

LEARNING & ASSESSMENT PLAN



ICA10105

Certificate 1 Information Technology

Course Outline

Subject Code	Subject Title
•ICAU1130A	Operate a Spreadsheet Application
•ICAU1132A	Operate a Presentation Package
•ICAU1131A	Operate a Database Application.
•ICAU1128A	Operate a Personal Computer
•ICAU1129A	Operate a Word Processing Package
•ICAU1133A	Send and Retrieve Information Using Web Browsers and Email

1. Contact Details

	Name	Telephone	Email
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Course Coordinator			
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Department Office	Room	Campus	Frankston
Course Information	Upon completion, it is envisaged that the course will enable students to perform basic operations in word processing, PC operations, spreadsheets, presentation and database applications, complete basic internet search tasks as well as send and receive emails with attachments.		

2. Delivery Overview 180 Hours over 16 weeks

Frankston Tuesday 9-3.30 Wednesday 9-3.00

ICA10105 Certificate 1 Information Technology

The course employs an holistic approach to using a personal computer in the workplace. Students will use the applications of an integrated commercial package, Microsoft Office 2007. Delivery will address the learning outcomes of ICA10105 in the context of a simulated business environment.

Pre-Requisites: Nil.

Hardware Requirements:

Hardware Lab supplied with: Modern PC including peripheral devices Multimedia components

Software Requirements: Microsoft Office 2007

Recommended Student Text:

The 2007 Stable – Office 2007 – Hawkins, McCarthy & Nikakis – Pearson Education

Other Resources:

Handouts Library texts

Entry requirements: Nil.

3. Unit of Competency Outline	Students will complete the following six units of competence which have been integrated in for delivery and assessment.
1. ICAU1130A	Operate a Spreadsheet Application
2. ICAU1132A	Operate a Presentation Package
3. ICAU1131A	Operate a Database Application.
4. ICAU1128A	Operate a Personal Computer
5. ICAU1129A	Operate a Word Processing Package
6. ICAU1133A	Send and Retrieve Information Using Web Browsers and Email

UNIT CODE	COMPETENCY / ELEMENTS	SCHEDULED HOURS
ICAU1128A	<p>Operate A Personal Computer</p> <p>This unit defines the competency required to operate a personal computer, including starting the PC, Logging in, using and understanding desktop icons and their links to underlying programs, navigating a directory structure, saving work, printing, closing down the PC.</p> <p>Elements:</p> <ol style="list-style-type: none"> 1. Start the computer 2. Access basic system information 3. Navigate and manipulate desktop environment 4. Organise basic directory structure and files 5. Organise files for use or organisation requirements 6. Print information 7. Shut down computer 	30
ICAU1129A	<p>Operate A Word Processing Application</p> <p>This unit defines the competency required to correctly operate word processing applications and perform basic operations, including the creation and formatting of documents, creating tables, printing labels and mail merge.</p> <p>Elements:</p> <ol style="list-style-type: none"> 1. Create documents 2. Customise basic settings to meet page layout conventions 3. Format document 4. Create tables 5. Ass images 6. Use mail merge 	30

UNIT CODE	COMPETENCY / ELEMENTS	SCHEDULED HOURS
	7. Print documents	
ICAU1133A	<p>Send And Retrieve Information Using Web Browsers And Email</p> <p>This unit defines the competency required to complete basic internet search tasks as well as send and receive emails with attachments.</p> <p>Elements:</p> <ol style="list-style-type: none"> 1. Access the internet 2. Search the internet 3. Research and apply 'netiquette' principles 4. Send and organize messages 5. Create an address book 	25
ICAU1130A –	<p>Operate a Spreadsheet application</p> <p>Defines the competency required to correctly operate spreadsheet applications and perform basic operations, including create spreadsheet, customising basic settings, formatting spreadsheets, incorporating object and charts and printing your spreadsheet.</p> <p>Elements:</p> <ol style="list-style-type: none"> 1. Create spreadsheet file 2. Enter simple formulas 3. Edit columns and rows 4. Use autofill 5. Format spreadsheet 6. View multiple spreadsheets 7. Use copy 8. Headers and footers 9. Create Charts 10. Print Spreadsheet 	30

UNIT CODE	COMPETENCY / ELEMENTS	SCHEDULED HOURS
ICAU1131A	<p>Operate a Database application Defines the competency required to correctly operate a Database application, perform basic operations, including create Database, Customise basic settings, Create reports, Create forms and Retrieve Information</p> <p>Elements:</p> <ol style="list-style-type: none"> 1. Design database 2. Develop a table 3. Create primary key and index 4. Create relationships 5. Modify data 6. Format database 7. Design reports 8. Use Wizard 9. Create forms 10. Create query 	40
ICAU1132A	<p>Operate a Presentation Package Defines the competency required to correctly operate a Presentation package and perform basic operations including Create presentations, Customise basic settings, Format presentation, Add slide show effects and Print presentation and notes.</p> <p>Elements:</p> <ol style="list-style-type: none"> 1. Create Presentation 2. Create Design 3. Using text and graphics 4. Using templates and slides 5. Use Charts, Bulleted lists 6. Import and add objects 7. Modify slide layout 8. Save presentation 	25

Performance Criteria:

ICAU1128A – Operate a personal computer

1. Start the computer
 - 1.1 Check peripheral device connections for correct position.
 - 1.2 Switch on power at both the power point and computer.
 - 2.1 Insert user Name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens.
2. Access basic system administration
 - 2.2 Navigate through the operating system to access system information to identify system configuration and application versions in operation.
 - 2.3 Use on-line help functions as required.
3. Navigate and manipulate desktop environment
 - 3.1 Create and customize desktop icons.
 - 3.2 Select, open and close desktop icons to access application programs
 - 3.3 Manipulate application windows and return desktop to original condition.
4. Organise basic directory folder, structure and files
 - 4.1 Create and name directories and subdirectories.
 - 4.2 Identify attributes of directories
 - 4.3 Move subdirectories between directories
 - 4.4 Rename directories as required.
 - 4.5 Access directories and subdirectories via different paths
5. Organise files for user and/or organization requirements
 - 5.1 Use system browser to search drives for specific files
 - 5.2 Access the most commonly used types of files in the directories
 - 5.3 Select, open and rename groups of files as required.
 - 5.4 Move files between directories
 - 5.5 Copy files to disk.
 - 5.6 Restore deleted files as necessary
 - 5.7 Erase and format disk as necessary
6. Print information
 - 6.1 Add a printer if required and ensure correct printer settings
 - 6.2 Change the default printer if appropriate
 - 6.3 Print information from an installed printer
 - 6.4 View and delete progress of print jobs
7. Shut down computer
 - 7.1 Save any work to be retained and close all open application programs correctly
 - 7.2 Shut down computer correctly.

ICAU1129A – Operate a word processing application

1. Create documents
 - 1.1 Open word processing application and create/open document and add data according to information requirements.
 - 1.2 Use document templates as required.
 - 1.3 Use simple formatting tools when creating the document.
 - 1.4 Save document to correct directory.
2. Customise basic settings to meet page layout conventions
 - 2.1 Adjust page layout to meet information requirements.
 - 2.2 Open and view different toolbars
 - 2.3 Change Font format to suit the purpose of the document
 - 2.4 Change alignment and line spacing according to document information requirements.
 - 2.5 Modify margins to suit the purpose of the document
 - 2.6 Open and switch between several documents.
3. Format document
 - 3.1 Use formatting features and styles as required
 - 3.2 Highlight and copy text from another area in the document or from another active document.
 - 3.3 Insert headers and footers to incorporate all necessary data.
 - 3.4 Save document to another file format
 - 3.5 Save and close document to disk.
4. Create tables
 - 4.1 Insert a standard table into a document.
 - 4.2 Change cells to meet information requirements
 - 4.3 Insert and delete columns and rows as necessary.
 - 4.4 Use formatting tools according to style requirements.
5. Add images
 - 5.1 Insert appropriate images in a document and customize as necessary.
 - 5.2 Position and resize images to meet the document formatting needs.
6. Use mail merge
 - 6.1 Create a simple mailing list in layout suitable for merging
 - 6.2 Create or select another document for merging.
 - 6.3 Mail merge list with other document
7. Print documents
 - 7.1 Preview document to print preview mode
 - 7.2 Select basic print settings.
 - 7.3 Print document or part of the document from printer

ICAU1133A – Send and retrieve information using web browsers and email

1. Access the internet
 - 1.1 Open an internet browser and set a home page of personal choice by setting internet options.

- 1.2 Adjust the display of the internet browser to suit personal requirements.
- 1.3 Modify toolbar to meet user and internet browser needs.
- 1.4 Access a particular website, note privacy and other conditions of use and retrieve data.
- 1.5 Enter a uniform resource locator (URL), in the address line of the internet browser.
2. Search the internet
 - 2.1 Locate and select appropriate search engine and define search expressions based on the data required.
 - 2.2 Save search expression results and present them in a report according to the information requirements.
 - 2.3 Create a bookmark within the internet browser or a link for the required web page and save it in a bookmark folder.
 - 2.4 Modify the internet browser options for printing and print a web page.
 - 2.5 Close the internet browser.
3. Research and apply 'netiquette' principles
 - 3.1 Select a search engine and using key word search research the concept of netiquette (or web etiquette).
 - 3.2 Review rules of good online manners from at least two netiquette sites.
 - 3.3 Develop a personal list of netiquette principles to be applied to email and newsgroup discussions.
 - 3.4 Check that these are consistent with organizational policies.
4. Send and organize messages
 - 4.1 Open an email application package and create a new email message.
 - 4.2 Add addressee to the email message.
 - 4.3 Compose the text of an email message according to organizational guidelines.
 - 4.4 Create and add an automatic signature for the user, so that it appears automatically in every new email message that the user creates.
 - 4.5 Attach files to the email message, using the attachment feature.
 - 4.6 Determine and set a priority for an email message and spell check and edit text as required.
 - 4.7 Send the email message.
 - 4.8 Reply to received messages and forward as appropriate, using the carbon copy and forward features.
 - 4.9 Open and save an attachment to the relevant folder.
 - 4.10 Search for an email message and set a priority setting or delete as necessary.
 - 4.11 Sort inbox according to sender's name and date received.
 - 4.12 Save email messages in a folder.
 - 4.13 Compact folder to save space.
 - 4.14 Print an email message.

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5. Create an address book
 - 5.1 Manually add an email address to the email package address book.
 - 5.2 Update the address book by transferring the email address from a received message.
 - 5.3 Create a distribution list and send out email message.

ICAU1130A-Operate a spreadsheet application

National Code	Element Name
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ICAU1130A/01	Create spreadsheets
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- 1.1 Open spreadsheet application and create/open spreadsheet file and enter numbers, text and symbols into cells according to information requirements
- 1.2 Enter simple formulas using cell referencing where required
- 1.3 Correct formulas when error messages occur
- 1.4 Use a range of common *tools* during spreadsheet development
- 1.5 *Edit* columns and rows within the spreadsheet
- 1.6 Use the autofill function to increment *data* where required
- 1.7 Save spreadsheet to correct directory or folder

ICAU1130A/02 Customise basic settings

- 2.1 Adjust page *layout* to meet user requirements or special needs
- 2.2 Open and view different *toolbars*
- 2.3 Change *font settings* so they are appropriate for the purpose of the document
- 2.4 Change *alignment* options and line spacing according to spreadsheet *formatting features*
- 2.5 Format cell to display different styles as required
- 2.6 Modify margin sizes to suit the purpose of the spreadsheets
- 2.7 View multiple spreadsheets concurrently

ICAU1130A/03 Format spreadsheet

- 3.1 Use formatting features as required
- 3.2 Copy selected *formatting features* from another cell in the spreadsheet or from another active spreadsheet
- 3.3 Use *formatting tools* as required within the spreadsheet
- 3.4 Align information in a selected cell as required
- 3.5 Insert headers and footers using *formatting features*
- 3.6 Save spreadsheet in another *format*
- 3.7 Save and close spreadsheet to *disk*

ICAU1130A /04

Incorporate object and chart in spreadsheet

- 4.1 Import an *object* into an active spreadsheet
- 4.2 Manipulate imported *object* by using *formatting features*
- 4.3 Create a chart using selected data in the spreadsheet
- 4.4 Display selected data in a different chart
- 4.5 Modify chart using formatting features

ICAU1130A /05

Print spreadsheet

- 5.1 Preview spreadsheet in print preview mode
- 5.2 Select basic printer options
- 5.3 Print spreadsheet or selected part of spreadsheet
- 5.4 Submit the spreadsheet to the *appropriate person* for approval or feedback

National
Code

Element Name

ICAU1131A/
01

Create database

- 1.1 Open a database application and design a two-table simple relational database incorporating basic *design principles*
- 1.2 Develop a table with fields and *attributes* according to database usage, as well as user requirements
- 1.3 Create a primary key and establish an index for each table
- 1.4 Modify table layout and field *attributes* as required
- 1.5 Create a *relationship* between the two tables
- 1.6 Add and modify data in a table according to information requirements
- 1.7 Add and delete records as required
- 1.8 Save and close down database to *disk*

ICAU1131A/
02

Customise basic settings

- 2.1 Adjust page layout to meet user requirements
- 2.2 Open and view different *toolbars*
- 2.3 Format *font* as appropriate for the purpose of the database entries

ICAU1131A/
03

Create reports

- 3.1 Design reports to present data in a logical sequence
- 3.2 Modify reports to include/exclude additional requirements
- 3.3 Distribute reports to *appropriate person* in a suitable format

ICAU1131A/
04

Create forms

- 4.1 Use a wizard to create a simple form
- 4.2 Open existing database and modify records through a simple form
- 4.3 Rearrange *objects* within the form to accommodate information requirements

ICAU1131A/
05

Retrieve information

- 5.1 Access existing database and locate required records
- 5.2 Create simple query and retrieve required information
- 5.3 Develop query with multiple criteria and retrieve required information
- 5.4 Select data and display appropriately

National
Code

Element Name

ICAU1132A
/01

Create presentations

- 1.1 Open a presentation package application and create a simple design for a presentation according to organisational requirements
- 1.2 Open a blank presentation and add text and graphics
- 1.3 Apply existing styles within a presentation
- 1.4 Use presentation template and slides to create a presentation
- 1.5 Use various *tools* to improve the look of the presentation
- 1.6 Save presentation to correct directory

ICAU1132A
/02

Customise basic settings

- 2.1 Adjust display to meet user requirements
- 2.2 Open and view different *toolbars* to view options
- 2.3 Ensure *font settings* are appropriate for the purpose of the presentation
- 2.4 View multiple slides at once

ICAU1132A
/03

Format presentation

- 3.1 Use and incorporate organisational charts, bulleted lists and modify as required
- 3.2 Add *objects* and manipulate to meet presentation purposes
- 3.3 Import *objects* and modify for presentation purposes
- 3.4 Modify slide layout, including text and colours to meet presentation requirements

- 3.5 Use *formatting tools* as required within the presentation
- 3.6 Duplicate slides within and/or across a presentation
- 3.7 Reorder the sequence of slides and/or delete slides for presentation purposes
- 3.8 Save presentation in another *format*
- 3.9 Save and close presentation to *disk*

ICAU1132A /04

Add slide show effects

- 4.1 Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation
- 4.2 Add slide transition effects to presentation to ensure smooth progression through the presentation
- 4.3 Test presentation for overall impact
- 4.4 Use onscreen navigation tools to start and stop slide show or move between different slides as required

ICAU1132A /05

Print presentation and notes

- 5.1 Select appropriate print format for presentation
- 5.2 Select preferred slide orientation
- 5.3 Add notes and slide numbers
- 5.4 Preview slides and spell check before presentation
- 5.5 Print the selected slides and submit presentation to *appropriate person* for feedback

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4 Evaluation

<u>Operate a Word Processing Package</u>						
Item	Folio 2	Folio 4	Folio 12	ASS1	ASS 3	
Value	10%	10%	20%	30%	30%	
Element(s) *	1.1 1.4	1.1 1.3 1.4 2.2 2.3 2.4 3.3 3.5	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 2.6 3.1 3.4 3.5 4.1 4.2 4.3 4.4 5.1 5.2	1.1 1.2 1.3 1.4 2.1 2.3 2.4 3.3 3.4 3.5 5.1 5.2 7.1 7.2 7.3	1.1 1.2 1.3 1.4 2.1 2.2 2.3 2.4 2.5 3.1 3.3 3.5 4.1 4.2 4.3 4.4 5.1 5.2 6.1 6.2 6.3 7.1 7.2 7.3	
<u>Operate a Presentation Package</u>						
Item	Folio 9		Folio 13	Assign 3	Total	
Value	30%		35%	35%	100%	
Elements(s)	1.1 1.2 1.3 1.4 1.5 1.6		1.1 1.2 1.3 1.4 1.5 1.6 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.9 4.2 4.3 4.4	1.1 1.2 1.3 1.4 1.5 1.6 2.1 2.2 2.3 2.4 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.8 3.9 4.1 4.1 4.3 4.4 5.1 5.2 5.3 5.4 5.5		
<u>Send & Retrieve Info Over The Internet Using Web Browsers & E-mail</u>						
Item	Folio 2		Folio 7	Assign 1	Assign 3	Total
Value	15%		25%	30%	30%	100%
Element(s)	1.1 1.4 1.5 4.1 4.2 4.3 4.5 4.6 5.1 5.2		1.2 1.3 2.1 2.2 2.4 4.4	1.1 1.5 2.1 2.2 2.5 3.1 4.2 4.3 4.5 5.1 5.2 5.3	1.2 1.3 2.1 2.2 2.4 3.1 3.2 3.4	
<u>ICAU1130A Operate a Spreadsheet Application</u>						
Item	Folio 3	Folio 5	Folio 6	Sup. Task	Assign 3	Total
Value	10%	15%	15%	30%	30%	100%
Elements(s)	1.1 1.2 1.3 1.4 1.5 1.7 3.7	1.1 1.2 1.6 1.7 2.1 2.2 2.3 2.4 2.5 3.1 3.3 3.4 3.7	1.1 1.2 1.3 1.4 1.5 1.6 1.7 2.1 1.2 2.3 2.4 2.5 2.6 3.1 3.2 3.3 3.4 3.5 3.7 4.1 4.2 4.3 4.4 4.5	1, 2, 3, 4 5	1.1 1.2 1.3 1.4 1.5 1.6 1.7 2.1 2.2 2.3 2.4 2.5 2.6 2.7 3.1 3.2 3.3 3.4 3.5 3.6 3.7 4.1 4.2 4.3 4.4 4.5 5.1 5.2 5.3 5.4	
<u>Operate a Database Application</u>						
Item	Folio	Folio 11	Sup.	Assign 3	Total	

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	8		Task				
Value	15%	25%	30%	30%	100%		
Elements(s)	1.1 1.2 1.3 1.4 2.1	1.1 1.2 1.3 1.4 1.6 4.1 2.2. 2.3 3.1 3.2 3.3 4.1 4.2 4.3 5.1 5.2 5.3 5.4	1.1 1.2 1.3 1.4 1.5 1.6 1.8 2.1 2.2 2.3 3.1 3.2 3.3 4.1 4.2 4.3 5.1 5.2 5.3 5.4	1.1 1.2 1.3 1.4 2.1			
<u>Operate a Personal Computer</u>							
Item	Folio 1	Folio 10	Folio 13	ASS1	ASS 2	Ass 3	TOTAL
Value	10%	20%	20%	10%	25%	15%	100%
Element(s)	3.3 4.1 4.4 4.5 5.5	2.2 2.3 3.1 3.2 5.	1.1 1.2 2.2 3.3 4.1 4.2 4.3 4.4 4.5 5.1 5.3 5.4 5.5	5.5 6.1 6.2 6.3 7.1 7.2,	2.2 4.1 4.3 4.4 5.1 5.3 5.4 5.5 5.7	5.1 5.5 5.7	

Underpinning Knowledge (How will this be assessed?) Initial questionnaire, observation and check listing if necessary
RPL (indicate process and tools) Provision of evidence as per requirements of RPL process or satisfactory completion of formal assessment items including Folios.
Employability skills (indicate assessment and recording) Simulated office environment – employability skills are embedded into folios and assignments
Flexibility Students can be fast tracked through the course if desired– completing Folios at own pace if they wish. Submission can be via e-mail account created for this purpose.
Moderation Close discussion and liaison with program coordinator and colleagues

7. WEEKLY SCHEDULE - ANTICIPATED, A GUIDE

Week 1 Overview Course Content and Assessment -

<p>Word Processing <i>Competency / Element</i> 1.1, 1.3, 1.4, 2.2, 2.3, 3.1, 3.5</p> <hr/> <p>What is a word processing application? Examples of uses in industry Opening a new document Toolbars and menus Creating a simple letter Selecting & deleting text Simple formatting Saving and closing a document</p> <p>Presentations <i>Competency / Element</i> 1.1</p> <hr/> <p><i>(Demonstration/introduction only Focus of Presentations begins in week 8)</i></p> <p>Internet and e-mail <i>Competency / Element</i> 1.1 1.4,1.5 2.5</p> <hr/> <p><u>What is the Internet?</u> Demonstration of uses Using an Internet Browser Simple terminology Browsing Add pages to favorites</p> <p>Occupational Health and Safety</p> <p>Ergonomics</p>	<p>Spreadsheets <i>Competency / Element</i> 1.1, 1.2, 1.7, 2.2, 2.3, 3.1, 3.4, 3.7</p> <hr/> <p>What is a spreadsheet application? How are they useful in industry? Demonstration of a budget (etc) Toolbars and menus Terminology Cell references Navigation Entering simple formulas Saving and closing the workbook</p> <p>Databases <i>(Demonstration/introduction only Focus of databases begins in week 8)</i></p> <p><i>Competency / Element</i> 1.8</p> <hr/> <p>What is a database? How are they useful in industry? Opening a database file Demonstration of an established database in a database package Saving and closing a database file</p> <p>Operate a PC <i>Competency / Element</i> 1.2, 3.2, 3.3, 4.1, 7.2</p> <hr/> <p>What is a computer? Types and uses Desktop Navigation; task bar, clock, rubbish bin etc Storage locations, hard disk, floppy disk , etc. Navigation through different locations Locating, opening, closing, saving & moving files and folders Creating and naming folders Saving a file to given folder, given location Correct log off and shut down procedures</p>
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Week 2	
<p>Word Processing</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 3.2, 3.3, 5.1, 5.2, 7.1, 7.2, 7.3</p> <hr/> <p>Opening an existing file Adding a header and footer to doc Toolbars and menus revised and continued; focus on the Edit menu-cut, copy, paste , find, replace Formatting revised & continued Inserting a picture, text wrapping Print the document Saving and closing continued</p> <hr/> <p>Internet and e-mail</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 1.1, 4.1, 4.2, 4.3, 4.7</p> <hr/> <p>Browser familiarity, set home page What does the URL mean? Using a search engine Setting up an e-mail account Sending an e-mail</p> <hr/> <p>Occupational Health and Safety Ergonomics continued</p>	<p>Spreadsheets</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 3.3,</p> <hr/> <p>Opening an existing workbook Toolbars and menus continued Terminology continued Cell references revised Simple formulas continued eg sum, average Formatting Saving and closing the workbook to hard disk (or network) and disk</p> <hr/> <p>Operate a PC</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 1.1 1.2 2.3, 3.1, 4.2, 4.4, 5.3, 5.4, 5.5 7.1 7.2</p> <hr/> <p>Check connections to peripherals and power start up computer Navigation continued Opening, closing, re-sizing windows Continue locating, opening, closing, saving & moving files and folders Rename & copy folders from one location to another Delete files and folders Identify common types of files Use Help to find out how to perform simple tasks Use search facilities to locate files Customise desktop Shut down computer correctly</p>

Week 3	
<p>Word Processing</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 4.4</p> <hr/> <p>Focus on format menu, setting up font, paragraphs, bulleted and numbered lists, borders, pictures, tabs</p> <p>Internet and E-mail</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.1, 2.4 2.3, 3.1, 4.5, 4.8, 4.9</p> <hr/> <p>Send and receive e-mails Attach file to e-mail Use a search engine to locate specific information Correct reference procedures for internet sites used as information sources.</p>	<p>Spreadsheets</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 3.2</p> <hr/> <p>Formulas continued Adding a worksheet, copying a worksheet, re-naming a worksheet Adding, selecting, moving deleting columns and rows Copy data and data series Use help, search and replace, spell check, undo Simple formatting</p> <p>Operate a PC</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.2, 4.1, 4.5 Compare functions, location, advantages of different volumes, directories File management continued</p>
Week 4	
<p>Word Processing</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.1, 2.4, 2.5, 4.1, 4.2, 4.3</p> <hr/> <p>Document options, page margins, paper orientation Tabs continued Focus on Insert menu Insert picture, symbol, page break etc Tables</p> <p>Internet and E-mail</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously</p>	<p>Spreadsheets</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 3.5, 5.1, 5.2, 5.3, 5.4</p> <hr/> <p>Formulas cont common errors and how to correct them Formatting continued alignment, font, font size, values, information. Headers/Footers, Page layout & Print Options</p> <p>Operate a PC.</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.1, 5.6, 5.1, 4.5</p> <hr/> <p>File management continued Restore deleted files, search for lost ones</p>

Week 5	
<p>Word Processing</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 1.2, 2.6</p> <hr/> <p>Tables continued Using existing templates</p> <p>Internet and E-mail</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 4.4, 4.8, 3.2 3.3 4.9 4.10</p> <hr/> <p>Reply to e-mail messages and forward to another recipient Add a signature Attach files in required format Manage mailbox folders, files eg search, move, copy, delete Complete all available fields when composing message eg BC and CC Web etiquette, including privacy, copyright Open and save attachments</p>	<p>Spreadsheets</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.1, 2.7, 2.6</p> <hr/> <p>Revise and continue previous Relative and absolute cell references Adjusting column /row height and widths, using borders and shading Revised Page Orientation/ Header and footer, Print options Split windows, switch b/w spreadsheets & workbooks</p> <p>Operate a PC</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 1.1</p> <hr/> <p>PC peripherals; check component parts & connections File management continued Create files and folders, re-name, delete, move</p>

Week 6	
<p>Word Processing</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously</p> <hr/> <p>Revise and continue previous Using default styles continued Creating a custom template</p> <p>Internet and e-mail</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously</p> <p>Internet search skills continued Use a range of search parameters Save search results and present as a report Create bookmarks</p>	<p>Spreadsheets</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 4.3, 4.5</p> <hr/> <p>Revision and consolidation Types of charts Matching a suitable chart type with data Creating a chart</p> <p>Operate a PC</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 6.1, 6.2, 6.3, 6.4</p> <hr/> <p>Printer: Change default printer, check print queue etc View/delete print jobs File management continued</p>

Week 7	
<p>Word Processing</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 6.1, 6.2, 6.3</p> <hr/> <p>Revise and continue previous Inserting objects eg spreadsheets, charts. Adjust to suit document Mail merge</p> <p>Internet and E-mail</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.2, 4.12, 4.13, 4.14, 5.1, 5.2, 5.3</p> <hr/> <p>Add mail addresses to address book Create different folders for different categories of addresses Update address book with incoming messages Send message to selected recipients in address book Organize, file & print messages</p>	<p>Spreadsheets</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously</p> <hr/> <p>Spreadsheets Revision and consolidation Formulas continued Create charts continued Format and modify charts Import objects e.g logo Save file as template</p> <p>Operate a PC</p> <p><i>Competency / Element</i> Revision of competencies /elements listed previously + 2.3 4.2 4.5 5.1</p> <hr/> <p>File management continued Revision Use system browser, search to locate files. View file and folder properties. Use Help.</p>

Week 8	
<p>Word Processing <i>Competency / Element</i> Revision of competencies /elements listed previously</p> <hr/> <p>Revise and continue previous Mail Merge continued</p> <p>Presentations <i>Competency / Element</i> 1.1 1.2 1.3 1.4 1.5 1.6 2.3 Introduction to presentation software Toolbars and menus Tips for effective message and message portrayal View presentation / slides in multiple ways eg Outline, slides</p> <p>Internet and E-mail <i>Competency / Element</i> 1.1 1.2 1.3 Assign a home page/start page through browser preferences Adjust browser settings to suit personal/company requirements Modify toolbar to meet user needs Restore toolbar to default settings Internet Search skills continued</p>	<p>Spreadsheets <i>Competency / Element</i> Revision of competencies /elements listed previously + 4.1, 4.2</p> <hr/> <p>Revision and consolidation</p> <p>Database <i>Competency / Element</i> 1.1 1.2 1.3 1.4 1.8 What is a database (revised and continued)? Designing a simple database Terminology Designing a simple table Entering data Save and close database to hard disk (or network) and removable disk</p> <p>Operate a PC Revision of competencies /elements listed previously + 3.1 5.7 . Modify desktop icons. Create shortcuts Format floppy disk Scan a floppy disk/ hard disk for errors, viruses</p>

Week 9	
<p>Word Processing Revise and continue previous Mail Merge continued</p> <p>Presentations Revision of competencies /elements listed previously + 2.1 2.2 2.4 3.1 3.2 3.3 3.4 3.5 3.6 3.7 3.9 4.1 4.2</p> <hr/> <p>Designing an effective message Using images, colour, font types and sizes, transition effects to enhance presentations Use bulleted list, indents, table layout etc where appropriate Delete slides, rearrange slides</p> <p>Internet and e-mail Revise and consolidate previous Search skills continued</p>	<p>Database Revision of competencies /elements listed previously + 1.6 1.7 2.3</p> <hr/> <p>Revised and continued Terminology Modify existing table so that attributes meet user requirements Design new table for the existing database Create primary key Add data as required</p> <p>Operate a PC Revised and consolidated File management continued Folders and sub-folders cont/</p>
Week 10	
<p>Word Processing Revise and continue previous</p> <p>Presentations Revision of competencies /elements listed previously + 3.2 3.3</p> <hr/> <p>Using preset animation & multimedia effects to enhance message Using existing templates and backgrounds Master slides, heading and text levels Import word file</p> <p>Internet and e-mail <i>Competency / Element</i> 2.2 2.3 2.4 Saving, copying and printing information from Internet keeping copyright issues in mind.</p>	<p>Database Revision of competencies /elements listed previously Revised and continued Modify data in existing tables Modify table layout and field attributes Add and delete records</p> <p>Operate a PC Revised and consolidated Backing up: different methods How to burn a CD, copy contents from one disk to another E-mail as back up Using back up utilities etc.</p>

Week 11	
<p>Word Processing Revision of competencies /elements listed previously + 3.4 2.6</p> <hr/> <p>Revision and consolidation Save documents in different formats and including web page format</p> <p>Presentations Revision of competencies /elements listed previously + 3.7 3.8 3.9</p> <hr/> <p>Revise and consolidate previous Modify animation, multimedia effects to suit presentation audience Insert and modify variety of charts Insert and modify organizational charts Import a chart from a spreadsheet application Import other objects eg table</p> <p>Internet & E-mail Search skills & retrieval refined E-mail continued and revised</p>	<p>Database Revision of competencies /elements listed previously + 1.5 2.1 2.2</p> <hr/> <p>Revised and continued Link and navigate tables Create a simple query and retrieve selected information Select formatting attributes appropriate to purpose Select page display ,modes orientation and size Modify toolbar to meet different user needs</p> <p>Operate a PC Revised and consolidated Select, change printer for printing Review items in print queue, delete one or more items. Change printer options</p>
Week 12	
<p>Word Processing Revision and consolidation</p> <p>Presentations Revision of competencies /elements listed previously + 3.8 5.1 5.2 5.3 5.4 5.5</p> <hr/> <p>Add notes, slide numbers, spell check Print presentation in appropriate form e.g. slides, handouts</p> <p><u>Internet and e-mail</u> Revision and consolidation Use as required for information delivery and retrieval</p>	<p>Database Revision of competencies /elements listed previously + 5.1 5.2 5.3 5.4</p> <hr/> <p>Refine queries Develop queries with multiple criteria Apply filters to access required data</p>

Week 13	
<p>Presentations Revision of competencies /elements listed previously + 4.3 4.4</p> <hr/> <p>Navigate though presentation to suit audience e.g. make use of hidden slides and on screen navigation (start, exit, go to, loop etc) Use automatic and manual transition</p> <p>Internet and e-mail Revision and consolidation Use as required for information delivery and retrieval</p>	<p>Database Revision of competencies /elements listed previously + 3.1 3.2 3.3</p> <hr/> <p>Design a report to satisfy user requirements Modify report to accommodate changes Save report as softcopy/hardcopy</p>
Week 14	
<p>Presentations Revision and consolidation. Practical. All competencies</p> <p>Internet and e-mail Revision of competencies /elements listed previously + 3.1 3.2 3.3 3.4 4.3</p> <hr/> <p>Integrated. Use as required for communication, information delivery and retrieval Search for copyright, privacy and behavioral guidelines governing use of internet and e-mail</p>	<p>Database Revision of competencies /elements listed previously + 4.1 4.2 4.3 Create simple forms Create forms to include imported files eg images, logos Modify existing data through a simple form Rearrange objects within the form to address user requirements</p>
Week 15	
<p>Presentations Revision and consolidation Embedded fonts Test, edit & fine tune presentations Save in different formats including web page format. Save using compression tools</p> <p>Internet and e-mail Revision and consolidation Integrated. Use as required for communication, information delivery and retrieval,</p>	<p>Database Revised and consolidated. Supervised task.</p> <p>Operate a PC Revised and continued Copying, backing up, compressing files</p>
Week 16	
Revision and consolidation. Practical including presentations, submissions etc	

IMPORTANT INFORMATION FOR STUDENTS AND STAFF

Attendance and participation

Unit delivery and assessment is subject to change. Attend classes regularly to keep up to date with any alterations or changes.

Competency based training requires the student to be in attendance in order for assessment to be undertaken. If you miss a class you will need to make suitable arrangement for re-assessment. Formal examinations will not be repeated unless special circumstances apply.

Assessment requirements

Folios and assignments are e-mailed and/or where specified also printed and submitted as hard copy. Folios are also corrected upon completion as part of class activity.

Practical Placement or Industry Experience information Not required

Excursion information Not required

Information about the following is on the QMS

- Recognition of Prior Learning (RPL)
- Special Consideration Information
- Appeals on Assessment
- Withdrawal from subjects or the course
- Students with specific learning needs or who need help with study skills, literacy or numeracy
- Students at Risk
- Complaints
- Evaluation

8. Review	Indicate the review date for this learning & assessment plan and who will be involved. Please note that the QMS requirement is for an annual review. The learning and assessment plan is to be made available at audit.
Authorising officer	
Created	
Released	
Review date	Feb 09