

## IGCSE ICT: Chapter 5

### 5.1 The effects of ICT on employment

#### Starter - What am I:

Introduced in industry to streamline the creation of products	
Used in companies to store personal information such as salaries, address & phone numbers	
A small chip that can carry out repetitive tasks for us	
A piece of software used to perform calculations (e.g. payroll)	
A piece of software used to create & edit documents	
The time that an employee starts and finishes work	

#### Starter extension:

Think about how the increase in use of ICT has affected 'your' life. What things can you do now that is only possible with ICT

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#### Lesson Objectives

Explain how ICT has led to job losses in some occupations

Explain how ICT has led to job creation

Describe the advantages and disadvantages of using ICT in manufacturing and offices

#### Key Words identified in the lesson

Key Word	Description
Word Processor	
Spreadsheet	
Manufacturing	
Databases	
Working Patterns	

There are four main areas that have been affected by ICT, list them below and briefly explain each area:

Area affected	Explanation

**FINISHED? COMPLETE A CHALLENGE ON THE LAST PAGE**

**NEED SUPPORT? COURSEBOOK PAGE 77**

What might the most common **negative effect** of the introduction of ICT systems in the workplace?

Write your answer in the box below

Now, check your answer using your coursebook

## Negative Effects – Job Losses Office Work

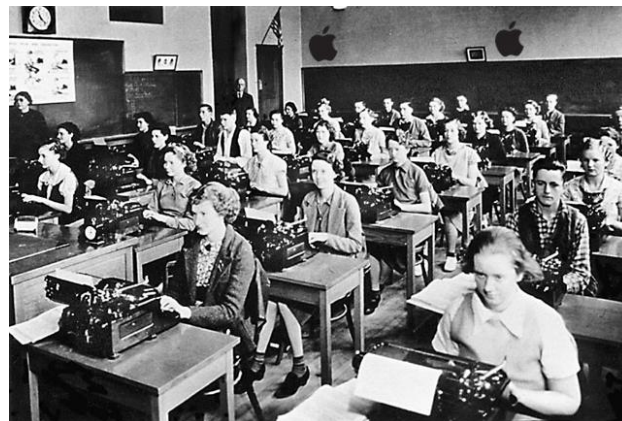
Using P.77 in your coursebook, fill in the blanks

“Day-to-day tasks are all presently carries out

\_\_\_\_\_ by people in the following

departments:

- Administration
- \_\_\_\_\_
- Payroll



By introducing \_\_\_\_\_ and new \_\_\_\_\_, the work could be done by \_\_\_\_\_ staff and in a much \_\_\_\_\_ timescale. This could lead to many **redundancies** and the need for the remaining staff to \_\_\_\_\_.”

**Extension Task:** Look at the bold & underlined word. What does redundancy mean?

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Identify and describe the **three types** of software that have had the most impact in offices

Type of Software	Description

FINISHED? COMPLETE A CHALLENGE ON THE LAST PAGE

NEED SUPPORT? TRY <https://www.igcseict.info/theory/6/social>

# Manufacturing

Using P.79 in your coursebook, fill in the blanks

“Job losses in industry are much higher than in the \_\_\_\_\_ environment. The introduction of \_\_\_\_\_ has **revolutionised** how items such as cars are \_\_\_\_\_. Car manufacturing makes large use of robotics. Robots provide the capability of doing the same tasks as several workers, reducing the need for \_\_\_\_\_ labour.



Robots are capable of the following:

- Spray car bodies with paint
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Extension Task:** Look at the bold & underlined word. What does it mean?

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## Exam Style Question

**Planning:** Complete the mind map below with the advantages and disadvantages of using robots





**Completed Challenges (if applicable)**

**Challenge 1**

Hien has a new accounting firm that deals with external clients' finances. What kinds of software should she use to make her employees use. Explain your answers

**Challenge 2**

Following on from challenge 1, what difficulties or problems might Hien face with the introduction of the new software that you suggested?

**Challenge 3**

List the new skills required by factory workers after the introduction of robots into manufacturing