ICT Practitioner Level 1 Training Manual: UVQ Aligned Modules

# UE/CAU/M1.1 – Assemble Computer System

* • Introduction to Computer Hardware
* • Types of Computers (Desktop, Laptop, Servers)
* • Internal Components (Motherboard, CPU, RAM, Storage)
* • Peripheral Devices (Monitor, Keyboard, Mouse, Printers)
* • Tools for Assembling Computers
* • Safety Precautions and ESD
* • Step-by-Step Assembling Process
* • BIOS/UEFI Basics and Configuration
* • First Boot and Basic Troubleshooting

# UE/CAU/M1.2 – Maintain a Computer

* • Introduction to Preventive Maintenance
* • Cleaning Hardware Components Safely
* • Software Maintenance (Defragmentation, Updates, etc.)
* • Antivirus and Anti-Malware Tools
* • Troubleshooting Hardware Issues
* • Diagnosing Boot Problems
* • Replacing Faulty Components (RAM, HDD, PSU, etc.)
* • Maintaining Power Supplies and Cooling Systems

# UE/CAU/M1.3 – Use Office Applications

* • Introduction to Office Suites (MS Office, LibreOffice)
* • Word Processing Basics (MS Word)
* • Spreadsheets (MS Excel)
* • Presentations (MS PowerPoint)
* • File Management and Saving Documents
* • Using Templates and Styles

# UE/CAU/M1.4 – Use the Internet/Web

* • Introduction to the Internet and Web
* • Web Browsers (Chrome, Firefox, Edge)
* • Search Engines and Effective Searching
* • Using Email (Gmail, Outlook)
* • Cloud Storage Basics (Google Drive, OneDrive)
* • Internet Safety and Responsible Use
* • Social Media and Communication Tools
* • Downloading and Uploading Files

# UE/CAU/M1.5 – Setup Computer Networks

* • Introduction to Networking
* • Types of Networks (LAN, WAN, MAN)
* • Networking Devices (Router, Switch, Modem)
* • Network Topologies and Media
* • IP Addressing and Subnetting Basics
* • Wireless vs Wired Networking
* • Setting Up a Simple Peer-to-Peer Network
* • Network Troubleshooting Tools (ping, ipconfig, etc.)
* • Safety and Security in Networks

# UE/CAU/M1.6 – Perform System Security

* • Introduction to Computer Security
* • Types of Threats (Viruses, Trojans, Ransomware, Phishing)
* • User Authentication (Passwords, Biometrics)
* • Security Software and Tools (Antivirus, Firewall)
* • Safe Browsing Practices
* • Data Backup and Recovery Methods
* • Windows Security Features (Defender, Updates)
* • Network Security Basics (Encryption, Wi-Fi Protection)

# UE/CAU/M1.7 – Perform Entrepreneurship Tasks

* • Introduction to Entrepreneurship
* • Business Ideas in ICT (Repairs, Training, Internet Café, etc.)
* • Business Planning Basics
* • Sources of Capital and Budgeting
* • Marketing and Customer Service
* • Bookkeeping and Record Keeping
* • Time Management and Work Ethics
* • Opportunities for ICT Startups in Uganda

# Bonus Sections to Include

* • Glossary of ICT Terms
* • Practice Exercises and Quizzes per Module
* • Final Practice Exam or Assessment Guide
* • Real-world Case Studies (e.g., setting up a network for a school)
* • References and Further Reading