**COACP201 - COMPUTER AND ITS PERIPHERALS**

**Use Computer and its Peripherals**

**Competence**

**RQF Level: 2 Learning Hours**

**150**

**Credits: 15**

**Sector: ICT and Multimedia**

**Trade: Computer Application**

**Module Type: Specific**

**Curriculum: ICTCOA2001- TVET Certificate 2 in Computer Application**

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| **Purpose statement** | This specific module provides the skills, knowledge and attitude for a learner to be competent in a range of routine tasks and activities. Upon completion of this module, the learner will be able to install application softwares and drivers, scan, print, photocopy a document, and Perform basic computer maintenance. | | | | | |
| **Learning Assumed to be in Place** | * Safety, Health and Environment at workplace | | | | | |
| **Delivery modality** | Training delivery | | 100% | Assessment | | Total 100% |
| Theoretical content | | 30% | Formative assessment | 30% | 50% |
| Practical work: | | 70% | 70% |
| * Group project and presentation | 20% |
| * Individual project /Work | 50% |
|  | | Summative Assessment | | | 50% |

Elements of Competency and Performance Criteria

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| **Elements of competency** | **Performance criteria** |
| 1. Introduce computing fundamentals | 1.1. Computer is properly described according to its types and characteristics |
| 1.2. Computer network basics are well described according to its classification |
| 1.3. Computer security is properly described according to security policies |
| 1. Apply computer basic operations | 2.1. Computer desktop elements are well used according to the Operating System |
| 2.2. Application software are well installed according to system requirements |
| 2.3. Computer peripherals are properly configured according to task |
| 2.4. Computer peripherals are properly used based on task performed |
| 1. Apply basic computer maintenance | 3.1 Basic problems of Computer and its peripherals are well diagnosed according to troubleshooting techniques |
| 3.2 Basic software problems are well solved based on identified problem |
| 3.3 Basic hardware problems are well solved based on identified problem |

**Course content**

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| **Learning outcomes** | **At the end of the module the learner will be able to:**   1. Introduce computing fundamentals 2. Apply computer basic operations 3. Apply basic computer maintenance |

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| **Learning outcome 1: Introduce computing fundamentals** | | **Learning hours: 40** |
| **Indicative content** | | |
| * **Description of computer** * Definition * Types of computer * Main parts of computer * Software * Hardware * Software * System software * Application software * Computer peripherals * Inputs * Outputs * Types of computer memory * Internal * External * **Description of computer network basics** * Definition * Classification of network * Geographical area * Management methods * Access method * Internet * Network devices * Router * Wireless access point * MODEM * Switch * Ethernet cable * Advantages and disadvantages of network * **Description of computer security** * Definition * Computer threats * Physical (theft, liquids, electric shock ...) * Non-physical (malwares) * Protection against physical threats * User account * Password * Uninterrupted Power Supply(UPS) * Protect against non-physical threats * Ant-virus * Types of scan | | |
| **Resources required for the learning outcome** | | |
| **Equipment** | * Computer and all peripherals * Router * Wireless access point * MODEM * Switch * Ethernet cable * UPS | |
| **Materials** | * Internet * Electricity | |
| **Tools** |  | |
| **Facilitation techniques** | * Brainstorming * Demonstration * observation * group discussion | |
| **Formative assessment methods** | * Written assessment * Oral presentation | |

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| **Learning outcome 2: Apply Computer Basic Operations** | | **Learning hours: 70** |
| Indicative content | | |
| * + **Use computer desktop elements** * Starting and shutting down a computer * Desktop * Desktop icons * Task bar * Start menu   + **Installation and uninstall of application software** * Installation * Identification of system requirement * Setup file * Installer wizard * Uninstall * **Configuration of computer peripherals** * Ports and connectors * Connect devices to computer * Device drivers * Printer driver * Scanner driver * Installation of device drivers * Customize device settings (control panel) * **Computer peripherals** * Use Keyboard * Types of keyboard * Parts of keyboard * Keyboard shortcut * Typing skills * Use Mouse * Print a document * Printer settings * Add or replace cartridge * Cancel a command * Scan a document * Scanner settings * Photocopying * Copy on one side * Copy on both side * Change cartridge * Change tray * Cleaning drum unit | | |
| **Resources required for the indicative content** | | |
| **Equipment** | * Computer * Printer * Scanner | |
| **Materials** | * Marker pens * Internet * Cables * Connectors * Ink * Cartridge | |
| **Tools** | * Application software(s) * Drivers * Computer Maintenance tool kit | |
| **Facilitation techniques** | * Brainstorming * Demonstration * Observation * Practical exercise * Group discussion * Internet research | |
| **Formative assessment methods** | * Written assessment * Oral presentation * Performance assessment | |

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| **Learning outcome 3: Apply Basic Computer Maintenance** | | **Learning hours: 40** |
| **Indicative content** | | |
| * **Systematic diagnosis of computer system.**   + Diagnose computer system problems   + Description of troubleshooting * Definition * Basic Troubleshooting techniques * **Resolving basic software problems.** * Use updated software * Application software * System software * Use updated anti-viruses * Use updated Drivers * **Resolving basic hardware problems.** * Removing and replacing connectors * Using cleaning tools * Safety measures | | |
| **Resources required for the indicative content** | | |
| **Equipment** | * Computer | |
| **Materials** | * Marker pens * Internet * Hard disk * Flash disk * CD/DVD * Cables * Connectors | |
| **Tools** | * Application software, * Drivers | |
| **Facilitation techniques** | * Brainstorming * Demonstration * Observation * Practical exercise * group discussion * internet research | |
| **Formative assessment methods** | * Written assessment * Oral presentation * Performance assessment | |

**Integrated/Summative assessment**

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| **Integrated situation**  AB Company co.Ltd is an internet café located at KAYONZA District and provides ICT services. They have problems of computers and printer, which are not working properly. Company bought new five HP computers and canon all-in one printer. The Company hired you as end user IT assistant to:   1. Troubleshoot computers and printer problems 2. Configure cannon all in one printer on computers   The work will be performed in 3 hours  All required equipments, tools and materials are provided  Resources   |  |  | | --- | --- | | Tools | * Application software * Drivers | | Equipment | * Computer * Printer * Scanner | | Materials/ Consumables | * Internet * hard disk * flash disk * CD/DVD * Cables * Connectors | | | | | | |
| **Assessable outcomes** | **Assessment criteria (Based on performance criteria)** | **Indicator** | **Observation** | | **Marks allocation** |
| **Yes** | **No** |
| **Apply computer basic operations**  **(60%)** | Computer desktop elements are well used according to the Operating System | Ind1.Computer desktop elements are used |  |  | 8 |
| Computer peripherals are properly configured | Ind1 Device drivers are installed |  |  | 9 |
| Ind2. Computer peripherals are configured |  |  | 9 |
| Ind3. All in one printer is connected |  |  | 8 |
| Computer peripherals are properly used | Ind1. Test page is printed |  |  | 9 |
| Ind2. Scanner is working |  |  | 8 |
| Ind3.Photocopying machine is working |  |  | 9 |
| **Apply basic computer maintenance**  **(40%)** | Basic problems of Computer and its peripherals are well diagnosed | Ind1. Computer system problems are diagnosed |  |  | 10 |
| Ind2. Troubleshooting techniques are applied. |  |  | 10 |
| Basic software problems are well solved. | Ind1. Softwares problems are resolved |  |  | 10 |
| Basic hardware problems are well solved | Ind1. Hardware are resolved |  |  | 10 |
| **Total marks** | | **100** | | | |
| **Percentage Weightage** | | **100%** | | | |
| **Minimum Passing line % (Aggregate): 70%** | | | | | |

**References:**

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