

**BAHRAIN TRAINING INSTITUTE - 77585**  
**IT Academy**  
**Orientation Program (OBTIM/OBTIE) (Year 1)**  
**Unit Title: Information and Communication Technology      Unit Code: (OIT200)**

BTI – ASSESSMENT MAPPING SHEET 2016–2017 – Semester 1				
Assessment Reference***	Assessment Criteria	Week 7	Week 13	Week 18
1	Explain key concepts relating to ICT, computers, devices and software	PE1		EXAM
2	Produce documents that meet the needs of defined audiences	PE1		
3	Produce spreadsheets that meet the needs of defined audiences		PE2	
4	Explain and customize the web browser settings		PE2	
<b>Contribution to Final Grade**</b>		30%	30%	40%

\*\* - In-course assessments contribute 60% to final grade

\*\*\* - Must be linked directly to the learning outcomes

A= Assignment; P = Presentation; LB= Lab; PA= Practical Assignment; CS= Case Study; Pr= Project, T-test; Q= Quiz; MT= Mid-term; Exam= End of semester exam

**Unit Leader:** ..... **PM/IV:** ..... **LIV:** ..... **HoD:**..... **QA Auditor:** ..... **QA HoD:**.....