INFORMATION COMMUNICATION TECHNOLOGY (ICT)

UNIT CODE: BUS/CU/AC/CC/01/6

Relationship to Occupational Standards

This unit addresses the unit of competency: Demonstrate Understanding of information communication technology (ICT)
Duration of Unit: 120 hours

Unit Description

This unit specifies the competencies required to demonstrate the understanding of information communication technology (ICT). It involves: determining computer hardware, applying computer software, applying operating system, maintaining data security and control, applying application packages, managing information systems, configuring computer networks and applying computer internet.

Summary of Learning Outcomes

1. Determine Computer hardware
2. Apply Computer software
3. Apply Operating system
4. Maintain Data security and control
5. Apply application packages
6. Manage information systems
7. Configure Computer networks
8. Apply computer Internet

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1. Determine Computer hardware	• Introduction to computers
	  o Types of ICTs
	  o Information centres
	  o Uses of ICT in business
	  o Impact of ICT in society
	  o Overview of a computer system
	  o Evolution of computers
	  o Elements of a computer system
	• Input devices
		• Observation
		• Written tests
		• Assignments
		• Supervised exercises

	• Output devices • Processing devices • Storage devices • Communication devices • Factors that determine the processing power of a computer • Selection and acquisition of computer hardware	
2. Apply Computer software	• Meaning of terms • System software • Application software • Other utility software • Computer programming languages • Selection and acquisition of computer software	• Observation • Written tests • Assignments • Supervised exercises
3. Apply Operating system	• Introduction to computer software • System software • Application software • Other utility software • Computer programming languages • Selection and acquisition of computer software	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises
4. Maintain Data security and control	• Elements of a computer file • Types of computer files • Basic file design and storage • File organization • File access methods	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises

5. Apply application packages	• Word processing
	  o Features of word processor
	  o Formatting and editing
		• Observation
		• Written tests
		• Oral questioning

	text	• Assignments	
	○ Creating and formatting tables	• Supervised exercises	
	• Spreadsheets		
	○ Features of a spreadsheet program		
	○ Formatting and editing spreadsheet		
	○ Formulas and functions		
	○ Charts and graphs		
	• Presentation software		
	○ Features of presentation program		
	○ Typing and formatting text in slide		
	○ Slide show		
	• Computerized accounting software		
	○ Capturing data		
	○ Features of accounting software		
6. Manage information systems	• Systems overview	• Observation	
	• Information systems	• Written tests	
	• Components of an information system	• Oral questioning	
	• Role of information systems in an organization	• Assignments	
	• Classification of information systems	• Supervised exercises	
	• Types of information systems		
	• Overview of information systems security and controls		

7. **Configure Computer networks**	• Computer networks concepts • Computer network hardware and software • Data transmission media • Types of computer networks • Advantages and limitations of networking	• Observation • Written tests • Oral questioning • Assignments • Supervised exercises

8. **Apply computer Internet**	• Applications of Internet
	  o Using search engines
	  o E-mails
	  o Electronic communication
	• Introduction to the Internet
	• Internet services – e – mails, www, instant messaging
	• Searching for information on the Internet
	• Internet service providers (ISPs)
	• Applications of internet
	• Impact of internet on society
	• Emerging issues and trends
		• Observation
		• Written tests
		• Oral questioning
		• Assignments
		• Supervised exercises
		• Observation
		• Written tests
		• Oral questioning
		• Assignments
		• Supervised exercises

Suggested Methods of Instruction
- Group discussions and presentation
- Demonstration by trainer
- Practical work by trainee
- Exercises

Recommended Resources
- Computers

- Tablets
- Smart phones
- Laptops
- SD cards and card readers
- TFT screens