ICT
Information & Communication Technology

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

MODULE 1

Word Processing

The purpose of this module is to build and expand on the basic skills developed by the students in the LCA Introduction to ICT module on word processing. It will facilitate the production of documents and provide opportunities for practical experience in using a word processing application in line with best practice.

UNIT	NAME	LEARNING OUTCOMES The student will be able to:
UNIT 1	Introduction to Computers	1. Demonstrate proficiency in creating and managing a filing framework. 2. Create and edit basic word processing documents. 3. Apply different formats to documents to enhance them before printing, and show best practice in choosing the appropriate formatting options.
UNIT 2	Entering and manipulating text	1. Apply a variety of formatting options such as paragraphing, alignment and orientation to a document. 2. Demonstrate an ability to input text in a variety of formats, and adjust the settings to suit the purpose of the document. 3. Proof and edit a document in preparation for printing.
UNIT 3	Additional techniques	1. Insert and format tables, images and objects. 2. Demonstrate an ability to utilise features such as footer, headers, section breaks, page breaks, pagination and linked table of contents. 3. Evaluate the layout features of a text for the intended audience.

KEY ASSIGNMENTS

1. Identify a document that needs to be produced to complete LCA coursework. Apply appropriate word-processing features & techniques suitable for the purpose of the document. Proof, edit and print the document. Identify the skills and explain why they were used in the document.

2. Devise, edit and format a document to include a table(s) presenting information gathered. Present the information clearly and in a visually-appropriate manner.

MODULE 2

The presentation of ideas

This module will help the student to present their ideas in multiple formats, utilising the best approaches and formats for their purpose and audience.

UNIT	NAME	LEARNING OUTCOMES The student will be able to:
UNIT 1	Basic presentation skills	1. Identify design principles in a range of presentation formats or media. 2. Apply those principles to appropriate presentations. 3. Analyse and evaluate the purpose, audience and requirements of a presentation in a range of formats and media. 4. Develop awareness of accessibility features and the principles of universal design
UNIT 2	Creating and editing	1. Represent information on a topic that is relevant to them in an appropriate digital format and justify the selection. 2. Edit, format, proof and publish the information in a suitable medium. 3. Present the information to their peers and consider the feedback received. 4. Discuss and evaluate the benefits and challenges of a range of digital formats.
UNIT 3	Additional techniques	1. Demonstrate proficiency in manipulating templates for presentation purposes. 2. Identify key features of best practice in presentation to engage an audience and apply these features. 3. Evaluate the advantages and disadvantages of different digital formats for different purposes

KEY ASSIGNMENTS

1. Develop two different presentations in formats of your choice on a topic that is of interest to you, applying the best practice techniques developed.

2. Reflect on your learning developed during this module. Justify the choices made and the real-life applications of the learning.

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MODULE 3

Spreadsheets

The purpose of this module is to build and expand on the basic skills developed by the students in the LCA Introduction to ICT module on word processing.
It will facilitate the production of documents and provide opportunities for practical experience in using a word processing application in line with best practice.

UNIT	NAME	LEARNING OUTCOMES The student will be able to:
UNIT 1	Basic spreadsheet theory	1. Understand the uses and functions of spreadsheets. 2. Create new spreadsheets based on default templates. 3. Work proficiently with spreadsheets and convert to other file formats. 4. Enter and manipulate data in worksheets and create logical formulas using standard functions.
UNIT 2	Creating and editing	1. Create spreadsheets involving different types of data such as VAT, percentages, currency, tax, time & dates, and enter formulas to generate results. 2. Generate and interpret charts, graphs and data tables appropriate to the data, to effectively communicate information from a spreadsheet. 3. Create and apply formulas and recognise error values in formulas.
UNIT 3	Additional techniques	1. Understand and apply a filter. 2. Create and apply formulas using standard spreadsheet functions such as sum, average, minimum, maximum, count and round functions. 3. Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division). 4. Manipulate and edit spreadsheets and prepare for printing by using features such as changing margins, orientation, page set up, gridlines, selecting cell range and selected charts.

KEY ASSIGNMENTS

1. Apply a spreadsheet application to solve a problem from a topic of your choosing or a Task.

2. Use spreadsheets to graphically represent data and interpret the results.

MODULE 4

The internet and digital literacy

This module will help the student to present their ideas in multiple formats, utilising the best approaches and formats for their purpose and audience.

UNIT	NAME	LEARNING OUTCOMES The student will be able to:
UNIT 1	Basic theory	1. Understand concepts and safety considerations relating to the effective and ethical uses of digital technologies and the internet. 2. Understand the concepts and functions of online communities & applications. 3. Demonstrate an ability to use the many functions of email effectively such as sending attachments, searching, sorting and filing emails.
UNIT 2	Digital information literacy	1. Search the internet to gather information on a specific topic of interest and accurately reference the material. 2. Compare information from various sources in order to evaluate its reliability, validity, accuracy and authority. 3. Discuss the ethical implications of internet use and their digital footprint in relation to issues such as privacy and data protection. 4. Appreciate the creation of their digital footprint and its consequence both positive and negative.
UNIT 3	Principles and practices	1. Present information in online digital formats suitable for the required audience. 2. Identify, critically examine and comment on digital media texts that highlight bias. 3. Debate, consider and understand ethical and legal issues such as creative rights, ownership and plagiarism on the internet.

KEY ASSIGNMENTS

1. Using principles and best practice, investigate a topic using the internet and present the findings in an appropriate digital format.

2. Reflect on the process of the investigation, including issues around bias, authenticity, authorship and ethics.