
PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate I in Information Technology – ICA10105

Operate a word processing application – ICAU1129B

Target groups This qualification provides the skills and knowledge for an individual to function at a basic level of ICT competency in the contemporary information society. It will enable a person to undertake basic ICT functions using a personal computer and to engage in fundamental online activities. It could be described as 'the community standard in ICT literacy' and may be wholly or partially used as an access and equity program. The qualification provides for basic computer skills in the workplace and as such small to medium enterprises will find the contents of this qualification useful at a basic ICT user level. The contents of this qualification may also provide supplement existing roles in other industries where basic ICT skills have become necessary.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Demonstration, practical instruction and exercises	Develop ability to open application and create / open document. Includes use of simple formatting tools and saving document.	Access to relevant hardware and software
	Develop ability to customise basic settings to meet page layout conventions.	
	Develop skills in use of text formatting and manipulation features and saving in various file formats.	
	Develop ability to create, manipulate and format tables.	
	Develop ability to add and customise images.	
	Develop ability to create simple mailing list and use mail merge.	
	Develop ability to effectively print documents	
Work placement or realistic simulation	All elements	Access to appropriate workplace or simulation

ASSESSMENT

Strategies	Performance Indicators	Resources
Oral/ Written Practical exercise Project work	Demonstrate ability to open application and create / open document. Includes use of simple formatting tools and saving document.	Access to relevant hardware and software
	Demonstrate ability to customise basic settings to meet page layout conventions.	

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	Demonstrate skills in use of text formatting and manipulation features and saving in various file formats.	
	Demonstrate ability to create, manipulate and format tables.	
	Demonstrate ability to add and customise images.	
	Demonstrate ability to create simple mailing list and use mail merge.	
	Demonstrate ability to effectively print documents	
Observation in the workplace or simulated work environment	All elements	Access to appropriate workplace or simulation

List any special requirements / issues / amendments for any particular target group:
This unit may be undertaken alone or as part of a cluster. Other units in this cluster are:

- *ICAU1130B – Operate a spreadsheet application*