REPUBLIC OF KENYA

COMPETENCY-BASED MODULAR CURRICULUM

FOR

ACCOUNTANCY

KNQF LEVEL 6

(CYCLE 3)

PROGRAM CODE: 0411 551A

TVET CDACC
P.O. BOX 15745-00100
NAIROBI

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

UNIT CODE: 0411 551 09A

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

Duration of Unit: 120 hours

Relationship to Occupational Standards

This unit addresses the unit of competency: Demonstrate Understanding of information communication technology (ICT)

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.

Summary of Learning Outcomes

S/NO	ELEMENT	DURATION (HOURS)
1	Determine Computer hardware	**13**
2	Apply Computer software	**13**
3	Apply Operating system	**15**
4	Maintain Data security and control	**15**
5	Apply application packages	**15**
6	Manage information systems	**15**
7	Configure Computer networks	**16**
8	Apply computer Internet	**17**
		TOTAL 120 HOURS

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods

1. Determine Computer hardware	1.1 Introduction to computers
	    1.1.1 Types of ICTs
	    1.1.2 Information centres
	    1.1.3 Uses of ICT in business
	    1.1.4 Impact of ICT in society
	    1.1.5 Overview of a computer system
	    1.1.6 Evolution of computers
	    1.1.7 Elements of a computer system
	1.2 Input devices
	1.3 Output devices
	1.4 Processing devices
	1.5 Storage devices
	1.6 Communication devices
	1.7 Factors that determine the processing power of a computer
	1.8 Selection and acquisition of computer hardware
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

2. Apply Computer software	2.1 Meaning of terms 2.2 System software 2.3 Application software 2.4 Other utility software 2.5 Computer programming languages 2.6 Selection and acquisition of computer software	3. Practical assessment 4. Project 5. POE evaluation 6. Third party reports 7. Written tests

3.Apply Operating system	3.1 Introduction to computer software 3.2 System software 3.3 Application software 3.4 Other utility software 3.5 Computer programming languages 3.6 Selection and acquisition of computer software	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
4.Maintain Data security and control	4.1 Elements of a computer file 4.2 Types of computer files 4.3 Basic file design and storage 4.4 File organization 4.5 File access methods	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

5.Apply application packages	5.1 Word processing
	   5.1.1 Features of word processor
	   5.1.2 Formatting and editing text
	   5.1.3 Creating and formatting tables
	5.2 Spreadsheets
	   5.2.1 Features of a spreadsheet program
	   5.2.2 Formatting and editing spreadsheet
	   5.2.3 Formulas and functions
	   5.2.4 Charts and graphs
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

	5.3 Presentation software
	
	   5.3.1 Features of presentation program
	
	   5.3.2 Typing and formatting text in slide
	
	   5.3.3 Slide show
	
	5.4 Computerized accounting software
	
	   5.4.1 Capturing data
	
	   5.4.2 Features of accounting software	

6.Manage information systems	6.1 Systems overview 6.2 Information systems 6.3 Components of an information system 6.4 Role of information systems in an organization 6.5 Classification of information systems 6.6 Types of information systems 6.7 Overview of information systems security and controls	• Practical assessment • Project • POE evaluation • Third party reports • Written tests
7.Configure Computer networks	7.1 Computer networks concepts 7.2 Computer network hardware and software 7.3 Data transmission media 7.4 Types of computer networks 7.5 Advantages and limitations	• Practical assessment • Project • POE evaluation • Third party reports • Written tests

	of networking	

8. Apply computer Internet	8.1 Introduction to the internet
	
	8.2 Applications of Internet
	
	    8.2.1 Using search engines
	
	    8.2.2 E-mails
	
	    8.2.3 Electronic communication
	
	8.3 Internet services – e –mails, www, instant messaging
	
	8.4 Searching for information on the Internet
	
	8.5 Internet service providers (ISPs)
	
	8.6 Applications of internet
	
	8.7 Impact of internet on society
	
	8.8 Emerging issues and trends
		• Practical assessment
		• Project
		• POE evaluation
		• Third party reports
		• Written tests

Suggested Methods of Instruction

- Demonstration
- Practical work by trainees
- Viewing of related videos
- Group discussions
- Project
- Role play

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	**Learning Materials**			
1	Charts	• Flip Charts	5	1:6
2.	Video clips	MP4, MP3	5	1:6
3.	CV samples		5	1:6
4.	Sample job applications		5	1:6
B	**Learning Facilities & Infrastructure**			
5.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
6.	Internet Connection	WI-FI, Dial-Up, Cable, Fixed-wireless,	1	1:30
C	**Consumable Materials**			
7.	Markers	whiteboard markers and permanent markers	5	1:6
8.	Stationery	Printing Papers, Foolscaps	5 reams	1:6
9.	Files / folders		30	1:1
10.	Flash disks		5	1:6
D	**Tools And Equipment**			
11.	Computers/Laptops	With the following software • Windows/Linux/Macintosh Operating System • Microsoft Office	30	1:1

		Software		
		• Google Workspace Account		
		• Antivirus Software		
12.	Projector	LED.LCD, Laser	1	1:30
13.	Whiteboard	Glass, melamine, porcelain	1	1:30
14.	Staplers		2	1:15
15.	Paper punch		2	1:15
16.	Metallic cabinet		1	1:30
17.	Smart phones		5	1:6
18.	Scanner		2	1:15
19.	Printer		1	1:30
20.	Print toners		2	1:15
21.	Shredding machine		1	1:30