**ASSESSMENT 1: (PRACTICAL RESEARCH)**

**COMPUTER PRACTICE N4**

**TIME ALLOCATION: 1 WEEK**

**MARK ALLOCATION: 100 MARKS**

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This is an individual research-based assignment based on an existing organization.

**INSTRUCTIONS AND INFORMATION**

1. Answer all questions
2. Read the instructions / questions carefully before answering.
3. Number your response according to the numbering system used in this assessment.
4. At the end of the assignment, include a bibliography referencing all sources used to complete the assignment.
5. Include the Cover Page provided with your Assessment

**STYLE GUIDE**

You are required to submit the assessments in a typed format. Typed assessments must be done in Microsoft Word using Arial 10 font size and 1.5-line spacing.

**COMPETENCE LEVEL GRADE**

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Competence** | **Grade** |
| 4 | Excellent | 80-100% |
| 3 | Highly competent | 60-79% |
| 2 | Competent | 40-59% |
| 1 | Not yet competent | 0-39% |

Additional instructions

1. The following assessment comprises of small discussion and short answer questions.
2. The assessment will cover theoretical components of Topics 1 - 5.
3. Elementary document formatting and editing is intrinsically required to complete the task.
4. All answers must be inserted electronically in the space provided and completed using a Word processing programme.
5. Edit the footer with the necessary details, namely Your Name, Surname, Student number and date of task completion.
6. The format of the footer must be adhered to.
7. Read all questions carefully.
8. All questions must be answered, namely Question 1, 2, 3, 4 and 5.
9. Pay attention to the mark allocations when answering.
10. You may consult your prescribed and other resources.
11. Ensure to use your own words and make use of proper referencing (quotation marks, URL listings) when using the work of someone else.
12. Only 10% of directly quoted referenced work will be allowed
13. Marks will be deducted if you are found guilty of plagiarism and excessive ‘copy/paste’ style answering.

|  |
| --- |
| INCLUDE THIS COVER PAGE WITH YOUR ASSESSMENT |

**ASSESSMENT 1: (PRACTICAL RESEARCH)**

**COMPUTER PRACTICE N4**

|  |  |
| --- | --- |
| Name and Surname |  |
| Student number |  |
| ID number |  |

I hereby declare that the attached assignment/ assessment/ project is my own work, that I have not copied the whole, or any part from any source, whatsoever, and where I have referred to any existing work verbatim or otherwise, I have acknowledged and fully referenced the source that I have utilized. I further understand that if I am suspected of plagiarism or any other form of cheating, disciplinary action will be instituted against me. This in turn will lead to me being expelled from the institution.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

**CHECKLIST**

|  |  |
| --- | --- |
| I have written neatly and clearly. |  |
| I have combined all my pages into a single document |  |
| My pages are numbered. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MARKERS GRADE AWARDED**  **(%)** | **MARKER'S COMMENTS** | **MODERATORS GRADE AWARDED**  **(%)** | **MODERATOR’S COMMENTS** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Modules and Learning content covered** | Topic 1  Topic 2  Topic 3  Topic 4  Topic 5 |

**Question 1 – Introduction to the concepts of ICT's, the digital world and digital citizenship.**

Answer the following questions in spaces provided in the ‘***Response***’ table.

|  |  |
| --- | --- |
| Question | Mark |
| 1. Explain the term ICT and how it impacts/influences society. Include in your response, the usages and applications of ICT in different parts of society, using examples. | 5 |
| 2. a. Provide a description of what a personal computer is, taking into account the full information processing cycle.  b. Provide 3 examples of Input devices  c. Provide 3 examples of Output devices  d. Differentiate between 2 types of software and an example of each. | 5 |
| 3. a. List 3 different types of Operating Systems from 3 different operators (You can’t use 3 version of the same operator)  b. What is the difference between Warm boot and Cold boot?  c. What’s the difference between logging off and shutting down? | 5 |
| 4. a. What is the difference between a file and a folder?  b. List 5 different file extension types. | 5 |

|  |  |
| --- | --- |
| Response | Mark |
| 1. |  |
| 2.  a.  b.  c.  d. |  |
| 3.  a.  b.  c. |  |
| 4.  a.  b. |  |

**Question 2 – Hardware components that constitute a network**

Answer the following questions in spaces provided in the ‘***Response***’ table.

|  |  |
| --- | --- |
| Question | Mark |
| 1. Describe the basic components and hardware required for network communications. | 5 |
| 2. Differentiate between the use, purpose and operation of two different types of networking hardware. (Basic overview). | 5 |
| 3. List 5 types of communication transmitters, with an advantage and disadvantage for each. | 5 |
| 4. Describe how a small office network or home office network could be installed and with an internet connection. | 5 |

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| --- | --- |
| Response | Mark |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Question 3 – Introduction to the internet**

Answer the following questions in spaces provided in the ‘***Response***’ table.

|  |  |
| --- | --- |
| Question | Mark |
| 1. Discuss the following components/constituents and their purpose as internet enabling technologies.  a. Internet addresses  b. Internet protocol (IP) addresses, and  c. domain names | 5 |
| 2. Explain the different components required to connect to the internet | 5 |
| 3. Differentiate and explain the purpose of a web browser, search engine. Provide 2 examples of each. | 5 |
| 4. Describe the features and components of a typical web address (including different types of domains) | 5 |

|  |  |
| --- | --- |
| Response | Mark |
| 1.  a.  b.  c. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Question 4 – Legal issues relating to the use of ICT**

Answer the following questions in spaces provided in the ‘***Response***’ table.

|  |  |
| --- | --- |
| Question | Mark |
| 1. Describe the following concepts:  a. Software piracy  b. Software licensing and  c. Intellectual property  d. Copyright | 5 |
| 2. List five areas where ICT could either positively or/and negatively impact a user’s health | 5 |
| 3. Discuss five important ergonomic considerations relating to the use of ICT tools | 5 |
| 4. Discuss how organizations could make a difference to limit their technological impact on the environment. | 5 |

|  |  |
| --- | --- |
| Response | Mark |
| 1.  a.  b.  c.  d. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Question 5 – Online collaboration and blogging principles**

Answer the following questions in spaces provided in the ‘***Response***’ table.

|  |  |
| --- | --- |
| Question | Mark |
| 1. Discuss 5 different online ICT collaboration tools. | 5 |
| 2. Discuss Advantages and limitations of online collaboration | 5 |
| 3. Differentiate between a website and a blog. | 3 |
| 4. Differentiate between the various components of a blog and their purpose | 2 |

|  |  |
| --- | --- |
| Response | Mark |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**Adherence to instructions**

|  |  |
| --- | --- |
| Criteria | Mark |
| Assignment completed electronically in prescribed document | 1 |
| Completed footer details (replaced) | 1 |
| Maintained footer format (L, C, R) | 2 |
| Date format in footer | 1 |
| TOTAL | 5 |