



Australian Government

ICTICT101 Operate a personal computer

Release: 1

ICTICT101 Operate a personal computer

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 1.0.

Application

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.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

General ICT

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to use the personal computer	1.1 Identify physical components and associated peripheral devices of the personal computer to become familiar with the available network 1.2 Check physical connectivity of devices to ensure correct operation and performance 1.3 Boot up and follow procedures to activate the computer
2. Manage computer configurations	2.1 Alter the computer settings to best suit the user 2.2 Configure power management settings to minimise power consumption as an environmentally sustainable measure

ELEMENT	PERFORMANCE CRITERIA
	<p>2.3 Identify operating system and the application programs loaded on the computer to determine computer capability</p> <p>2.4 Conduct basic software installation and removal to improve computer capability</p> <p>2.5 Navigate and manipulate desktop environment to create and customise desktop icons and access application programs</p>
3. Access and use basic application programs	<p>3.1 Open a folder with file documents containing basic office applications, make minor changes and save in a different folder</p> <p>3.2 Send and retrieve a simple email message using the desktop icon to communicate with other parties</p> <p>3.3 Access the internet using the web browser to view and conduct basic web information search</p> <p>3.4 Use firewall and antivirus and malware scans to reduce security risks and threats in the system</p>
4. Access and use basic peripheral devices	<p>4.1 Access external storage devices to retrieve, copy, move and save information in different media and locations</p> <p>4.2 Use printer settings on an installed printer to print a document</p> <p>4.3 Access audio-visual (AV) devices to view and play a multimedia file</p>
5. Shut down computer	<p>5.1 Back up important documents and programs to minimise risk of data loss</p> <p>5.2 Save any work to be retained and close open application programs</p> <p>5.3 Shut down computer and switch off any unused peripheral devices</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.3, 2.1-2.5, 3.2, 3.3	<ul style="list-style-type: none"> Recognises textual information to determine and complete technical functions

Writing	3.1- 3.3, 4.1	<ul style="list-style-type: none"> Enters information using familiar text types in a format appropriate to environment
Get the work done	1.1-1.3, 2.1-2.5, 3.1-3.4, 4.1-4.3, 5.1-5.3	<ul style="list-style-type: none"> Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing Understands the purpose and specific functions of common digital tools used in work contexts Implements basic security requirements related to own tasks Recognises and responds to predictable routine problems related to role in the immediate work context

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTICT101 Operate a personal computer	ICAICT101A Operate a personal computer	<p>Updated to meet Standards for Training Packages.</p> <p>Minor edits to clarify intent of performance criteria</p>	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>