#### Level 4 QQI Certificate in Information Technology Skills 4N1125

**Aim:** This programme module aims to provide the learner with the knowledge, skills and competence to operate a computer and become proficient in Information Technology skills.

**Learning Outcomes:** Learners that successfully complete this programme should be able to

1. Explain a range of information technology concepts and terminology to include computer, computer hardware, components, system and application, software, input devices, output devices, data storage devices, bytes, files, folder/directory, drives, memory LAN, WAN, and the Internet
2. Describe the impact of information technology on personal life and working or community life
3. Manage files, folders or directories, using a range of common file management features to include create, rename, delete, copy, move, locate and save to range of drives
4. Use a data entry application to enter data using text, alpha, numeric and special characters to a minimum speed of 15 words per minute.
5. Access a word processing package to open a file, enter and edit text by inserting and deleting characters, words, sentences and paragraphs
6. Format text using a range of format tools to include joining and splitting, line spacing, indentation, justifying and alignment
7. Enhance text using a range of enhancement tools to include bold, underline, italicize, font and font size
8. Edit a block of text using a range of editing tools to include move, copy and delete
9. Navigate specific internet sites through a browser with specific links identified
10. Use a range of functions in a webmail application to create, reply, cc, bcc, and add attachments to email
11. Manage a personal email account to include inbox, read/unread, deleted items, trash, drafts, and contacts/address book
12. Produce an accurate hard copy of a 50—70 word document by proof reading, and using spell check, save and print features
13. Produce a hard copy of specific information located on the internet.

**Assessment Techniques**

All learning outcomes must be assessed

* Examination – Theory 20%
* Examination – Practical 80%