

## ICT Skills Development

Using a computer to aid the collect, recording, interpreting and presentation of data is becoming a necessity in the modern world. Your learning and performance in education, your training, your work and your life in general will demand that you can use a computer efficiently and competently. This course is designed to give you the basic competencies in a 9-week period. As you have not had the opportunity to gain a formal qualification in ICT we hope that the majority of students will be entered for the level two Keys Skills examination as a way of demonstrating to colleges and employers your proficiency in ICT.

Week No.	Objectives	Content	Outcomes
1	<ul style="list-style-type: none"> <li>• Introduction to ICT.</li> <li>• Demonstrate the importance of good practice.</li> <li>• Introduction to email.</li> </ul>	<ul style="list-style-type: none"> <li>• The course is explained and you are shown a sample portfolio.</li> <li>• An introduction to the LWS network and Windows is given.</li> <li>• Sending and receiving emails.</li> </ul>	<ul style="list-style-type: none"> <li>• You begin to think about your portfolio and understand the course structure.</li> <li>• You can recognise objects on the Windows desktop; you can create new folders and organise your work; you understand the importance of backups; you can move, copy, rename, and delete files and folders. You can the search function.</li> <li>• You will be able to send and receive an email with and without attachments and understand the legal issues concerning emails.</li> </ul>
2 and 3	<ul style="list-style-type: none"> <li>• Introduction to word processing techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• An introduction to Word and how to apply this knowledge to your portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• You will know how to format a document and edit it using cut and paste, drag and drop, find and replace and spell checking.</li> <li>• You will be able to insert Clip Art; pictures form an Internet site and use WordArt.</li> <li>• You will be able to change margins and tab settings, use borders and shading; use bullets and numbered lists.</li> </ul>

<b>Week No.</b>	<b>Objectives</b>	<b>Content</b>	<b>Outcomes</b>
4 and 5	<ul style="list-style-type: none"> <li>Introduce spreadsheet techniques.</li> </ul>	<ul style="list-style-type: none"> <li>An introduction to Excel and how to apply this knowledge to your portfolio.</li> <li>Understand the importance of OLE objects.</li> </ul>	<ul style="list-style-type: none"> <li>You will be able to enter text labels, numbers and formulae into a spreadsheet.</li> <li>You will be able to format a spreadsheet, add borders and shading.</li> <li>You will be able to change the information in a spreadsheet and produce charts and graphs.</li> <li>You will be able to link a spreadsheet and a word-processed document so that when the figures are changed the changes are reflected in the word-processed document.</li> </ul>
6 and 7	<ul style="list-style-type: none"> <li>Introduce database techniques</li> </ul>	<ul style="list-style-type: none"> <li>An introduction to databases and their impact on Society, including legal issues</li> <li>An introduction to Access and how to apply this knowledge to your portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>You will be able to understand the structure of a database and the need for clear planning.</li> <li>You will be able to use fields and data types to construct a data base. You will be able to edit the database i.e. insert, edit and delete fields and records.</li> <li>You will be able to sort the data and run queries. You will be able to create and format a report in different formats using wizards.</li> </ul>
8 and 9	<ul style="list-style-type: none"> <li>To test knowledge base</li> <li>To investigate research techniques</li> <li>To explain Health &amp; Safety issues and to explain legal issues surrounding the use of ICT.</li> </ul>	<ul style="list-style-type: none"> <li>Trial test paper</li> <li>An introduction to the Internet and Internet search engines.</li> <li>You will use the Internet to understand “Information Literacy”</li> <li>An introduction to the implications of ICT on Society, including legal aspect, safety and security aspects.</li> </ul>	<ul style="list-style-type: none"> <li>To pass level 2 you need to gain approximately 33/40 in the multiple-choice test.</li> <li>You will be able to identify sources of information e.g. CD-ROMs and the Internet.</li> <li>You will understand some to the legal issues involved including the importance of acknowledging your sources.</li> <li>You will have to skills to be able to be able to validate information found on the WWW.</li> <li>You will understand what is meant by online collaboration.</li> <li>You will understand the implications of ICT on Society.</li> <li>You will understand copyright and software licensing.</li> <li>You will understand the need for good practice concerning safety and security of equipment, the user and data.</li> </ul>

**Set text: Heathcote and Richards ( 2000) Key Skills in Information Technology , Payne-Gallway Publishers Limited**