# **Unit Assessment Guide + Assessments**

## **Unit Details**

| **Unit code and name** | **ICTICT101 Operate a personal computer** |
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| **Unit purpose** | This unit describes the skills and knowledge required to operate a personal computer (PC) in a home or small office environment, including accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices and applying basic security procedures and power management settings.  It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to perform a range of simple operation tasks. |
| For further information about these units go to: <http://training.gov.au/Training/Details/ICTICT101> | |
| **Unit outcome** | These units are not graded. Your result will be recorded as:   * achieved competence (AC) or not competent (NC) |
| **Pre-requisite unit/s** | Nil |
| For more information on assessment see your Course Assessment Overview. | |

## **Assessment Plan**

To demonstrate competence in this unit, you must successfully complete each part of the assessment.

| **Assessment Event 1 - Portfolio** | Part 1 – Written task | **Due:** | TBA |
| --- | --- | --- | --- |
| Part 2 – Practical observation | **Due:** | TBA |

## **Additional information**

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| Specific details of individual assessment parts are outlined below.  All written work to be submitted electronically (see teacher for details).  Any practical tasks to be completed in class and demonstrated to your teacher. |

# **Portfolio**

## **Assessment Part 1 of 2 Written task**

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| --- | --- | --- | --- |
| **Unit Code and Name** | **ICTICT101 Operate a personal computer** | | |
| **Assessment Event** | 1 | **of** | 2 |
| **Location of Assessment** | Grafton | **Due Date** | TBA |

## **Learner Details**

|  |  |
| --- | --- |
| **Learner Name** | *Insert your name* |
| **Teacher Name** | *Insert teacher name* |
| * Complete all learner details above **and return with the assessment event**. * The assessment event will not be accepted **without** the below learner declaration being signed. * It is your responsibility to keep a secure copy of all work submitted for assessment as part of this unit. | |

## **Learner Declaration**

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| **Learner declaration** | |
| In submitting this assessment I declare that:   * This assessment is my own work. Any material sourced from elsewhere is referenced, acknowledging the author, website, work and page. It does not breach the Copyright Act. This applied to printed and electronic information. * I understand that plagiarism (not acknowledging another person’s work) will be considered grounds for a result of Not Competent and possible disciplinary action. * I agree that TAFE NSW may keep a copy of my assessment evidence for record keeping and auditing purposes only.   I have kept a secure copy of the submitted work. | |
| **Learner Signature** | *Sign here* |

## **Assessment Instructions**

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| **Assessor /student Instructions** | Attempt all questions before submitting to your teacher. Write a list, sentence or paragraph as appropriate to answer each question. Answer the questions completely but briefly. You are not required to write essays.  This is an open book assessment. Students may refer to notes, textbooks, or other reference materials including the internet on the classroom computers.  There is to be no student interaction during the task. All work must be your own.  Submit your work to your teacher via email. Make sure your name is on all documents submitted.  This assessment is to be submitted by the DUE DATE |
| **Assessment conditions** | This assessment is to be submitted electronically via email unless otherwise stated. |

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| **QUESTION 1** - List the basic components of your computer system. |
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| **QUESTION 2** - Identify the purposes of the following software applications: |
| |  |  | | --- | --- | | **Software Application** | **Common Uses** | | Microsoft Word |  | | Microsoft PowerPoint |  | | Google Chrome |  | |

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| --- |
| **QUESTION 3** - Identify basic security and computer functions |
| |  |  | | --- | --- | | **Security and Computer Utilities** | **Functions** | | Antivirus |  | | Firewall |  | | Login |  | |
| **QUESTION 4** - List hardware and software specifications for your computer |
| Operating System: |
| CPU: |
| RAM: |

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| **QUESTION 5** - List four (4) software applications installed on the TAFE computer |
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| **QUESTION 6** - List the ports that are used by the following peripheral devices |
| Monitor: |
| Keyboard: |
| Mouse: |
| Monitor: |

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| **QUESTION 7** - List two (2) types of storage devices that can be connected to your computer |
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# **Portfolio**

## **Assessment Part 2 of 2 Practical observation**

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| --- | --- | --- | --- |
| **Unit Code and Name** | **ICTICT101 Operate a personal computer** | | |
| **Assessment Event** | 2 | **of** | 2 |
| **Location of Assessment** | Grafton | **Due Date** | TBA |

## **Instructions**

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| **Assessor /student Instructions** | Students must complete all the practical tasks in the observation checklist without assistance.  There is to be no student interaction during the task. All work must be your own.  The completed observation checklist must be completed and signed by the teacher.  Print and hand in your document for Task 7 to your teacher. |
| **Assessment conditions** | This practical task must be demonstrated to your teacher in class. |

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| **Learner Name** | *Insert your name* |

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| --- | --- | --- | --- |
| **Task no** | **Task** | **Demonstrated**  **YES🗹 NO🗷** | **Comments** |
| **1** | Check the following computer cable connections:   * + Monitor   + Mouse   + Keyboard   + Power | ☐ |  |
| **2** | Turn on the computer and use your username and password to logon to the TAFE network. | ☐ |  |
| **3** | Identify the following physical computer components:   * + System unit   + Monitor   + Keyboard   + Mouse   + Printer | ☐ |  |
| **4** | Customise the computer by changing the following settings:   * + Change your user icon   + Change the desktop   + Pin the following programs to the Taskbar:   + Word   + PowerPoint   + Chrome | ☐ |  |
| **5** | Configure the following power management settings:   * + Turn off the display after 20 minutes   + Put the computer to sleep after 45 minutes | ☐ |  |
| **6** | Open a web browser and a suitable search engine (Google) and search for a website that will allow you to download the compression program WinZip.  Follow the installation steps to install WinZip (show your teacher).  Go to the Control Panel – Programs and Features – find the WinZip program and select - right mouse click – Uninstall | ☐ |  |
| **7** | Open Windows File Explorer.  Copy the folder **personal computer** from the Teacher drive to your storage device (USB).  Run a scan on this folder to detect any security threats.  Open the file **greenoffice.docx** from your folder.  Open the file and add your name at the end of the document.  Print a copy of the file.  Save the file in the **edited files** folder on your storage device.  Close the file and close Word.  In Windows File Explorer, open the file **skatepark.wmv** view the multimedia file and close Windows Media Player. | ☐ |  |
| **8** | Open the web browser Internet Explorer from the Taskbar icon.  Click on the link to the Student Portal on the TAFE website and login.  Click on the Email link, compose an email to your teacher (they will supply their email address) regarding why you are attending TAFE.  Make the subject: **Why I’m here**  Open the reply from the teacher in your Inbox. | ☐ |  |
| **9** | Backup the folder **personal computer** from your storage device to your student U: drive. | ☐ |  |
| **10** | Save any unsaved work and close all the applications.  Shut down the computer correctly.  Turn off the monitor. | ☐ |  |
| (Overall feedback to student on this assessment event) | | | |