

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate II in Information Technology – ICA20105

Operate computing packages - ICAU2006B

Target groups This qualification provides the foundation ICT skills and knowledge for an individual to be an effective ICT user or employee. The qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications in ICA05. The qualification provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Small to medium enterprises (SMEs) will find the contents of this qualification useful at an ICT user level. In its own right such a qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Practical instruction Case study	Develop skills in selection and use of software appropriate to specific activities.	Access to appropriate computing packages
	Develop ability to successfully access, retrieve and manipulate data.	
	Develop skills in access and use of help functions within each application.	
	Develop ability to effectively use keyboard and equipment, taking into account OH&S standards and regulations.	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Project work Oral/ Written	Demonstrate skills in selection and use of a minimum of three different computing packages to produce several workplace documents.	Access to appropriate computing packages
Practical exercise	Demonstrate ability to successfully access, retrieve and manipulate data.	
	Demonstrate access and use of help functions within each application.	
	Demonstrate effective use of keyboard and equipment, taking into account OH&S standards and regulations.	
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:

- *ICAD2012B Design organisational documents using computing packages*
- *ICAU2013B Integrate commercial computing packages*