U24001: Operate a computer system

Unit Descriptor:

This unit is suitable for you if your work involves turning on and using a personal computer (PC) system safely and securely (e.g., keyboard, mouse, screen and printer); and the use of common types of software for simple tasks (e.g., producing a letter or sending an e-mail).

At the end of this unit you will be able to:

Carry out the initial steps needed to use a PC, and make use of common types of hardware and software while complying with relevant safety and security requirements.

ELEMENT	PERFORMANCE CRITERIA
	To be competent you must achieve the following:
1. Operate a computer system	**Turn on/and Shut down**
	1.1 **Turn on** and use a personal computer and printer.
	1.2 Change **basic system settings**.
	1.3 **Shut down** safely.
	Access
	1.4 Access files on a computer hard drive or **storage media.**
	Tools and techniques
	1.5 Identify PC operating system.
	1.6 Use basic **tools and techniques** to open, close, save, and place files in folders.
	Protect
	1.7 Use a login identity (ID) and password to access computer systems.
	1.8 Store personal data and software safely.
	1.9 Use anti-virus software to protect applications.

RANGE STATEMENT

You must cover the items below:

A. **Turn on** safely:

i. system's unit
ii. printer

B. **Shut down** safely:

i. system's unit
ii. printer

C. Basic Settings:

i. sound
ii. volume
iii. date and time

D. Storage Media:

i. hard Drives
ii. optical disks
iii. USB memory drive

E. Tools and techniques:

i. menus
ii. dialog boxes
iii. toolbars
iv. buttons
v. icons
vi. folders or directories
vii. print

UNDERPINNING KNOWLEDGE AND SKILLS

Types of computer hardware

1. What are common types of computer hardware.
2. How to start up and shut down a PC safely.
3. How to use common types of hardware

Tools and functions

4. What are the basic tools and functions of software applications.
5. How to choose and use appropriate tools and functions for simple tasks.
6. How to print.

Health and safety issues

7. Health and safety risks to self in using ICT.
8. Health and safety risks to others from common hardware.

Security risks

9. Risks to data, such as theft, viruses or unauthorised access, natural disasters, and fire.
10. Risks to data from the hardware or software failure.
11. Risks of receiving and opening files, e-mails, downloads and instant messages etc.

Control access

12. The importance of controlling access.
13. Ways to control access to common hardware.

Laws and guidelines

14. What legislation (e.g. Computer Misuse Act, 2005 – 4) and guidelines affect day-to-day use of ICT, such as data protection, equal opportunities, disability, health and safety, copyright and guidelines set by your employer or Organisation.

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

You will need to produce **at least two comprehensive tasks.** The evidence may come from activities in your workplace and/or from simulation.

Your performance evidence should show that you are able to:

i. Turn on/and shut down a computer and printer safely.

ii. Access files on **three** of the storage media listed below including hard drive and any two others:

- Hard drives
- Optical disks
- USB memory drive

iii. Demonstrate the use of **all**:

- Menus
- Dialog boxes
- Toolbars
- Buttons
- Icons
- Folders or directories
- Printing

iv. Use tools and techniques to protect software and data by:

- Using a login identity (ID) and password to access computer systems.
- Storing data and software safely.

Your evidence must show that you have met all the performance criteria, range and underpinning knowledge requirements.

(2) Methods of Assessment

Typical task size:

- Turn on and shut down a computer and a printer safely.
- Using common storage media
- Using common software tools and techniques while using software applications to produce ordinary routine documents.
- Using common features of the operating system.
- Produce a printed copy.
- Protect software and data in different ways.

Answers to written or oral questions from your assessor.

(3) Context of Assessment

Your evidence may come from activities in your workplace and/or from simulation.