

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate I in Information Technology – ICA10105

Operate a personal computer – ICAU1128B

Target groups This qualification 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. It could be described as 'the community standard in ICT literacy' and may be wholly or partially used as an access and equity program. The qualification provides for basic computer skills in the workplace and as such small to medium enterprises will find the contents of this qualification useful at a basic ICT user level. The contents of this qualification may also provide supplement existing roles in other industries where basic ICT skills have become necessary.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Demonstration, practical instruction and exercises	Develop ability to start the computer	Access to relevant hardware, software and office environment
	Develop skills needed to navigate through the operating system to access basic system information	
	Develop ability to navigate and manipulate the desktop environment	
	Develop ability to create, name, organise move and access basic directory/folder structure and files	
	Develop skills needed to organise files for user and/or organisation requirements	Access to relevant organisational requirements
	Develop ability to add print information	
	Develop skills in correct shut down procedures	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Oral/ Written Practical exercise	Demonstrate ability to start the computer	Access to relevant hardware, software and office environment
	Demonstrate skills needed to navigate through the operating system to access basic system information	

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	Demonstrate ability to navigate and manipulate the desktop environment	
	Demonstrate ability to create, name, organise move and access basic directory/folder structure and files	
Oral/ Written Practical exercise Project work	Demonstrate skills needed to organise files for user and/or organisation requirements, using system features to perform tasks	Access to relevant organisational requirements
	Demonstrate ability to add print information	
	Demonstrate skills in correct shut down procedures, including correctly saving results of work	
Observation in the workplace or simulated work environment	All elements	Access to appropriate workplace or simulation

List any special requirements / issues / amendments for any particular target group:
This unit may be undertaken alone or as part of a cluster. Other units in this cluster are:

- *ICAW2001B – Work effectively in an IT environment*