

<b>Unit Title: Introduction to the World of Computers</b>	<b>Unit Code: IWC</b>
<b>Level: 3</b>	<b>Learning Hours: 100</b>
<b>Learning Outcomes and Indicative Content:</b>	
<b>Candidates will be able to</b>	
<ol style="list-style-type: none"> <li><b>1. Show an awareness of current developments in the commercial “World of Computers” and describe the parts of a modern business personal computer (PC) together with its common peripherals</b> <ol style="list-style-type: none"> <li>1.1 Describe the component parts of a typical PC used in business</li> <li>1.2 Describe current/latest developments in PC specifications</li> <li>1.3 Describe a range of peripheral components used in the modern office</li> </ol> </li> <li><b>2. Explain, in everyday terms, the specification of a PC as detailed in a typical advertisement from a non-technical publication such as a daily newspaper</b> <ol style="list-style-type: none"> <li>2.1 Define the terminology used in a typical PC specification</li> <li>2.2 Explain the likely business uses of a computer given a particular specification</li> <li>2.3 Write a specification for the computer which could perform a given office task</li> </ol> </li> <li><b>3. Describe a range of different types of computers and their likely applications in a business environment</b> <ol style="list-style-type: none"> <li>3.1 Explain the use of different computer specifications, from PC to “super-computer”, in a commercial setting</li> <li>3.2 Understand the differences and similarities between computers of different types and power ratings</li> </ol> </li> <li><b>4. Use a Graphical User Interface (GUI), such as Microsoft Windows, to set up and manage a customised working environment</b> <ol style="list-style-type: none"> <li>4.1 Recognise the significant features of the most popular GUI</li> <li>4.2 Name the major competitors to the most popular GUI</li> <li>4.3 Demonstrate the use of a GUI in a range of office applications</li> </ol> </li> <li><b>5. Understand the need to organise and to manage backing storage, in both the personal and business environments</b> <ol style="list-style-type: none"> <li>5.1 Define suitable back-up regimes for use in different circumstances</li> <li>5.2 Recognise the most suitable media for use in different situations</li> </ol> </li> </ol>	

- 6. Demonstrate an awareness of the principal structures underlying the Internet, e-mail and the World Wide Web**
  - 6.1 Explain the relationship between the Internet and the World Wide Web
  - 6.2 Recognise the advantages and dangers of e-mail use
  - 6.3 Explain the difference between a URL and an e-mail address
- 7. Use browser and search engine software to access, download and edit information of value to the business**
  - 7.1 Identify the differences between browser, search engine and e-mail management software
  - 7.2 Demonstrate the office skills necessary to retrieve useful information from the Internet
- 8. Show an appreciation of the various applications in a modern office suite of software**
  - 8.1 Recognise and name the major office suites
  - 8.2 Demonstrate knowledge of at least four applications included in the normal office suite of applications
- 9. Compose, send and receive e-mails and manage a personal mailbox using appropriate software**
  - 9.1 Identify appropriate business software packages for e-mail tasks
  - 9.2 Describe the procedures for sending and receiving e-mails and for managing a personal mailbox
  - 9.3 Explain the pre-requisites for acquiring an e-mail address and a mailbox
- 10. Draw simple diagrams to illustrate network topologies commonly employed in businesses of varying sizes**
  - 10.1 Explain the advantages and disadvantages of common network topologies
  - 10.2 Explain the difference between physical and virtual topologies
  - 10.3 Describe the essential components of common networks
- 11. Show an appreciation of the need for adequate security with respect to hardware, software and data in the business environment**
  - 11.1 Apply and understand basic data security principles
  - 11.2 Describe suitable measures to ensure the security of hardware and software

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| 11.3 | Construct a business continuation plan for use by a commercial organisation  |
| 11.4 | Draft outline policies and procedures to ensure a satisfactory level of security for the IT environment of a commercial organisation |

**Assessment Criteria:**

- Assessment method: written examination
- Length of examination: three hours
- Candidates should answer all eight questions, and should note that questions do **not** carry equal marks

**Recommended Reading**

Capron HL, Johnson JA, – *Computers: Tools for an Information Age* (2003),  
Pearson Education Ltd  
ISBN: 0131227246