



An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority

## ***Module Descriptor*** **Computer Literacy**

**Award Type: Minor**  
**Award Level: 3**  
**Award Code: 3N0881**  
**Assessment Code: 3N0881-004**  
**Validation date: 14<sup>th</sup> July 2011**

**Revision 3.0**

## Module Descriptor

**Purpose:** The purpose of this module is to equip the learner with knowledge of the basic concepts of information technology and the skills and competence required to connect and operate a computer correctly.

**Module Duration: 100 hours**

**Learning Outcomes:** By the end of this module, the learner will be able to:

1. Describe some of the impacts of Information Technology on everyday life.
2. Explain some common concepts and terminology associated with Information Technology.
3. Describe the security considerations including the use of personal data when using computers.
4. Describe the main computer hardware components and their functions.
5. Connect the basic elements of a computer system together and use the correct procedures to turn the computer on and off.
6. Use a range of keyboard functions effectively.
7. Create a file with a computer application.
8. Perform a range of basic file maintenance procedures on an existing file
9. Demonstrate the application of environmental impact reduction procedures when working in an ICT environment
10. Apply appropriate health, safety and personal hygiene procedures when working in an ICT environment.
11. Demonstrate the application of communications and quality awareness in an ICT environment.

## Key Learning Points

### Learning Outcome 1:

Describe some of the impacts of Information Technology on everyday life

#### Key Learning Points

- What is Information Technology
- Examples of Information Technology
- Significance of Information Technology
- Impact of Information Technology in everyday life
- Describing social networking in Information Technology
- Examples of social networking using Information Technology
- Describing email
- Significance of email
- Describing e-commerce
- Importance of e-commerce
- Examples of e-commerce
- Describing e-Government
- Examples of e-Government
- Describing e-learning
- Examples of e-learning

### Learning Outcome 2:

Explain some common concepts and terminology associated with Information Technology

#### Key Learning Points

- Basic Information Technology concepts
- Basic Information Technology terminology
- Describing different types of computers
- Describing computer hardware
- Basic elements of computer hardware
- Describing application software
- Examples of application software
- Describing the internet
- Uses of internet
- Connecting to the internet

### Learning Outcome 3:

Describe the security considerations including the use of personal data when using computers

#### Key Learning Points

- Information security when working with Information Technology
- The importance of password protection
- Good practices with password selection and usage
- Precautions when providing personal details when using Information Technology
- Computer viruses
- Effects of computer viruses
- Preventing computer viruses
- Anti-virus software
- The importance of backing up data

#### **Learning Outcome 4:**

Describe the main computer hardware components and their functions

##### **Key Learning Points**

- Main computer hardware devices
- Identifying the main computer hardware devices
- Functions of the main computer hardware devices
- Input devices
- Output devices
- Differences between input and output devices
- Storage devices
- Identifying storage devices

#### **Learning Outcome 5:**

Connect the basic elements of a computer system together and use the correct procedures to turn the computer on and off

##### **Key Learning Points**

- Connecting the main hardware devices to a computer
- Powering up computer equipment
- Correct procedures for shutting computer equipment down
- Health and safety precautions

#### **Learning Outcome 6:**

Use a range of keyboard functions effectively

##### **Key Learning Points**

- Using the keyboard
- Identifying different keyboard functions
- Identifying keys for data entry
- Using data entry keys
- Identifying keys for numeric data entry
- Using numeric data entry keys
- Identifying function keys
- Using function keys
- Identifying application keys
- Using application keys
- Identifying multifunction keys
- Using multifunction keys
- Identifying symbols keys
- Using symbols keys
- Cursor control
- Using cursor control
- Identifying caps lock key
- Using caps lock key
- Identifying num lock key
- Using num lock key

#### **Learning Outcome 7:**

Create a file with a computer application

#### **Key Learning Points**

- Computer applications
- Accessing a computer application
- Creating a file using a computer application

#### **Learning Outcome 8:**

Perform a range of basic file maintenance procedures on an existing file

#### **Key Learning Points**

- Entering data into a file using the keyboard and mouse
- Printing a file
- Saving a file
- Storing a file for subsequent retrieval

#### **Learning Outcome 9:**

Demonstrate the application of environmental impact reduction procedures when working in an ICT environment

#### **Key Learning Points**

- Environmental impact of using ICT
- Environmental impact reduction
- Applying appropriate environmental impact reduction procedures

#### **Learning Outcome 10:**

Apply appropriate health, safety and personal hygiene procedures when working in an ICT environment

#### **Key Learning Points**

- Health and safety procedures when working with ICT
- Applying appropriate health and safety procedures
- Applying appropriate personal hygiene procedures
- Correct body positioning when working with computers
- Defining ergonomics
- Ergonomic equipment
- Using ergonomic equipment
- Practices of good computer care

#### **Learning Outcome 11:**

Demonstrate the application of communications and quality awareness in an ICT environment

#### **Key Learning Points**

- Knowledge of vocational language
- Listening and responding to spoken language
- Reading and writing to obtain and convey information
- Reflecting on own strengths and weaknesses
- Identifying areas for improvement
- Ability to work independently if required

## Assessment Specification

<b>Award Title:</b>	<b>Computer Literacy</b>
<b>Award Type:</b>	<b>Minor</b>
<b>Assessment Code</b>	<b>3N0881-004</b>
<b>Credit Value :</b>	<b>10</b>
<b>Award Code:</b>	<b>3N0881</b>

<b>Assessment Type</b>	<b>Assessment Details</b>	<b>Weighting</b>	<b>Stage at which assessment takes place</b>
PO	E1: Information Technology in Everyday Life - 20% E2: IT Concepts and Terminology - 20% E3: Security Issues Relating to ICT- 10% E4: Environmental and Health & Safety Issues - 10%	60%	As topic covered in class over the course of the module
SD	Connect Computer System Components, Keyboard and File creating/File handling Skills	40%	End of Module

PO = Portfolio

SD = Skills Demonstration

## Suggested Learning Methodologies

- Skills Demonstrations
- Discussion groups
- Videos/DVDs
- Practical work training
- Simulated work environment
- Note taking
- Learning Diary

## Specific Module Requirements

Computers with all essential components (monitor, keyboard, mouse) and at least one software application installed

Access to printer

## Suggested Learning Resources

### Generic Skills: Literacy and Numeracy

The learners will keep and maintain a **Learning Diary** throughout the course in order to record and file any useful and relevant information on computer literacy.

At the end of every week, the learners will complete a short **Weekly Reflective Sheet** in order to reflect on their learning and progress during that week.

This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The learners will create a **Personal Dictionary** of new words, key words and terms relating to computers. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a **Key Word and Terminology Bank** in the classroom, relating to computers. The learners will find words listed in text books, class notes, manufacturers' product information and websites.

Learners will complete a number of **Word Searches**. When they have gained sufficient practice and experience at these each one will make up 1 (one) Word Quiz which will be completed by the group.



Learners will include in their Learning Diary all the exercises, activities, and notes.

Learners will complete an exercise in **Common Concepts in ICT** to develop knowledge of ICT terminology. Learners will also complete an activity in **Types of PC** in order to develop knowledge of the different types of computers that are available.

### **Generic Skill: Teamwork and Communications**

Learners will discuss the importance of teamwork with the instructor using the **teamwork guide**.

Learners will take part in a teamwork exercise designing and planning a project which will incorporate group discussion.

### **Practical:**

Learners will practise **Connecting Computer Components** until the instructor is satisfied that a required standard is reached.

**Recommended by:** \_\_\_\_\_  
Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_  
Director Training Policy Development and Support