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was set up as a statutory body on 11 June 2001
by the Minister for Education and Science.
Under the Qualifications (Education & Training) Act, 1999,
FETAC now has responsibility for making awards
previously made by NCVA.**



Module Descriptor

Information Technology Skills

Level 4 B10135

November, 1997

- 1 Title Information Technology Skills**
- 2 Code B10135**
- 3 Level 4**
- 4 Value 1 credit**
- 5 Purpose** The purpose of this module is to provide learners with an understanding of the computer and its environment. It covers basic terminology associated with computer hardware and software. It provides practical experience in data entry skills, word processing, file management and the use of the Internet.
- 6 Preferred Entry Level**
- Level 3 Certificate, Junior Certificate or equivalent.
- 7 Special Requirements**
- None
- 8 General Aims**
- Candidates who successfully complete this module will:*
- 8.1** understand the terminology associated with computer hardware and software
- 8.2** acquire the essential skills to operate a computer
- 8.3** develop the skills required to enter and manipulate text using a word processing package
- 8.4** acquire the skills needed to use the Internet

9 Units

Specific learning outcomes are grouped as five Units

- 1 **Introduction to Information Technology**
- 2 **Introduction to Data Entry/Keyboard**
- 3 **Introduction to Word Processing**
- 4 **Introduction to the Internet**
- 5 **Introduction to File Management**

10 Specific Learning Outcomes

Unit 1 Introduction to Information Technology

The learner should be able to:

- 1.1 explain the terms hardware and software
- 1.2 name four items of computer hardware
- 1.3 name four items of computer software
- 1.4 name the four elements of a computer system
(i.e. Input, Processing, Storage, Output)
- 1.5 identify four input devices
- 1.6 identify four output devices
- 1.7 compare different types of printer with regard to quality and cost
- 1.8 define that the byte is the basic unit of storage and explain the terms
KB, MB, GB
- 1.9 identify four storage devices
{e.g. Fixed disk, Floppy disk, Tape, CD ROM}
- 1.10 explain the terms file, folder/directory, drive
- 1.11 explain what it means to format a disk
- 1.12 explain storage capacity
- 1.13 explain the term CPU
- 1.14 explain the function of memory (RAM)

- 1.15 identify computer systems commonly used in the home
(e.g. Microwave, Burglar Alarm, Games, Household Accounts)
- 1.16 identify computer systems commonly used in Business
(e.g. ATMs, Supermarket Scanners, Accounting, Payroll)
- 1.17 recognise the ability of computers to communicate with one another
- 1.18 distinguish between a LAN and a WAN
- 1.19 identify the components necessary to connect a computer to an
Internet Provider
- 1.20 list common services available from an Internet provider
- 1.21 outline the main points of the Data Protection Act

Unit 2 Introduction to Data Entry

The learner should be able to:

- 2.1 operate data entry functions using correct technique
- 2.2 input data accurately
(data includes alpha, numeric and special characters from the
keyboard)
- 2.3 follow accepted rules for spacing before and after punctuation marks
- 2.4 input data at 15wpm

Unit 3 Introduction to Word Processing

The learner should be able to:

- 3.1 access a word processing system/package
- 3.2 enter text
- 3.3 edit text by inserting/deleting characters, words, sentences and
paragraphs
- 3.4 load an existing file
- 3.5 format text
- 3.6 enhance text

- 3.7 edit blocks of text, within the document
- 3.8 use a spell checker
- 3.9 save files within the system
- 3.10 preview a document
- 3.11 proof-read a document
- 3.12 make corrections to a document
- 3.13 print documents
- 3.14 exit from the word processing system using proper procedures.

Unit 4 Introduction to the Internet

The learner should be able to:

- 4.1 log onto an Internet provider
- 4.2 select a specific site given the location address
- 4.3 select specified links within a site
- 4.4 carry out an Internet search, using a search engine, given a specific topic
- 4.5 print a page(s) from the Internet
- 4.6 log onto E-mail server
- 4.7 download E-mail
- 4.8 read E-mail
- 4.9 reply to E-mail
- 4.10 send E-mail
- 4.11 print an E-mail message
- 4.12 check the status of an E-mail message
(i.e. read, unread)
- 4.13 identify data relating to an E-mail
(i.e. senders E-mail address, date and time)

Unit 5 Introduction to File Management

The learner should be able to:

- 5.1** start up a computer properly
- 5.2** copy a file within a folder/directory
- 5.3** copy a file to another folder/directory
- 5.4** copy a file to a floppy disk
- 5.5** rename a file
- 5.6** delete a file
- 5.7** move a file from one folder/directory to another
- 5.8** create a folder/directory, sub folder/directory
- 5.9** delete/remove a folder/directory
- 5.10** locate a file in a sub folder/directory
- 5.11** state the number of files in a folder/directory
- 5.12** state the size of a file
- 5.13** state the date/time a file was created or last modified
- 5.14** shut down a computer properly

11 Assessment

Summary:	5 Assignments	
Assignment 1	Written	20%
Assignment 2	Copy Test	20%
Assignment 3	Introduction to Word Processing	20%
Assignment 4	Introduction to the Internet	20%
Assignment 5	Introduction to File Management	20%

Note : All assessments must adhere strictly to the performance criteria as outlined in the individual candidate marking sheets supplied.

11.1 Technique **Assignment 1 - Written**

Mode	Centre-based with external moderation by FETAC
Weighting	20%
Duration	20 minutes
Format	Candidates answer ten short answer questions based on Unit 1 All questions - two marks each

11.2 Technique **Assignment 2: Practical - Copy Test**

Mode	Centre-based with external moderation by FETAC
Weighting	20%
Duration	10 minutes
Format	Candidates copy a single paragraph, comprising at least 150 words. Note 1 word = 5 keystrokes.

11.3	Technique	Assignment 3: Practical - Word Processing
	Mode	Centre-based with external moderation by FETAC
	Weighting	20%
	Duration	30 minutes
	Format	Candidates carry out the following: enter text edit text format text enhance text spell check document and correct proof read document and correct
11.4	Technique	Assignment 4: Practical - Introduction to the Internet
	Mode	Centre-based with external moderation by FETAC
	Weighting	20%
	Format	Candidates carry out the following: log onto Internet use search engine send/receive E-mail print E-mail and Internet page(s)
11.5	Technique	Assignment 5: Practical - Introduction to File Management
	Mode	Centre-based with external moderation by FETAC
	Weighting	20%
	Format	Candidates perform standard housekeeping functions. Identify information: number of files in a directory/folder file size date of last modification time of last modification

12 Performance Criteria

12.1 Assignments

Candidates are marked according to the criteria shown on Individual Candidate Marking Sheets B10135/MS1/MS2/MS3/MS4/MS5.

13 Grading

Pass	50 - 64%
Merit	65 - 79%
Distinction	80 - 100%

Individual Candidate Marking Sheet B10135/MS1		Information Technology Skills Assignment 1 - Written Weighting 20%
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Candidate Name: _____ **PPSN.:** _____

Centre: _____ **Centre No.:** _____
Date: _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Allocate marks either 0,1 or 2 for each question		
Questions		
1	2	
2	2	
3	2	
4	2	
5	2	
6	2	
7	2	
8	2	
9	2	
10	2	
<u>Total Mark:</u>	<u>20</u>	

Signed **Assessor:** _____ **Date:** _____

Signed **External Authenticator:** _____ **Date:** _____

Individual Candidate Marking Sheet B10135/MS2		Information Technology Skills Assignment 2 - Practical Copy Test Weighting 20%
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Candidate Name: _____ **PPSN.:** _____

Centre: _____ **Centre No.:** _____ **Date:** _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Copy text - Input 150 words* in 10 minutes Calculate errors using the procedure detailed below and deduct 2 marks per error to a limit of 20 marks *Note: 1 word = 5 keystrokes	20	
<u>Total Mark:</u>	<u>20</u>	

Signed **Assessor:** _____ **Date:** _____

Signed **External Authenticator:** _____ **Date:** _____

Procedure for calculating errors:

The following constitute 0.5 error

- Incorrect case*
- Incorrect punctuation*
- Extra space between words*
- Single space between sentences*

The following constitute 1 error

- Errors in a single word*
- Word omitted*
- Extra word inserted*
- Word repeated*
- Line repeated*

The following constitutes 2 errors

- Line omitted*

Individual Candidate Marking Sheet		Information Technology Skills Assignment 3 - Practical Introduction to Word-Processing Weighting 20%
B10135/MS3		

Candidate Name: _____ **PPSN.:** _____

Centre: _____ **Centre No.:** _____ **Date:** _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Load document	2	
Key in text: 50 – 70 words <i>(deduct 1 mark per error on new text added to maximum of 5 - error as per copy test)</i>	5	
Edit text: <i>insert characters insert words insert sentence insert paragraph (1 mark per element correct) delete characters delete words delete sentence delete paragraph</i>	8	
Format text: <i>join paragraph split paragraph set line spacing (1 mark per element correct) indent first line justify text left/right align text centre text</i>	7	
Enhance text: <i>bold underline (1 mark per element correct) italicise font font size</i>	5	
Edit block of text: <i>move copy (1 mark per element correct) delete</i>	3	
Spelling checked and corrected <i>(three corrections 1 mark each)</i>	3	
Document proof read and corrected <i>(three corrections 1 mark each)</i>	3	
Document saved	2	
Document printed	2	
Total Mark	<u>40</u>	
<u>Weighted Total:</u> (= Total x 0.5)	<u>20</u>	

Signed **Assessor:** _____ **Date:** _____

Signed **External Authenticator:** _____ **Date:** _____

Individual Candidate Marking Sheet B10135/MS4		Information Technology Skills Assignment 4 - Practical Introduction to the Internet Weighting 20%
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Candidate Name: _____ **PPSN.:** _____

Centre: _____ **Centre No.:** _____ **Date:** _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Each task: Correct - Full marks, Incorrect - No marks		
Log onto the Internet	1	
Select correct site - (type correct address 1 mark) - (download correct information 1 mark)	2	
Select correct link page	1	
Internet search using search engine - (select a search engine 2 marks) - (find specified information 2 marks)	4	
Print page	1	
Log onto E-mail	1	
Download E-mail	1	
Print E-mail message	1	
Reply to E-mail - (append message 1 mark) - (send reply 1 mark)	2	
Send E-mail - (compose message 1 mark) - (input correct e-mail address 1 mark) - (send message 1 mark)	3	
E-mail data and status - (senders e-mail address 1 mark) - (date and time of message 1 mark) - (status of message {read/unread} 1 mark)	3	
<u>Total Mark:</u>	20	

Signed **Assessor:** _____ **Date:** _____

Signed **External Authenticator:** _____ **Date:** _____

Individual Candidate Marking Sheet B10135/MS5		Information Technology Skills Assignment 5 - Practical Introduction to File Management Weighting 20%
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Candidate Name: _____ **PPSN.:** _____

Centre: _____ **Centre No.:** _____
Date: _____

<u>Performance Criteria</u>	<u>Max. Mark</u>	<u>Candidate Mark</u>
Each task: Correct - Full marks, Incorrect - No marks		
Start up your computer and enter the File Management program	1	
Copy the file within a directory(folder)	2	
Copy the file to another directory(folder)	1	
Copy the file to another storage device	3	
Rename the file in a directory(folder)	1	
Delete the file	1	
Move the file	2	
Create the directory(folder) OR sub directory(folder)	2	
Remove the directory(folder) OR sub directory(folder)	2	
Locate the file in a directory(folder)	1	
State the size of the file	1	
State the date of last modification of the file	1	
State the number of files in the directory(folder)	1	
Exit the file management program and shut down the computer	1	
<u>Total Mark:</u>	<u>20</u>	

Signed **Assessor:** _____ **Date:** _____

Signed **External Authenticator:** _____ **Date:** _____

