



Introduction to IT & Computer Applications

Overview

This subject is made up of 2 courses:

- ✓ Equalskills, certified by ICS Skills
- ✓ Computer Applications, certified by FETAC at Level 4

Introduction to IT/Equal Skills – ICS Skills

Purpose

The equal skills programme works as an introduction to the world of computers and the Internet. It is a continuous assessment based programme. It covers the following topics:

- ✓ Basics of Using a Computer
- ✓ Desktop
- ✓ Windows
- ✓ Creating a Document
- ✓ File Management
- ✓ The Internet
- ✓ E-mail

Computer Applications – FETAC Level 4

Module Code B10009

Purpose

The module has been designed to provide learners with an understanding of, and practical experience in, the use of the common generic applications (i.e. Database, Spreadsheets and Computer Graphics). It provides an introduction to computer applications, which will enable the learner to use the computer in a working environment.

General Aims

Learners who successfully complete this module will:

- ✓ Develop the skills to create and query a database
- ✓ Develop the skills to enter and manipulate data from a spreadsheet package
- ✓ Develop the skills to produce and manipulate images using a drawing package
- ✓ Develop good work habits in the use and care of the computer and equipment

continued over



The specific learning outcomes are grouped into 3 units.

Unit 1 **Introduction to Databases**

Unit 2 **Introduction to Spreadsheets**

Unit 3 **Introduction to Graphics**

Assessment All assessment is carried out in accordance with FETAC regulations.
Assessment is devised by the internal assessors, with external moderation by FETAC.

Summary Practical Assignment 1: Introduction to Database 35%
Practical Assignment 2: Introduction to Spreadsheet 35%
Practical Assignment 3: Introduction to Graphics 30%

