

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate II in Information Technology – ICA20105

Use computer operating system - ICAU2231B

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
Discussion of aims in organisational context	Develop ability to configure operating system to suit the working environment.	Access to relevant organisational requirements.
Case study Project work	Develop ability to Install, upgrade and uninstall application software to suit the working environment, using both the graphical user interface and the command line interface to perform basic tasks.	Access to appropriate case study scenario/s Access to appropriate software and hardware
	Develop ability to optimise operating system.	
	Develop ability to set up input and output devices, install drivers as appropriate and check functionality.	
Integration of OHS requirements into workplace or simulated work environment	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Oral/ Written	Demonstrate ability to configure operating system to suit the working environment. This should be demonstrated in a variety of scenarios and across all functions.	Access to relevant organisational requirements.
Project work	Demonstrate ability to Install, upgrade and uninstall application software to suit the working environment, including scheduling, loading, initiating, and supervising the execution of programs and allocating storage.	Access to appropriate software and hardware

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	Demonstrate the ability to optimise operating system including the handling of errors.	
	Develop ability to initiate and control input/output operations, set up input and output devices, install drivers as appropriate and check functionality.	
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:

- *BSBCMN106A - Follow workplace safety procedures*
- *ICAU2005B - Operate computer hardware*
- *ICAI2015B - Install software applications*