ICT
Information & Communication Technology

PDST
Professional Development Service for Teachers
An tSeirbhís um Fhorbairt Ghairmiúil do Mhúinteoirí

MODULE 1

Introduction to the computer & word processing

This module introduces students to the basic concepts and functions of computers. In addition, students will be introduced to the foundations of word processing, to the elementary concepts of the internet and email skills

UNIT	NAME	LEARNING OUTCOMES The student will be able to:
UNIT 1	Introduction to Computers	1. Understand and explain key concepts relating to ICT & computers. 2. Understand and explain key concepts relating to devices, storage & software. 3. Explain the key concepts in relation to file storage, management & retrieval. 4. Demonstrate an ability to use basic computer functions effectively.
UNIT 2	Introduction to Word Processing	1. Create documents and understand how and where to save them. 2. Work with a word processing document, apply different formats and insert tables and images. 3. Proof and edit a document before printing. 4. Identify files and folders and recognise common file types. Understand what a file and folder is.
UNIT 3	The Internet & Email	1. Understand the concepts and associated risks of the internet and the World Wide Web. 2. Use a web browser and manage settings. 3. Search effectively for information on the internet by using key words, quotation marks for exact phrases and advanced search options. 4. Understand the structure of an email and be able to create, send and receive email with consideration of security concerns and risks.

KEY ASSIGNMENTS

1. Use word processing software to create, store, edit and print a range of documents for specific purposes.

2. Ethically research a topic online for another module and produce a short report on it which includes formatted graphics and text, & email it to a named recipient.

MODULE 2

Introduction to other software packages & applications

This module introduces students to elementary spreadsheet, graphics and presentation packages.

UNIT	NAME	LEARNING OUTCOMES The student will be able to:
UNIT 1	Spreadsheets	1. Identify suitable uses for spreadsheets. 2. Create a spreadsheet and enter numeric and character data, apply formulas while understanding their purpose to generate results, format cells and generate a chart and print it. 3. Create and understand logical formulas using standard functions.
UNIT 2	Introduction to the Graphical Presentation of Data	1. Use presentation application software to create an effective presentation and promotional materials. 2. Investigate image editing software. 3. Demonstrate an ability to edit, enhance and present a variety of information graphically.

KEY ASSIGNMENTS

1. Select your best spreadsheet that demonstrates your use of formulas to perform calculations for a task you are involved in.

2. Select charts that demonstrate your use of bar charts or pie charts and save or print in graphic format & interpret these results.

3. Create a promotional document for display that effectively communicates information using a combination of graphics, text & images.