

## **PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE**

Package / Course Title: ICA05 - Information and Communications Technology

Certificate II in Information Technology – ICA20105

Integrate commercial computing packages - ICAU2013B

**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**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Discussion of business environment to meet organisational needs  Practical instruction	Develop ability to determine work requirements and select appropriate software and file formats.	Access to relevant policies
	Develop skills in the import, export, manipulation, conversion and integration of data from one format to another and one software application package to another.	Access to appropriate software packages
	Develop ability to successfully save and retrieve data with the aid of help functions.	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

### **ASSESSMENT**

<b>Strategies</b>	<b>Performance Indicators</b>	<b>Resources</b>
Project work  Oral/ Written	Demonstrate ability to determine work requirements and select appropriate software and file formats.	Access to relevant policies
Practical exercise	Demonstrate skills in the import, export, manipulation, conversion and integration of data from one format to another and one software application package to another.	Access to appropriate software packages
	Demonstrate ability to successfully save and retrieve data with the aid of help functions.	
Observation in the workplace or simulated work environment	All elements	Access to appropriate workplace or simulation

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List any special requirements / issues / amendments for any particular target group:

*The following unit is a prerequisite for this competency:  
ICAU1128B - Operate a personal computer*

*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*
- *ICAU2006B Operate computing packages*