



## ***Module Descriptor***

### **Information Technology Skills**

**Award Type: Minor**  
**Award Level: 4**  
**Award Code: 4N1125**  
**Validation date: 6<sup>th</sup> June 2012**

**Revision 1.0**

## Module Descriptor

**Purpose:** The purpose of this module is to equip the learner with the knowledge, skill and competence to explain a range of information technology concepts and terminology; describe the impact of information technology on personal, working and community life; manage files, folders and directories; navigate specific internet sites; create and manage a personal email account and develop skills in data entry and word processing.

**Module Duration: 100 hours**

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

1. Explain a range of information technology concepts and terminology to include computer, computer hardware components, system and application software, input devices, output devices, data storage devices, bytes, files, folder/directory, drives, memory, LAN, WAN, and the internet
2. Describe the impact of information technology on personal, working and community life
3. Manage files, folders or directories using a range of common file management features to include create, rename, delete, copy, move, locate and save to a range of drives
4. Access a word processing package to open a file, enter and edit text by inserting and deleting characters, words, sentences and paragraphs. Enhance text using a range of enhancement tools to include bold, underline, italicize, font and font size. Produce an accurate hard copy of a 50-70 word document by proof reading and using spellcheck, save and print features
5. Edit a block of text using a range of editing tools to include move, copy and delete. Format text using a range of format tools to include joining and splitting, line spacing, indentation, justifying and alignment
6. Use a data entry application to enter data using text, alpha, numeric and special characters to a minimum speed of 15 words per minute
7. Use a range of functions in a webmail application to create, reply, cc, bcc, and add attachments to emails
8. Navigate specific internet sites through a browser with specific links identified. Produce a hard copy of specific information located on the internet
9. Manage a personal email account to include inbox, read/unread, deleted items, trash, drafts, and contacts/address book

## Key Learning Points

### Learning Outcome 1:

Explain a range of information technology concepts and terminology to include computer, computer hardware components, system and application software, input devices, output devices, data storage devices, bytes, files, folder/directory, drives, memory, LAN, WAN, and the internet

### Key Learning Points

- Explain a range of information technology concepts to include:
  - computer
  - computer hardware components
  - system and application software
  - input devices
  - output devices
  - data storage devices
  - bytes
  - files
  - folder/directory
  - drives
  - memory
  - LAN, WAN
  - internet
- Describe the hierarchy of how these information technology concepts are organised
- Use Terminology appropriate to a range of information technology concepts to include
  - computer
  - computer hardware
  - components
  - system and application software
  - input devices
  - output devices
  - data storage devices
  - bytes
  - files folder/directory
  - drives
  - memory
  - LAN, WAN, and the internet

### Learning Outcome 2:

Describe the impact of information technology on personal, working and community life

### Key Learning Points

- Describe the existing role of Information Technology in our homes
- Describe the existing role of Information Technology in our communication and

leisure

- Describe the existing role of Information Technology in our workplace
- Describe the existing role of Information Technology in our retail purchasing and personal finance

### **Learning Outcome 3:**

Manage files, folders or directories using a range of common file management features to include create, rename, delete, copy, move, locate and save to a range of drives

#### **Key Learning Points**

- Create a Microsoft word file
- Create a folder on a specified drive
- Rename a folder on a specified drive
- Sort files in a folder according to type, size or alphabetical order
- Delete a File or Folder from a specified drive
- Locate a File or Folder using the Start Button
- Locate and save a file/folder to a range of drives
- Identify the types of storage that is relevant to specific file types ie
  - Word Processing File
  - Audio File
  - Video File
  - Back Up systems for business and personal use
- Create, name, delete, copy, move, locate and save directories to a range of drives

### **Learning Outcome 4:**

Access a word processing package to open a file, enter and edit text by inserting and deleting characters, words, sentences and paragraphs. Enhance text using a range of enhancement tools to include bold, underline, italicize, font and font size. Produce an accurate hard copy of a 50-70 word document by proof reading and using spellcheck, save and print features

#### **Key Learning Points**

- Open a blank word processing document
- Enter text to a document to include:
  - alpha
  - numeric
  - special characters
- Edit text in a document
- Delete text from a document
- Insert/Delete a paragraph in a document
- Produce a 50-70 word document

- Enhance text by using
  - Bold
  - Underline
  - Italicize
  - Font
  - Font size
- Proof read a document
- Spell check a document
- Save a document
- Print a document

### **Learning Outcome 5:**

Edit a block of text using a range of editing tools to include move, copy and delete. Format text using a range of format tools to include joining and splitting, line spacing, indentation, justifying and alignment

#### **Key Learning Points**

- Create new paragraphs
- Delete paragraph breaks
- Apply various line spacing
- Justify and align text
- Apply indents
- Move paragraphs
- Copy paragraphs
- Delete paragraphs
- Use format tools to include:
  - joining
  - splitting
  - line spacing

### **Learning Outcome 6:**

Use a data entry application to enter data using text, alpha, numeric and special characters to a minimum speed of 15 words per minute

#### **Key Learning Points**

- Operate a computer keyboard to a minimum speed of 15wpm to produce text containing the following;
  - All upper and lower case alphabetic letters
  - All ten numeric characters
  - The following special characters
  - Comma (,)
  - Stop (.)

- Query (?)
- Colon (:)
- Semicolon (;)
- Euro Sign (€)
- Ampersand (&)
- Brackets {}, ( )
- At sign @
- Percent sign %
- Exclamation (!)
- Slash or divide (/)
- Asterisk or multiply (\*)
- Plus sign (+)
- Minus sign (-)
- Equals sign (=)
- Save text and print hard copy

### **Learning Outcome 7:**

Use a range of functions in a webmail application to create, reply, cc, bcc, and add attachments to emails

#### **Key Learning Points**

- Create an Email
- Send an email
- Create a reply to an email
- Use cc and bcc function in email
- Create an attachment, attach and send an email with an attachment
- Demonstrate awareness of Safety issues regarding sending and receiving email attachments
- View an attachment using Google documents
- Open an attachment using the specified file type software
- Save an attachment to a specific drive

### **Learning Outcome 8:**

Navigate specific internet sites through a browser with specific links identified. Produce a hard copy of specific information located on the internet

#### **Key Learning Points**

- Identify a number of different web browsers and apply them to Navigate specific internet sites
- Use a search Engine
- Identify the menu tabs for site navigation
- Identify hyperlinks for site navigation either through words, pictures or icons
- Download a specific piece of information from a website

- Select an element from this information to Produce a hard copy

**Learning Outcome 9:**

Manage a personal email account to include inbox, read/unread, deleted items, trash, drafts, and contacts/address book

**Key Learning Points**

- Create a new gmail account
- Read / unread / and sort messages in the inbox
- Delete messages from inbox
- Retrieve deleted messages from trash
- Create a draft message to send later
- Import existing contacts from previous email account
- Create new contacts
- Create groups within your contacts
- Create an address book

## Assessment Specification

<b>Award Title</b>	<b>Information Technology Skills</b>
<b>Award Type</b>	<b>Minor</b>
<b>Framework Level:</b>	<b>4</b>
<b>Award Code:</b>	<b>4N1125</b>
<b>Credit Value :</b>	<b>10</b>

<b>Assessment</b>	<b>Duration</b>	<b>Assessment Details</b>	<b>Weighting</b>	<b>Stage at which assessment takes place</b>
EX1	1.5 hr	Information Technology Skills – Part A - Practical	70%	End of Programme
		Information Technology Skills – Part B - Theory	20%	End of Programme
EX2	15 mins	Information Technology Skills - Keyboard Skills (Practical)	10%	During the programme

## Award Classifications

<b>Grades</b>	<b>Standards</b>
Pass	50 - 64%
Merit	65 - 79%
Distinction	80 -100%



## Suggested Learning Methodologies

- Directed Learning in a classroom setting
- Self directed learning
- Discussion groups
- Practical sessions
- Skills sampling and participatory practice
- One to one delivery
- Work based training
- Community based training

## Specific Module Requirements

- Computer system
- Printer
- Interactive White Board
- Internet access

## Suggested Learning Resources

- Course Resources
- USB Memory Stick
- Access to the following online resources  
[Microsoft Office Support](#)
- Other discussion groups

**Recommended by:** \_\_\_\_\_

Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_

Director Training Policy Development and Support