



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR ACCOUNTANCY TECHNICIAN

**KNQF LEVEL 6
CYCLE 3**

ISCED CODE: 0411 551A



**TVET CDACC
P.O. BOX 15745-00100
NAIROBI**

**DEMONSTRATE UNDERSTANDING OF INFORMATION COMMUNICATION
TECHNOLOGY (ICT)**

UNIT CODE: 0411 551 09A

TVET CDACC UNIT CODE: BUS/OS/AC/CR/01/6/MA

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.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function .	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the range.</i>
1. Determine Computer hardware	1.1 Computer hardware are identified as per workplace requirements. 1.2 Input devices are selected as per workplace requirements. 1.3 Output devices are selected as per workplace requirements. 1.4 Computer peripherals are selected as per workplace requirements.
2. Apply Computer software	2.1 Operating system software is established as per workplace procedures. 2.2 Language translator's software are established as per workplace procedures. 2.3 Network and communication software are determined as workplace procedures. 2.4 Utility programs are established as per workplace

	procedures.
3. Apply Operating system	<p>3.1 Operating systems are identified as workplace procedures.</p> <p>3.2 <i>Operating system resources</i> are established as per workplace procedures.</p> <p>3.3 Operating systems functions are executed as per workplace procedures.</p>
4. Maintain Data security and control	<p>4.1 Computer security threats are identified workplace policies</p> <p>4.2 Computer crimes are identified as per workplace polices</p> <p>4.3 Security prevention measures are established as per workplace procedures.</p> <p>4.4 Security and control measures are selected as per the organizational guidelines.</p> <p>4.5 Security and control measures are executed as per organizational guidelines.</p>
5. Apply application packages	<p>5.1 Office word task is identified as per job requirements.</p> <p>5.2 MS word document is created as per job requirements.</p> <p>5.3 MS word document is reviewed as per job requirements.</p> <p>5.4 MS word file is saved as per job requirements.</p> <p>5.5 MS power point slide is created as per job requirements.</p> <p>5.6 MS power point slide is reviewed as per job requirements.</p> <p>5.7 MS power point file is saved as per job</p>

	requirements.
6. Manage information systems	<p>6.1 Office spread- sheet task is identified as per job requirements.</p> <p>6.2 Spread- sheet is created as per job requirements.</p> <p>6.3 Spread- sheet is reviewed as per job requirements.</p> <p>6.4 Spread- sheet file is saved as per job requirements.</p>
7. Configure Computer networks	<p>7.1. Computer database is organized as per the organization guideline.</p> <p>7.2. Database information is manipulated as per organizational guide.</p> <p>7.3. Computer database is secured as per organizational guide.</p> <p>7.4. Database information is retrieved as per the organization guideline.</p> <p>7.5. Database information is stored as per the organization guideline.</p>
8. Apply communication networks and internet	<p>8.1. Communication networks and internet are determined as per the work place requirement.</p> <p>8.2. Communication networks services are determined as per the organizational objectives.</p> <p>8.3. Communication networks and internet are configured as per the organization objectives.</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
----------	-------

1. Operating system resources may include but not limited to:	<ul style="list-style-type: none"> • Output devices • Output devices • Access memory programs • Applications
2. Communication networks may include but not limited to:	<ul style="list-style-type: none"> • WAN • LAN • MAN • Wireless • Inter Network

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required skills

The individual needs to demonstrate the following skills:

- Evaluation
- Analytical skills
- Presentation
- Communication
- Interpersonal
- Organizational
- Innovation
- Creativity

Required knowledge

The individual needs to demonstrate knowledge of:

Organizational Policy and procedures

Current affairs

Ethics in ICT

Technological development

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated the ability to determine Computer hardware as per work requirements. 1.2 Demonstrated the ability to apply Computer software as per work requirements. 1.3 Demonstrated the ability to apply Operating system as per workplace procedures. 1.4 Demonstrated the ability to maintain Data security and control workplace policies. 1.5 Demonstrated the ability to apply Word processing and power point as per job requirements. 1.6 Demonstrated the ability to develop Spread-sheet as per job requirements. 1.7 Demonstrated the ability to maintain computer database as per organizational guidelines. 1.8 Demonstrated the ability to apply communication networks and internet as per organizational guidelines.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to relevant workplace where assessment can take place or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or tasks
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Practical 3.2 Projects 3.3 Poe evaluation 3.4 Third party reports

	3.5 Written tests
4. Context of Assessment	4.1 The competency may be assessed in a workplace or a simulated workplace
5. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.