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| Title | **Manage information system** | | |
| Level | **2** | **Credits** | **5** |

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| Purpose | This module intends to provide knowledge and skills on the management of information system. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | | **Performance Criteria** | **Knowledge and understanding** |
| **G1:**  Perform Data Entry | | **The student will be able to:**  P1 - Demonstrate data entry procedures. P2 - Enlist types of data.  P3 - Demonstrate the techniques to enter the data efficiently.  P4 - Use software programs available such as **Typing and Data Entry** to learn how to enter data. | K1 - Organize raw data (which has little value) into something useful.  K2 - Process the data to make it useful in decision-making. .  K3 - Acquire skills related to keyboarding and in the use of word processing, spreadsheet, and database management computer software packages.  K4 - Explain how to use software programs for typing |
|  | **G2:** | **The student will be able to:**  P1 - Demonstrate how to find files**.** P2 - Demonstrate types of files  P3 - Customize the Documents library (in addition to the Music, Pictures, and Videos libraries that are also included by default).  P4 - Manage data on Hard disk | K1- Differentiate between files/folders K2- Define storage devices  K3- Discover an easy way to store personal documents by explaining difference between a file and a folder in different storage devices like Hard Disk, USB, CD etc. |
| Manage File folder | |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and understanding** |
|  | P5 - Demonstrate how to get back up files.  P6 - Adopt consistent methods for file and folder naming.  P7 - Keep names short.  P8 - Let folder structure do some of the naming. P9 - Avoid large folder structures**.** |  |
| **G3:**  Perform Scanning | **The student will be able to:**  P1 - Scan computer completely and correctly for malware like viruses, Trojan horses, rootkits, spyware, adware, worms, etc. is often a very important troubleshooting step.  P2 - Perform the pre-requisites for scanning  P3 - Demonstrate step by step procedure of scanning a computer  P4 - Download and run the Microsoft Windows Malicious Software Removal Tool.  P5 - Run a complete virus scan on entire computer. If malware scanner is used that does more than look for viruses, run a full scan using that program too. | K1 - Explain the procedure of scanning  K2 - Explain Update anti-virus and any anti-malware software installed on computer.  K3 - Make sure the virus definitions are up to date. These regular updates tell anti-virus software how to find and remove the latest viruses from PC.  K4 - Define procedure for properly checking computer for malware when working to solve many problems. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and understanding** |
| **G4:**  Maintain office record | **The student will be able to:**  P1 - Ensure that the content, context and structure of records is preserved and protected when the records do not have a physical existence. This has important implications for the authenticity, reliability, and trustworthiness of records.  P2 - Manage electronic record’s backup to meet functional requirement for computer.  P3 - Perform indexing | K1 - Explain the importance of indexing  K2 - Identify steps for maintain the office record Manage electronic record’s backup to meet functional requirement for computer.  K3 - Enhance the ability to access and read electronic records over time, since the rapid pace of change in technology can make the software used to create the records obsolete, leaving the records unreadable. |
| **G5: Perform Printing** | **The student will be able to:**  P1 - Perform steps involved in printing P2 - Perform printing options  P3 - Demonstrate essential requirements before printing  P4 - Handle problem that occur while printing: | K1 - Define how to get print-out from the PC. K2 - Explain types of printers  K3 - Explain types of printing problems |
| **G6: Search Files / Folders** | **The student will be able to:**  P1 - Perform types of files  P2 - Enlist wild cards | K1 - Explain the use of different methods to find files in different situations.  K2 - Use the search box on the Start menu to find files, folders, programs, and e-mail messages stored on computer. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and understanding** |
|  | P3 - Demonstrate steps to find an item e.g. using the Start menu  P4 - Find a folder or a file that somebody knows is in a particular folder or library, such as Documents or Pictures.  P5 - Search for a file or folder by using the search box type a word or part of a word in the search box. | K3 - Describe search procedure |
| **G7: Convert Files** | **The student will be able to:**  P1 - Identify file conversion software  P2 - Describe the procedures of files conversion  P3 - Demonstrate how the extension of a file can be changed with the help of typing manually or by saving the same file with the help of “save as” option.  P4 - Use online convertor to give a practical demonstration e.g. Go to **ZamZar.com**, browse for file and choose | K1 - Define how to convert a file into a different format like a MS word file can be converted into a pdf file which is an adobe acrobat file.  K2 - Explain different software, which help convert a particular file into another format.  K3 - Describe the procedures of files conversion  . |