

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"> • Introduction to ICT. • Demonstrate the importance of good practice. • Introduction to email. 	<ul style="list-style-type: none"> • The course is explained and you are shown a sample portfolio. • An introduction to the LWS network and Windows is given. • Sending and receiving emails. 	<ul style="list-style-type: none"> • You begin to think about your portfolio and understand the course structure. • 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. • You will be able to send and receive an email with and without attachments and understand the legal issues concerning emails.
2 and 3	<ul style="list-style-type: none"> • Introduction to word processing techniques. 	<ul style="list-style-type: none"> • An introduction to Word and how to apply this knowledge to your portfolio. 	<ul style="list-style-type: none"> • You will know how to format a document and edit it using cut and paste, drag and drop, find and replace and spell checking. • You will be able to insert Clip Art; pictures form an Internet site and use WordArt. • You will be able to change margins and tab settings, use borders and shading; use bullets and numbered lists.

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

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