

MODULE 1

INFORMATION AND COMMUNICATION TECHNOLOGY

IT/OS/ICTA/CR/01/4/MA

PERFORM COMPUTER ESSENTIALS

SEPTEMBER – NOVEMBER 2025



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO THE CANDIDATE:

1. This unit of competence shall be assessed in three phases.
2. Each assessment session has the duration included in brackets
3. The three phase of the assessment shall include a practical session and an oral assessment session.
4. The assessor will take photos and videos as you perform the tasks at critical points during the assessment.
5. Ensure all required resources for the assessment have been provided before beginning the assessment.

PRACTICAL ASSESSMENT 1 (2 HOURS)

Element Covered:

1. Manage Computer Devices

Tasks:

- a) Place the system unit and monitor securely on the desk.
- b) Connect the monitor cable to the system unit.
- c) Connect the keyboard and mouse to the correct USB ports.
- d) Connect the power cables for the system unit and monitor, then switch on the wall socket.
- e) Turn on the computer and monitor.
- f) Adjust the screen brightness and speaker volume.
- g) Restart the computer using the Start menu
- h) Enter BIOS/UEFI setup.
- i) View system information, then exit BIOS without making changes.

PRACTICAL ASSESSMENT 2 (2 HOURS)

Elements Covered:

1. Manage Desktop Settings
2. Perform File Management

Tasks:

- a) Right-click the desktop and create a shortcut to **Documents**. Rename it **WorkFiles**.
- b) Change the desktop wallpaper to any available picture.
- c) Set the system date and time to today's date.
- d) Enable **Sticky Keys** from the accessibility settings.
- e) Create a new folder on the Desktop named **ICT_Task**.
- f) Inside **ICT_Task**, create a text file called **welcome.txt** and type "Welcome to ICT Essentials". Save and close the file.
- g) Create another folder on the Desktop named **Backup**.
- h) Copy **welcome.txt** into the **Backup** folder.
- i) Copy **welcome.txt** to a USB flash drive.
- j) Compress the **ICT_Task** folder into a zip file and protect it with password **1234**.

PRACTICAL ASSESSMENT 3 (1.5 HOURS)

Element Covered:

1. Perform Online Jobs (Simulation)

Tasks:

- a) Browse and go to www.upwork.com
- b) Open a new tab and go to www.fiverr.com
- c) On paper, write a short professional bio about yourself (2–3 sentences).
- d) On paper, list one online job you would apply for.
- e) On paper, write two good digital security practice for protecting online accounts.
- f) On paper, simulate a short bid or job proposal (2–3 sentences).

The assessor will proceed to ask you oral questions for 1 hour.