

Title	ICT – Information Communication Technology
Unit code	OIT210
NQF level	
Credit value	
<p>Aim and purpose</p> <p>This unit is for beginners and intermediate learners.</p> <p>This unit has two key purposes. The first is to specify the key concept of ICT services and uses, which is in-line with the current trends. The second purpose is to give the skills and confidence to produce different variety of documents for a range of audiences.</p>	
<p>Unit description</p> <p>The first part of the unit gives the clear understanding of the concepts required to identify and describe different ICT devices, services and their uses.</p> <p>Second part of the unit gives skills and confidence to use formatting tools, tables, and graphical objects to produce word documents in different file formats.</p> <p>Furthermore, it gives skills and confidence to use arithmetic formulas, functions, charts and to use different tools for formatting worksheets.</p> <p>Finally, it focuses on understanding and customizing web browsers, web address and identifying domains</p>	
<p>Summary of learning outcomes</p> <p>To achieve this unit a learner must:</p> <ol style="list-style-type: none"> 1. Understand key concepts of ICT 2. Be able to produce documents that meet the needs of defined audiences 3. Be able to produce spreadsheets that meet the needs of defined audiences 4. Understand and customize the web browser 	
<p>Content</p> <p>1. Concept of ICT</p> <ol style="list-style-type: none"> 1.1 What is Information and Communication Technology? 2.1 ICT services/uses 3.1 Identifying computers and devices 4.1 Identifying main types of integrated and external equipment 5.1 Identifying Input/output ports 6.1 Operating systems for computers and devices. 7.1 Identify common examples of applications <p>2. Word Processing</p> <ol style="list-style-type: none"> 1.1 Introduction to MS Word 2.1 Word Features and uses 3.1 Save a document as another file format 4.1 Set basic preferences in the MS Word application 5.1 Use available help functions 6.1 Creating different types of documents using MS Word 7.1 Formatting the MS Word document 8.1 Tables 9.1 Graphical objects 	

3. Spreadsheets

- 1.1 Introduction to spreadsheets
- 2.1 Working with worksheets
- 3.1 Using arithmetic formulas
- 4.1 Using functions
- 5.1 Formatting worksheet
- 6.1 Introduction to charts
- 7.1 Creating and formatting different types of charts

4. Web Browser

- 1.1 Introduction to web browser
- 2.1 Structure of web address
- 3.1 Common types of domains
- 4.1 Customize the web browser
- 5.1 Use available help functions

Assessment

For reference criteria (1): Learner should show enough ability to identify and explain computers, devices and software (Operating Systems); reference criteria (2): Learner should produce a document using formatting tools, tables, and graphical objects; reference criteria (3): Learner should produce a spreadsheet using arithmetic formulas, functions, a, charts and formatting tools; reference criteria (4): learner should identify and explain different types of web browsers and do customize tool bars.

Guidance on delivery and assessment

In order to meet the standard of this unit, trainer should use latest available software; align with the criteria and the content.

This unit help the learner to understand forthcoming extended diploma year 1 units in IT.

For further investigation and references trainer can refer the following links and books.

Books:

Complete ICT for Cambridge by **Author Stephen Doyle**

Links:

<http://www.ictforeducation.co.uk/>

<https://www.ict-books.com>