



ICDL - Module 1 - Basic Concepts of Information Technology (IT)

Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 1 - Basic Concepts of Information Technology (IT)
Content Provider:	Software Educational Resources Limited (SERL)

Overview

Basic Concepts of Information Technology (IT) enables students to have an understanding of some of the main concepts of IT at a general level. The student is required to understand the make-up of a personal computer in terms of hardware and software and to understand some of the basic concepts of Information Technology (IT) such as data storage and memory. The student shall also understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life. The student shall appreciate health and safety issues as well as some environmental factors involved in using computers. The student shall be aware of some of the important security and legal issues associated with using computers.

Content Outline

Computer Basics

- The Computer
- Computer Types
- The Computing Process
- Hardware and Software
- About Peripherals

The System Unit

- Inside the System Unit
- The CPU
- Memory
- Measuring Memory

Input Devices

- Keyboard
- Mouse
- Trackball
- Scanner
- Light Pen
- Joystick
- Inputting Sound Data
- Digital Camera
- Touchpad

Output Devices

- Video Card
- Monitor
- Printer
- Plotter
- Outputting Sound

Combining Input and Output

- CD and DVD Drives
- Modem
- Touch Screens

Storage Devices

- Storing Data
- Hard Disks
- Floppy Disks
- Other Media
- Formatting Disks
- Storage Comparison

Networks

- Networks Defined
- Types of Networks

Communication Networks

- The Internet
- Using the Internet
- Intranet and Extranet
- Electronic Mail
- Telephone Network

Computers at Work

- Computers versus People
- Software for Work
- Applications for Business
- Applications in Government
- Applications in Healthcare
- Applications in Education
- Teleworking
- Electronic Commerce
- Systems Development
- Environmental Issues

Ergonomics

- Ergonomics
- Keyboard Ergonomics
- Mouse Ergonomics
- Monitor Ergonomics
- Chair Ergonomics
- Desk Ergonomics
- Room Ergonomics

Health and Safety

- Power
- Health Issues
- Work Breaks
- Exercises

Computers and the Law

- Personal Data
- The Privacy Act
- Governmental Access
- Copyright
- Copyright and Computing
- Internet Copyright
- Software Licensing
- Product ID
- Freeware/Shareware



Computer Software

- Operating System
- Windows
- Application Software
- Word Processing
- Spreadsheets
- Databases
- Desktop Publishing
- Accounting
- Software Versions

Security

- Information Security
- Passwords and User Access
- Computer Viruses
- Anti-virus Software
- Protection from Viruses
- Risk of Theft
- Backup
- Backup Methods

Certification/Qualifications

This ICDL module prepares students to sit the 'Basic Concepts of Information Technology (IT)' external assessment. See <http://www.icdl.gen.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the 'Basic Concepts of Information Technology (IT)' module is thirty (30) hours.