• Plan and prepare for task to be taken undertaken • Input data into computer • . Access information using computer • Produce output/ data using computer system • Use basic functions of a www-browser to locate information • Maintain computer equipment and systems	4 hours

Core Competencies
No. of Hours: 35 hours

Unit of Competency	Module Title	Learning Outcomes	Nominal Duration
Operate Microsoft Word Application	Operating Microsoft Word Application	• Create documents. • Format documents according to user requirement. • Change page layout and appearance. • Create and format tables. • Add image. • Mail Merge and print Word processing documents	10 hours
Operate Microsoft Excel Application	Operating Microsoft Excel Application	• Create and save worksheets. • Customize basic setting and format worksheets. • Incorporate objects and charts in worksheets. • Print Worksheet	10 hours
Operate Microsoft PowerPoint Application	Operating Microsoft PowerPoint Application	• Create Presentations. • Customize basic settings. • Format Presentation. • Add slide Show effects.	10 hours

		Print Presentations and notes	
Operate Adobe Photoshop Application	Operating Adobe Photoshop Application	• Create layer and masks • Perform crops and transformations • Perform photo retouching	5 hours

Assessment Methods   :

Course Delivery   :

Resources:

Recommended list of tools, equipment and materials for the training of 25 trainees for Computer Systems Servicing – NC II

Qty.	Tools	Qty.	Equipment	Qty.	Materials
20	Internet Browsers	10	Desktop Computer with peripherals	20	Practice materials
20	Productivity Tools	10	Laptop	5	Whiteboard Eraser
		1	Router	5	Whiteboard marker
		1	Printer with Scanner	5	Printer Ink
			Computer tables and chairs		
		1	Projector		

Facilities:

TEACHING / LEARNING AREAS	SIZE (in METER)	AREA (in Sq. Meters)	TOTAL AREA (in Sq. Meters)
• laboratory and/or lecture area	6 x 8	48	48
• storage area	2 x 2	4	4
• learning resource center	4 x 5	20	20
• equipment circulation area		20	20
Total Workshop Area:			92

Qualification of

Instructors/Trainers   :
  • Holder of National TVET Trainer's Certificate (NTTC) Level 1 of any TESDA programs
  • Must have at least 2 years of relevant job/industry experience

B. Modules of Instruction

Basic Competencies   :
  • **Participate in workplace communication**
  • Work in a team environment
  • Solve/address general workplace problems
  • Develop Career and Life Decisions
  • Contribute to workplace innovation
  • Present relevant information
  • Practice occupational safety and health policies and procedures
  • Exercise Efficient and Effective Sustainable Practices in the Workplace
  • Practice Entrepreneurial Skills in the Workplace

	:	
Unit of Competency	:	**Participate in workplace communication**
Modules Title	:	Participating in workplace communication
Module Descriptor	:	This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.
Nominal Duration	:	

Summary of Learning Outcomes:

LO1. Obtain and convey workplace information

LO2. Participate in workplace meetings and discussions

LO3. Complete relevant work-related documents

Details of Learning Outcomes:

LO1. Obtain and convey workplace information

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
- Specific relevant information is accessed from appropriate sources. - Effective questioning, active listening and speaking skills are used to gather and convey information. - Appropriate medium is used to transfer information and ideas. - Appropriate non-verbal communication is used. - Appropriate lines of communication with superiors and colleagues are identified and followed. - Defined workplace procedures for the location and storage of information are used. - Personal interaction is carried out clearly and concisely.	- Parts of speech - Sentence construction - Effective communication	The students/ trainees must be provided with the following: - Writing materials (pen & paper) - References (books) - Manuals	- Group discussion - Interaction - Lecture - Reportorial - Online discussion via video conferencing tools	- Written test - Practical/perf ormance test - Interview

Details of Learning Outcomes:

LO2. Participate in workplace meetings and discussions

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
- Team meetings are attended on time. - Own opinions are clearly expressed and those of others are listened to without interruption. - Meeting inputs are consistent with the	- Sentence construction - Technical writing - Recording information	The students/ trainees must be provided with the following: - Paper - Pencils/ballpen - References (books)	- Group discussions - Interaction - Lecture - Online discussion via video	- Written test - Practical/perf ormance test - Interview

meeting purpose and established protocols.		• Manuals	conferencing tools	
• Workplace interactions are conducted in a courteous manner appropriate to cultural background and authority in the enterprise procedures.				
• Questions about simple routine workplace procedures and matters concerning conditions of employment are asked and responded.				
• Meeting outcomes are interpreted and implemented.				

Details of Learning Outcomes:
LO3. Complete relevant work-related documents

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Ranges of forms relating to conditions of employment are completed accurately and legibly. • Workplace data is recorded on standard workplace forms and documents. • Basic mathematical processes are used for routine calculations. • Errors in recording information on forms and documents are identified and rectified. • Reporting requirements to superior are completed according to enterprise guidelines.	• Basic mathematics • Technical writing • Types of forms	The students/ trainees must be provided with the following: • Paper • Pencils/ballpen • References (books) • Manuals	• Group discussions • Interaction • Lecture • Online discussion via video conferencing tools	• Written test • Practical/perf ormance test • Interview

C. Modules of Instruction

Basic Competencies	:	• Participate in workplace communication • **Work in a team environment** • Solve/address general workplace problems • Develop Career and Life Decisions • Contribute to workplace innovation • Present relevant information • Practice occupational safety and health policies and procedures • Exercise Efficient and Effective Sustainable Practices in the Workplace • Practice Entrepreneurial Skills in the Workplace

Unit of Competency	:	**Work in a team environment**
Modules Title	:	Working in a team environment
Module Descriptor	:	This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.
Nominal Duration	:	

Summary of Learning Outcomes:
LO1. Describe team role and scope
LO2. Identify own role and responsibility within team
LO3. Work as a team member

Details of Learning Outcomes:

LO1. Describe team role and scope

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Role and objective of the team is identified. • Team parameters, relationships and responsibilities are identified. • Individual role and responsibilities within team environment are identified. • Roles and responsibilities of other team members are identified and recognized. • Reporting relationships within team and external to team are identified.	• Team role. • Relationship and responsibilities • Role and responsibilities with team environment. • Relationship within a team.	The students/ trainees must be provided with the following: • Standard operating procedure (SOP) of workplace • Job procedures • Client/supplier instructions • Quality standards • Organizational or external personnel	• Group discussion • Interaction • Lecture • Reportorial • Online discussion via video conferencing tools	• Written test • Practical/performance test • Interview

Details of Learning Outcomes:
LO2. Identify own role and responsibility within team

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Appropriate forms of communication and interactions are undertaken. • Appropriate contributions to complement team activities and objectives were made. • Reporting using standard operating procedures followed. • Development of teamwork plans based from role team were contributed.	• Communication process • Team structure/team roles • Group planning and decision making	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation •	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

Details of Learning Outcomes:
LO3. Work as a team member

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Appropriate forms of communication and interactions are undertaken. • Appropriate contributions to complement team activities and objectives were made. • Reporting using standard operating procedures followed. • Development of teamwork plans based from role team were contributed.	• Communication process • Team structure/team roles • Group planning and decision making	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation •	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

D. **Modules of Instruction**

Basic Competencies	:	• Participate in workplace communication

- Participate in workplace communication
- Work in a team environment
- **Solve/address general workplace problems**
- Develop Career and Life Decisions
- Contribute to workplace innovation
- Present relevant information
- Practice occupational safety and health policies and procedures
- Exercise Efficient and Effective Sustainable Practices in the Workplace
- Practice Entrepreneurial Skills in the Workplace

Unit of Competency : **Solve/address routine problems**

Modules Title : Solving/Addressing Routine Problems

Module Descriptor : This unit of covers the knowledge, skills and attitudes required to solve problems in the workplace including the application of problem-solving techniques and to determine and resolve the root cause of routine problems.

Nominal Duration : 3 hours

Summary of Learning Outcomes:
LO1. Identify routine problems
LO2. Look for solutions to routine problems
LO3. Recommend solutions to problems

Details of Learning Outcomes:

LO1. Identify routine problems

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Review of the current industry hardware and software products and services • Correctly identify the industry maintenance, service and helpdesk practices, processes and procedures • Make use of the industry standard diagnostic tools • Share best practices in determining basic malfunctions and resolutions to general problems in the workplace • Analyze routine/procedural problems	• Competence includes mastery of knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations • Competence to include the ability to apply and explain fundamental causes of problems routine problems and	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencie s	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

	to determine the corrective actions.			
	• Relevant equipment and operational processes			
	• Enterprise goals, targets and measures			
	• Enterprise quality OHS and environmental requirement			
	• Enterprise information systems and data collation			
	• Industry codes and standard			

Details of Learning Outcomes:

LO2. Look for solutions to routine problems

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Problem-solving tool appropriate to the problem and the context is selected • Possible causes based on experience and the use of problem-solving tools/basic analytical techniques are identified • Possible fundamental causes of problems are specified.	• Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations • Competence to include the ability to apply and explain fundamental causes of problems routine problems and to determine	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

	the corrective actions.			
	• Relevant equipment and operational processes			
	• Enterprise goals, targets and measures			
	• Enterprise quality OHS and environmental requirement			
	• Enterprise information systems and data collation			
	• Industry codes and standards			

Details of Learning Outcomes:

LO3. Recommend solutions to problems

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• All possible options are considered for resolution of the routine problem. • Corrective actions are determined to resolve the problem and possible future causes • Action plans are developed identifying measurable objectives, resource needs and timelines in accordance with safety and operating procedures	• Competence includes a thorough knowledge and understanding of the process, normal operating parameters, and product quality to recognize non-standard situations • Competence to include the ability to apply and explain, sufficient for the identification of fundamental cause, determining the corrective	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

	action and provision of recommendations			
	• Relevant equipment and operational processes			
	• Enterprise goals, targets and measures			
	• Enterprise quality OHS and environmental requirement			
	• Principles of decision making strategies and techniques			
	• Enterprise information systems and data collation			
	• Industry codes and standards			

E. **Modules of Instruction**

Basic Competencies :
- Participate in workplace communication
- Work in a team environment
- Solve/address general workplace problems
- **Develop Career and Life Decisions**
- Contribute to workplace innovation
- Present relevant information
- Practice occupational safety and health policies and procedures
- Exercise Efficient and Effective Sustainable Practices in the Workplace
- Practice Entrepreneurial Skills in the Workplace

Unit of Competency : **Develop Career and Life Decisions**

Modules Title : Developing Career and Life Decisions

Module Descriptor : This unit covers the knowledge, skills, and attitudes in managing one's emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

Nominal Duration :

Summary of Learning Outcomes:
- LO1. Manage one's emotion
- LO2. Develop reflective practice
- LO3. Boost self-confidence and develop self-regulation

Details of Learning Outcomes:

LO1. Manage one's emotion

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Self-management strategies are identified • Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed • Techniques for effectively handling negative emotions and unpleasant situation in the workplace are examined	• Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) • Enablers and barriers in achieving personal and career goals • Techniques in handling negative	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

	emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.			

Details of Learning Outcomes:

LO2. Develop reflective practice

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated • Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored • Outcomes of personal and academic challenges by reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted	• Basic SWOT analysis • Strategies to improve one's attitude in the workplace • Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO3. Boost self-confidence and develop self-regulation

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Efforts for continuous self-improvement are demonstrated • Counter-productive tendencies at work	• Four components of self-regulation based on Self-Regulation	The students/ trainees must be provided with the following: • Workplace • Code of ethics	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview)

are eliminated • Positive outlook in life are maintained.	Theory (SRT) • Personality development concepts • Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)	• Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies		• Standardized test

F. Modules of Instruction

Basic Competencies	:	• Participate in workplace communication
		• Work in a team environment
		• Solve/address general workplace problems
		• Develop Career and Life Decisions
		• **Contribute to workplace innovation**
		• Present relevant information
		• Practice occupational safety and health policies and procedures
		• Exercise Efficient and Effective Sustainable Practices in the Workplace
		• Practice Entrepreneurial Skills in the Workplace

Unit of Competency	:	**Contribute to workplace innovation**
Modules Title	:	Contributing to workplace innovation
Module Descriptor	:	This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.
Nominal Duration	:	

Summary of Learning Outcomes:

LO1.   Identify opportunities to do things better
LO2.   Discuss and develop ideas with others
LO3.   Integrate ideas for change in the workplace

Details of Learning Outcomes:

LO1. Identify opportunities to do things better

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Opportunities for improvement are identified proactively in own area of work. • Information are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	• Roles of individuals in suggesting and making improvements. • Positive impacts and challenges in innovation. • Types of changes and responsibility. • Seven habits of highly effective people.	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO2. Discuss and develop ideas with others

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• People who could provide input to ideas for improvements are identified. • Ways of approaching people to begin sharing ideas are selected. • Meeting is set with relevant people. • Ideas for follow up are review and selected based on feedback. • Critical inquiry method is used to discuss and develop ideas with others.	• Roles of individuals in suggesting and making improvements. • Positive impacts and challenges in innovation. • Types of changes and responsibility. • Seven habits of highly effective people.	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development- social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO3. Integrate ideas for change in the workplace

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Critical inquiry method is used to integrate different ideas for change of key people. • Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas. • Reporting skills are likewise used to communicate results. • Current Issues and concerns on the systems,	• Roles of individuals in suggesting and making improvements. • Positive impacts and challenges in innovation. • Types of changes and responsibility. • Seven habits of highly effective people.	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development- social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

processes and procedures, as well as the need for simple innovative practices are identified.	• Basic research skills.			

G. Modules of Instruction

Basic Competencies	:	•	Participate in workplace communication
		•	Work in a team environment
		•	Solve/address general workplace problems
		•	Develop Career and Life Decisions
		•	Contribute to workplace innovation
		•	**Present relevant information**
		•	Practice occupational safety and health policies and procedures
		•	Exercise Efficient and Effective Sustainable Practices in the Workplace
		•	Practice Entrepreneurial Skills in the Workplace

Unit of Competency	:	**Present relevant information**
Modules Title	:	Presenting relevant information
Module Descriptor	:	This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.
Nominal Duration	:	

Summary of Learning Outcomes:

LO1.   Gather data/information
LO2.   Assess gathered data/information
LO3.   Record and present information

Details of Learning Outcomes:

LO1. Gather data/information

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Evidence, facts and information are collected • Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope	• Organizational protocols • Confidentiality • Accuracy • Business mathematics and statistics • Data analysis techniques/procedures • Reporting requirements to a range of audiences • Legislation, policy and procedures	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

| | relating to the conduct of evaluations | | | |
| | • Organizational values, ethics and codes of conduct | | | |

Details of Learning Outcomes:

LO2. Assess gathered data/information

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Validity of data/ information is assessed • Analysis techniques are applied to assess data/ information. • Trends and anomalies are identified • Data analysis techniques and procedures are documented • Recommendations are made on areas of possible improvement.	• Business mathematics and statistics • Data analysis techniques/ procedures • Reporting requirements to a range of audiences • Legislation, policy and procedure relating to the conduct of evaluations • Organizational values, ethics and codes of conduct	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development- social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO3. Record and present information

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Studied data/information are recorded. • Recommendations are analyzed for action to ensure they are compatible with the project's scope and terms of reference.	• Data analysis techniques/ procedures • Reporting requirements to a range of audiences • Legislation, policy and procedures	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development- social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

• Interim and final reports are analyzed and outcomes are compared to the criteria established at the outset.	relating to the conduct of evaluations • Organizational values, ethics and codes of conduct	• CD's, VHS tapes, transparencies		

H. Modules of Instruction

Basic Competencies	:	• Participate in workplace communication
		• Work in a team environment
		• Practice career professionalism
		• **Practice occupational health and safety procedures**
		• Solve/address routine problems
		• Develop Career and Life Decisions
		• Contribute to workplace innovation
		• Present relevant information
		• Exercise Efficient and Effective Sustainable Practices in the Workplace
		• Practice Entrepreneurial Skills in the Workplace
Unit of Competency	:	**Practice occupational health and safety procedures**
Modules Title	:	Practicing occupational health and safety procedures
Module Descriptor	:	This module covers the knowledge, skills and attitudes required to comply with the regulatory and organizational requirements for occupational health and safety such as identifying, evaluating and maintaining occupational health and safety (OHS) awareness.
Nominal Duration	:	

Summary of Learning Outcomes:
LO1.   Identity hazards and risks
LO2.   Evaluate hazards and risks
LO3.   Control hazards and risks
LO4.   Maintain occupational health and safety awareness

Details of Learning Outcomes:

LO1. Identity hazards and risks

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Workplace hazards and risks are identified and clearly explained. • Hazards/risks and its corresponding indicators are identified in with the company procedures. • Contingency measures are recognized and established in accordance with organizational procedures	• Hazards and risks identification and control • Organizational safety and health protocol • Threshold limit value (TLV) • OHS indicators	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Interactive lecture • Simulation • Demonstration • Self-paced instruction • Online discussion via video conferencing tools	• Role play • Interview • Written examination

Details of Learning Outcomes:
LO2. Evaluate hazards and risks

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Terms of maximum tolerable limits are identified based on threshold limit values (TLV) • Effects of hazards are determined. • OHS issues and concerns are identified in accordance with workplace requirements and relevant workplace OHS legislation.	• TLV table • Philippine OHS standards • Effects of hazards in the workplace • Ergonomics • ECC Regulations	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation •	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

Details of Learning Outcomes:
LO3. Control hazards and risks

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Appropriate forms of communication and interactions are undertaken. • Appropriate contributions to complement team activities and objectives were made. • Reporting using standard operating procedures followed. • Development of teamwork plans based from role team were contributed.	• Communication process • Team structure/team roles • Group planning and decision making	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation •	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

Details of Learning Outcomes:
LO4. Maintain occupational health and safety awareness

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Appropriate forms of communication and interactions are undertaken. • Appropriate contributions to complement team activities and objectives were made. • Reporting using standard operating procedures followed. • Development of teamwork plans based from role team were contributed.	• Communication process • Team structure/team roles • Group planning and decision making	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

I. Modules of Instruction

Basic Competencies	:	• Participate in workplace communication
		• Work in a team environment
		• Solve/address general workplace problems
		• Develop Career and Life Decisions
		• Contribute to workplace innovation
		• Present relevant information
		• Practice occupational safety and health policies and procedures
		• **Exercise Efficient and Effective Sustainable Practices in the Workplace**
		• Practice Entrepreneurial Skills in the Workplace

Unit of Competency	:	**Exercise Efficient and Effective Sustainable Practices in the Workplace**
Modules Title	:	Exercising Efficient and Effective Sustainable Practices in the Workplace
Module Descriptor	:	This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of efficiency and/or ineffectiveness of resource utilization and Convey inefficient and ineffective environmental practices
Nominal Duration	:	

Summary of Learning Outcomes:
> LO1.   Identify the efficiency and effectiveness of resource utilization
> LO2.   Determine causes of inefficiency and/or ineffectiveness of resource utilization
> LO3.   Convey inefficient and ineffective environmental practices

Details of Learning Outcomes:

LO1. Identify the efficiency and effectiveness of resource utilization

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Required resource utilization in the workplace is measured using appropriate techniques • Data are recorded in accordance with workplace protocol • Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established environmental work procedures	• Importance of Environmental Literacy • Environmental Work Procedures • Waste Minimization • Efficient Energy Consumptions	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO2. Determine causes of inefficiency and/or ineffectiveness of resource utilization

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Potential causes of inefficiency and/or ineffectiveness are listed • Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning • Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures	• Causes of environmental inefficiencies and ineffectiveness	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO3. Convey inefficient and ineffective environmental practices

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Efficiency and effectiveness of resource utilization are reported to appropriate personnel • Concerns related resource utilization are discussed with appropriate personnel • Feedback on information/ concerns raised are clarified	• Appropriate Personnel to address the environmental hazards • Environmental corrective actions	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects • CD's, VHS tapes, transparencies	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

with appropriate personnel			

J. Modules of Instruction

Basic Competencies   :
- Participate in workplace communication
- Work in a team environment
- Solve/address general workplace problems
- Develop Career and Life Decisions
- Contribute to workplace innovation
- Present relevant information
- Practice occupational safety and health policies and procedures
- Exercise Efficient and Effective Sustainable Practices in the Workplace
- **Practice Entrepreneurial Skills in the Workplace**

Unit of Competency   : **Practice Entrepreneurial Skills in the Workplace**

Modules Title   : Practicing Entrepreneurial Skills in the Workplace

Module Descriptor   : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations.

Nominal Duration   :

Summary of Learning Outcomes:
- LO1.   Apply entrepreneurial workplace best practices
- LO2.   Communicate entrepreneurial workplace best practices
- LO3.   Implement cost-effective operations

Details of Learning Outcomes:

LO1. Apply entrepreneurial workplace best practices

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Good practices relating to workplace operations are observed and selected following workplace policy. • Quality procedures and practices are complied with according to workplace requirements. • Cost-conscious habits in resource	• Workplace best practices, policies and criteria • Resource utilization • Ways in fostering entrepreneurial attitudes: • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

utilization are applied based on industry standards.				

Details of Learning Outcomes:

LO2. Communicate entrepreneurial workplace best practices

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Observed good practices relating to workplace operations are communicated to appropriate person. • Observed quality procedures and practices are communicated to appropriate person • Cost-conscious habits in resource utilization are communicated based on industry standards.	• Workplace best practices, policies and criteria • Resource utilization • Ways in fostering entrepreneurial attitudes: • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

Details of Learning Outcomes:

LO3. Implement cost-effective operations

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Preservation and optimization of workplace resources is implemented in accordance with enterprise policy • Judicious use of workplace tools, equipment and materials are observed according to manual and work	• Optimization of workplace resources • 5S procedures and concepts • Criteria for cost-effectiveness • Workplace productivity	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Handouts and Personal development-social aspects	• Group discussion • Lecture • Demonstration • Role playing	• Case Formulation • Life Narrative Inquiry (Interview) • Standardized test

| | • Impact of entrepreneurial l mindset to workplace productivity

• Ways in fostering entrepreneurial l attitudes:
 • Quality-consciousness
 • Safety-consciousness | | | |

(continuation of previous table)

| requirements.

• Constructive contributions to office operations are made according to enterprise requirements | • Impact of entrepreneurial l mindset to workplace productivity

• Ways in fostering entrepreneurial l attitudes:
 • Quality-consciousness
 • Safety-consciousness | | | |

Summary of Learning Outcomes:

    LO1. Integrate personal objectives with organizational goals
    LO2. Set and meet work priorities
    LO3. Maintain professional growth and development

Details of Learning Outcomes:

LO1. Integrate personal objectives with organizational goals

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Personal growth and work plans towards improving the qualifications set for professionalism are evident. • Intra and interpersonal relationship in the course of managing oneself based on performance evaluation is maintained. • Commitment to the organization and its goal is demonstrated in the performance of duties. • Practice of appropriate personal hygiene is observed. • Job targets within key result areas are attained	• Personal development-social aspects: intra and interpersonal development • Organizational goals • Personal hygiene and practices • Code of ethics	The students/ trainees must be provided with the following: • Workplace • Code of ethics • Organizational goals • Hand outs and Personal development-social aspects • CD's, VHS tapes, transparencies	• Interactive - lecture • Simulation • Demonstration • Self paced instruction • Online discussion via video conferencing tools	• Role play • Interview • Written examination

Details of Learning Outcomes:
LO2. Set and meet work priorities

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Competing demands to achieve personal, team and organizational goals and objectives are prioritized. • Resources are utilized efficiently and effectively to manage work priorities and commitments. • Practices and economic use and maintenance of equipment and facilities are followed as per established procedures. • Job targets within key result areas are attained	• Organizational key result areas (KRA) • Work values and ethical standards • Company policies on the use and maintenance of equipment	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

Details of Learning Outcomes:

LO3. Maintain professional growth and development

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Appropriate forms of communication and interactions are undertaken. • Appropriate contributions to complement team activities and objectives were made. • Reporting using standard operating procedures followed. • Development of teamwork plans based from role team were contributed.	• Communication process • Team structure/team roles • Group planning and decision making	The students/ trainees must be provided with the following: • SOP of workplace • Job procedures • Organization or external personnel	• Group discussion/interaction • Case studies • Simulation •	• Observation of work activities • Observation through simulation or role play • Case studies and scenarios

K. Modules of Instruction

Common Competencies	:	• **Apply quality standards** • Perform computer operations
Unit of Competency	:	Apply Quality Standards
Modules Title	:	Applying Quality Standards
Module Descriptor	:	This module covers the knowledge, skills, attitudes and values needed to apply quality standards in the workplace. The unit also includes the application of relevant safety procedures and regulations, organization procedures and customer requirements. .
Nominal Duration	:	

Summary of Learning Outcomes:

LO1.   Assess quality of received materials
LO2.   Assess own work
LO3.   Engage in quality improvement

Details of Learning Outcomes:
LO1. Assess quality of received materials

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Work instruction obtained and work carried out in accordance with standard operating procedures. • Received materials checked against workplace standards and specifications. • Faulty materials related to work are identified and isolated • Faults and any identified causes recorded and or reported to the supervisor concerned in accordance with workplace procedures • Faulty materials are replaced in accordance with workplace procedures	• Reading skills required to interpret work instruction • Workplace standards and specifications • Procedures in obtaining and carrying out work instructions • Quality checking procedures • Fault identification and reporting • Safety and environmental aspects of production process • Carry out work in accordance with policies and procedures	The students/ trainees must be provided with the following: • Work instructions • Manuals (operation manual of the company/manufacturer's instruction/service manual) • Company/workplace standards and specifications	• Group discussion • Interaction • Lecture • Reportorial • Online discussion via video conferencing tools	• Written test • Practical/performance test • Interview

Details of Learning Outcomes:
LO2. Assess own work

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Documentation relative to quality within the company identified and used • Completed work checked against	• Communication skills needed to interpret and apply defined work	The students/ trainees must be provided with the following: • Organization work procedures	• Group discussions • Interaction • Lecture	• Hands-on • Direct observation • Practical demonstration

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
workplace standards and specifications • Errors are identified and isolated • Information on the quality and other indicators of production procedures recorded in accordance with workplace procedures • In cases of deviation from specific quality standards, causes documented and reported in accordance with the workplace's standard operating procedures.	procedures • Identifying errors (deviation from customer and or organization requirements)	• Manufacturer's Instruction Manual • Customer requirements • Other forms	• Online discussion via video conferencing tools	

Details of Learning Outcomes:
LO3. Engage in quality improvement

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Process improvement procedures participated in relative to workplace assignment • Work carried out in accordance with process improvement procedures • Performance of operation or quality of product of service to ensure customer satisfaction monitored	• Relevant production processes, materials and products • Safety and environmental aspects of production processes • Critical thinking • Quality improvement processes	The students/ trainees must be provided with the following: • Organization work procedures • Manufacturer's Instruction Manual • Customer requirements • Other forms	• Group discussions • Interaction • Lecture • Online discussion via video conferencing tools	• Hands-on • Direct observation • Practical demonstration

L. Modules of Instruction

Common Competencies	:	• Apply quality standards • **Perform computer operations**
Unit of Competency	:	Perform computer operations
Modules Title	:	Performing computer operations
Module Descriptor	:	This module covers the knowledge, skills, attitudes and values needed to perform computer operations which include inputting, accessing, producing, and transferring data using the appropriate hardware and software.
Nominal Duration	:	

Summary of Learning Outcomes:
- LO1. Plan and prepare for tasks to be taken/undertaken
- LO2. Input data into computer
- LO3. Access information using computer
- LO4. Produce output/data using computer systems
- LO5. Use basic functions of a Web browser to locate information
- LO6. Maintain computer equipment and systems

Details of Learning Outcomes:
LO1. Plan and prepare for tasks to be taken/undertaken

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Requirements of tasks determined in accordance with the required output • Appropriate hardware and software selected according to task assigned and required outcome • Task planned to ensure that OH and S guidelines and procedures followed • Client-specific guidelines and procedures followed • Required data security guidelines applied in accordance with existing procedures	• Reading and comprehension skills required to interpret work instructions and to interpret basic user manuals • OH and S principles and responsibilities • Main types of computers and basic features of different operating systems • Main parts of a computer • Storage devices and basic categories of memory	The students/ trainees must be provided with the following: Equipment: • 1 unit of computer • voltage regulator/UPS Learning Materials: • Learning manuals • Work instruction • Hand-outs Supplies/materials: • Operating system • Application program	• Lecture-demonstration • Self-paced instruction • Group discussion • Online discussion via video conferencing tools	• Hands-on • Direct observation • Practical demonstration

	• Relevant types of software • General security, privacy legislation and copyright			

Details of Learning Outcomes:
LO2. Input data into computer

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Data entered into the computer using appropriate program/application in accordance with company procedure • Accuracy of information checked and information saved in accordance with standard operating procedures • Inputted data stored in storage media according to requirements • Work performed within ergonomic guidelines	• Relevant types of software • Communication skills to identify lines of communication, request advice, follow instructions and receive feedback • Storage devices and basic categories of memory • Basic ergonomics of keyboard and computer user	The students/ trainees must be provided with the following: Equipment: • 1 unit of computer • voltage regulator/UPS Learning Materials: • Learning manuals • Work instruction • Hand-outs Supplies/materials: • Operating system • Application program	• Lecture-demonstration • Self-paced instruction • Group discussion • Online discussion via video conferencing tools	• Hands-on • Direct observation • Practical demonstration

Details of Learning Outcomes:
LO3. Access information using computer

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Correct program/application selected based on job requirements • Program/application containing the information required accessed according to company procedures • Desktop icons correctly selected, opened and	• Relevant types of software • Business application • System software • Basic ergonomics of keyboard and	The students/ trainees must be provided with the following: Equipment: • 1 unit of computer • voltage regulator/UPS Learning Materials:	• Lecture-demonstration • Self-paced instruction • Group discussion • Online discussion via video conferencing tools	• Hands-on • Direct observation • Practical demonstration

closed for navigation purposes • Keyboard techniques carried out in line with OHS requirements for safe use of keyboards	computer user	• Learning manuals • Work instruction • Hand-outs Supplies/materials: • Operating system • Application program		

Details of Learning Outcomes:
LO4. Produce output/data using computer systems

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Entered data processed using appropriate software commands • Data printed as required using computer hardware/peripheral devices in accordance with standard operating procedures • Files and data transferred between compatible systems using computer software, hardware/peripheral devices in accordance with standard operating procedures	• Relevant types of software • Computer peripherals • Storage devices and basic categories of memory	The students/ trainees must be provided with the following: Equipment: • 1 unit of computer • voltage regulator/U PS Learning Materials: • Learning manuals • Work instruction • Hand-outs Supplies/materials: • Operating system • Application program	• Lecture-demonstration • Self-paced instruction • Group discussion • Online discussion via video conferencin g tools	• Hands-on • Direct observation • Practical demonstratio n

Details of Learning Outcomes:
LO5. Use basic functions of a Web browser to locate information

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Information requirements for Internet search established • Browser launched • Search engine loaded • Appropriate search criteria and/or URL of site entered • Relevant links followed to locate required information • Useful pages bookmarked or printed as required	• Web surfing • Web browsers • Search engines • URLS and keywords • Links • Bookmar king	The students/ trainees must be provided with the following: Equipment: • 1 unit of computer • voltage regulator/U PS Learning Materials: • Learning manuals • Work instruction	• Lecture-demonstration • Self-paced instruction • Group discussion • Online discussion via video conferencin g tools	• Hands-on • Direct observation • Practical demonstratio n

| | | • Hand-outs
Supplies/materials:
• Operating system
• Application program | | |

Details of Learning Outcomes:
LO6. Maintain computer equipment and systems

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Procedures for ensuring security of data, including regular back-ups and virus checks implemented in accordance with standard operating procedures • Basic file maintenance procedures implemented in line with standard operating procedures	• Security measures • Anti-virus software/ programs • File Management	The students/ trainees must be provided with the following: Equipment: • 1 unit of computer • voltage regulator/U PS Learning Materials: • Learning manuals • Work instruction • Hand-outs Supplies/materials: • Operating system • Application program	• Lecture-demonstration • Self-paced instruction • Group discussion • Online discussion via video conferencin g tools	• Hands-on • Direct observation • Practical demonstratio n

M. Modules of Instruction

Core Competencies	:	• **Operate Microsoft Word Application**
		• Operate Microsoft Excel Application
		• Operate Microsoft PowerPoint Application
		• Operate Adobe Photoshop Application
Unit of Competency	:	Operate Microsoft Word Application
Modules Title	:	Operating Microsoft Word Application
Module Descriptor	:	This module defines the competency required to perform basic typing operations using word processing application. This may include creating and formatting documents, creating tables printing labels and mail merge.
Nominal Duration	:	20 hours

Summary of Learning Outcomes:

Upon completion of this module, the trainee/student must be able to:

LO 1. Create documents.

LO 2. Format documents according to user requirement.

LO 3. Change page layout and appearance.

LO 4. Create and format tables.

LO 5. Add image.

LO 6. Mail Merge and print Word processing documents

LO 1. CREATE DOCUMENTS.

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Documents are created or opened, and data added according to information requirements. • Document templates are used according to information requirements. • Typed, edited, and navigated documents based on required format. • Document is saved to correct folder or directory	• Introduction to word processing. • Keyboard and mouse actions • Menus and other toolbars • Document templates. • Procedures in saving and retrieving documents.	• Word processing software • Computer set. • Memos • Letter • Minutes • Agenda • Any other business documentation required by the organization or user. • Reference Materials •	• Lecture-demonstration • Self-paced instruction • Hands-on Application	• Direct observation and questioning • Computer Based Examination • Practical demonstration

LO 2. FORMAT DOCUMENTS ACCORDING TO USER REQUIREMENT

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Characters and paragraph using font size, type and color, numbered and bulleted lists, borders, textboxes and shading are formatted and styled as required. • Checked spelling and grammar.	• Font style, type, size and color. • Alignment, indention and spacing. • Bullets and numbering • Borders and shading • Spelling and grammar	• Word processing software • Computer set. • Memos • Letter • Minutes • Agenda • Any other business documentation required by the organization or user. • Reference Materials	• Lecture-demonstration • Self-paced instruction • Hands-on Application	• Direct observation and questioning • Computer Based Examination • Practical demonstration

LO 3. CHANGE PAGE APPEARANCE AND LAYOUT

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Margins, page size and orientation are changed according to requirements. • Page breaks and section breaks are inserted in the documents according to requirements. • Headers and footers are placed according to requirements. • Footnotes, cross-references and bookmarks are done according to requirements. • Table of contents are created according to requirements. • Saved document in another file format.	• Page Setup (Margins, page size and orientation) • Page break, section break and page number • Header and footer • Footnotes, cross-references and book marks • Table of contents • Saving documents to different file format	• Word processing software • Computer set • Corresponding sample/model documents • Reference Materials •	• Lecture-demonstration • Self-paced instruction • Hands-on Application	• Direct observation and questioning • Computer Based Examination • Practical demonstration

LO 4. CREATE AND FORMAT TABLES

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Table is inserted into a document as required.	• Discussion of tables • Formatting tables cells,	• Word processing software • Computer set	• Lecture-demonstration • Self-paced instruction	• Direct observation and questioning

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Table is copied into a document as required. • Table elements are created according to requirements. • Table elements are edited according to requirements. • Table elements are formatted to meet information requirements	columns and rows • Deleting cells, rows, columns and tables	• Corresponding sample/model documents • Reference Materials	• Hands-on Application	• Computer Based Examination • Practical demonstration

LO 5. ADD IMAGE

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Pictures are inserted in a document according to requirements. • Pictures are positioned according to requirements. • Pictures are cropped according to requirements. • Pictures are resized to meet the document formatting needs. • Drawing objects are inserted in a document according to requirements. • Drawing objects are formatted according to requirements.	• Inserting images and clip arts • The picture bar • Resizing image • Crop image • Positioning image • Image wrapping	• Word processing software • Computer set • Corresponding sample/model documents • Reference Materials	• Lecture-demonstration • Self-paced instruction • Hands-on Application	• Direct observation and questioning • Computer Based Examination • Practical demonstration

LO 6. MAIL MERGE AND PRINT WORD PROCESSING DOCUMENT

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
• Used mail merge to create form letter, mailing labels, and other merge documents as required • Selected appropriate print setting as needed • Previewed and printed documents	• The mail merge wizard • Creating letters, mail labels and memos using mail merge • The page and printer setup • The page preview	• Word processing software • Computer set • Corresponding sample/model documents • Printer • Paper • Mail Envelope	• Lecture-demonstration • Self-paced instruction • Hands-on Application	• Direct observation and questioning • Computer Based Examination • Practical demonstration

	• Printing Documents			

UNIT OF COMPETENCY : **OPERATE MICROSOFT EXCEL APPLICATION**

MODULE TITLE : **OPERATING MICROSOFT EXCEL APPLICATION**

MODULE DESCRIPTION : This module defines the competency required to correctly operate spreadsheets applications and perform basic worksheet and computational operations.

NOMINAL DURATION : 20 hrs

QUALIFICATION LEVEL : NC II

SUMMARY OF LEARNING OUTCOMES:

      Upon completion of this module, the trainee/student must be able to:

LO 1. Create and save worksheets.

LO 2. Customize basic setting and format worksheets.

LO 3. Incorporate objects and charts in worksheets.

LO 4. Print Worksheet.

LO 1. CREATE AND SAVE WORKSHEET.

Assessment Criteria	Contents	Conditions	Methodologies	Assessment Methods
•		•		•

ASSESSMENT CRITERIA:

1. Data types (text, numbers, date , time, currency, etc.) are entered and edited into cells as required.
2. Formulas are created as specified.
3. Formulas are corrected as specified.
4. Workbook or file is opened according to requirements.
5. Workbook or file is saved to the directory, folder and disk specified.

CONTENTS:

- Introduction to worksheet and workbook
- Formatting numbers, text and date
- Formatting cells, columns, and rows
- Using function formulas
- Saving worksheets
- Retrieving/ opening worksheets

CONDITIONS:

Students/ trainees must be provided with the following:

- Microsoft Excel on a PC or workstation
- Floppy disk
- CD

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Direct observation
- Practical demonstration

LO 2. CUSTOMIZE BASIC SETTINGS AND FORMAT WORKSHEET

ASSESSMENT CRITERIA:

1. Page layout are adjusted to meet user requirements.
2. Different toolbars opened and viewed
3. Fonts settings are changed to the appropriate purpose of the document
4. Cells are formatted to display different styles
5. Margins are modified to suit the purpose of the worksheet
6. Multiple worksheet are prepared and viewed
7. Text and cells are formatted
8. Borders, shading and background patterns are applied
9. Styles and built-in formats are used

CONTENTS:

- Adjusting page layout
- Toolbars
- Formatting worksheet
- Organizing worksheet
- Font settings
- Formatting Cells
- Modifying Margins
- Displaying multiple worksheet
- Formatting text and cells
- Using borders, shadings and Background

CONDITIONS:

Students/ trainees must be provided with the following:

- Microsoft Excel on a PC or Workstation
- One computer set
- Floppy disk
- CD

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based examination
- Direct observation
- Practical demonstration

LO 3. INCORPORATE OBJECTS AND CHARTS IN WORKSHEET

ASSESSMENT CRITERIA:

1. Imported and manipulated objects based on format
2. Created, formatted and changed charts based on data and text in the worksheet according to organizational requirement
3. Selected data displayed in a different chart

CONTENTS:

- Chart types
- Creating Charts
- Formatting Charts
- Importing Objects
- Manipulating Object

CONDITIONS:

Students/ trainees must be provided with the following:

- Microsoft Excel on a PC or Workstation
- One computer set
- Floppy disk
- CD

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based examination
- Direct observation
- Practical demonstration

LO 4. PRINT WORKSHEETS

ASSESSMENT CRITERIA:

1. Selected, set or cleared the print area of a worksheet
2. Previewed and printed the worksheet
3. Inserted headers and footers
4. Submitted the worksheet output to appropriate person for approval and feed back

CONTENTS:

- Print setup
  - Margins
  - Layout
  - Paper size
  - Headers and Footers
- Page Preview
- Set Print area
- Clear print area
- Printing the selected worksheet

CONDITIONS:

Students/ trainees must be provided with the following:
- Microsoft Excel on a PC or Workstation
- One computer set
- Floppy disk
- CD
- Printer
- Paper

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Direct observation
- Practical demonstration

UNIT OF COMPETENCY : **OPERATE MICROSOFT POWERPOINT APPLICATION**

MODULE TITLE : **OPERATING MICROSOFT POWERPOINT APPLICATION**

MODULE DESCRIPTION : This module defines the competency required to operate presentation applications and perform basic operations.

NOMINAL DURATION : 20 hours

QUALIFICATION LEVEL : NC II

PREREQUISITE :

SUMMARY OF LEARNING OUTCOMES:

      Upon completion of this module, the trainee/student must be able to:

LO 1. Create Presentations.

LO 2. Customize basic settings.

LO 3. Format Presentation.

LO 4. Add slide Show effects.

LO 5. Print Presentations and notes

LO 1. CREATE PRESENTATIONS.

ASSESSMENT CRITERIA:

1. A simple design is created according to organizational requirements
2. Texts are added to a blank presentation according to requirements
3. Symbols are added to a blank presentation according to requirements
4. Presentation templates are used according to requirements
5. Presentations are saved in correct folder/disk type or directories as specified.

CONTENTS:

- Creating presentations
- Menu commands within the applications
- Text, symbols and design templates
- Searching design templates
- Creating design templates
- Editing and saving slide presentation.

CONDITIONS:

Students/ trainees must be provided with the following:
- Presentation software
- PC or Workstation
- Organizational style guide/policy

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based examination
- Direct observation
- Practical demonstration

LO 2. CUSTOMIZE BASIC SETTINGS

ASSESSMENT CRITERIA:

1. Setting view options are selected according to requirements.
2. Different toolbars are viewed to select options according to specifications.
3. Slide layouts are used according to specifications.
4. Color schemes are used according to specifications.
5. Backgrounds are used according to specifications.

CONTENTS:

- Arrangement of application, desktop, computer or document
- Using buttons, menus or a combination of both
- Applying font style, color and size
- Using design templates for presentation
- Editing and using background to slides
- Color scheme in design templates
- Using layout in slides

CONDITIONS:

Students/ trainees must be provided with the following:

- Presentation software
- PC or Workstation
- Organizational style guide/policy

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based examination
- Direct observation
- Practical demonstration

LO 3. FORMAT PRESENTATIONS

ASSESSMENT CRITERIA:

1. Charts are inserted according to prescribe procedure.
2. Bulleted list are modified according to prescribe procedure.
3. Objects are inserted or imported to meet presentation requirements
4. Slides are added according to prescribe procedure.
5. Slides are deleted according to prescribe procedure.
6. Slides are duplicated according to prescribe procedure.

CONTENTS:

- Creating and editing charts, graphs and bulleted list
- Inserting and manipulating other documents, pictures, table and sound
- Modifying slide layout including text type, color and size
- Using menu commands within the application
- Editing and saving slide presentation
- Adding deleting, duplicating and re-arranging slide

CONDITIONS:

Students/ trainees must be provided with the following:

- Presentation software
- PC or Workstation
- Organizational style guide/policy

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based Application
- Direct observation
- Practical demonstration

LO 4. ADD SLIDE SHOW EFFECTS

ASSESSMENT CRITERIA:

1. Animation and multimedia effects are incorporated into presentation to enhance the presentation
2. Slide transition effects are added to ensure smooth progression through the presentation
3. Presentation are tested for correct sequence and overall impact
4. Screen navigation tools are used to start and stop slide show or moved between different slides

CONTENTS:

- Inserting pictures, video and sounds
- Creating slide timing and transition effects
- Presentation preview
- Adding/creating navigation tools

CONDITIONS:

Students/ trainees must be provided with the following:
- Presentation software
- PC or Workstation
- Organizational style guide/policy

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based application
- Direct observation
- Practical demonstration

LO 5. PRINT PRESENTATION

ASSESSMENT CRITERIA:

1. Print format is selected according to specified procedure
2. Slide orientation are selected before printing according to specified procedure
3. Notes are selected before printing according to specified procedure
4. Handouts are selected before printing according to specified procedure
5. Color settings are selected before printing according to specified procedure

CONTENTS:

- Slide/presentation layout
- Print preview
- Color setting
- Printing Slides for notes and handouts
- Print properties

CONDITIONS:

Students/ trainees must be provided with the following:
- Presentation software
- PC or Workstation
- Organizational style guide/policy
- Printer
- Paper

METHODOLOGY:

- Lecture-demonstration
- Self-paced instruction
- Hands-on Application

ASSESSMENT METHODS:

- Computer based examination
- Direct observation
- Practical demonstration