

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: ICA05 - Information and Communications Technology

Certificate I in Information Technology – ICA10105

Operate a spreadsheet application – ICAU1130B

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 create spreadsheets, enter and correct formulas and use a range of common tools.	Access to relevant hardware and software
	Develop ability to customise basic settings such as layout, font and margin sizes.	
	Develop ability to use formatting tools as required.	
	Develop ability to incorporate object and chart in spreadsheet.	
	Develop ability to preview and print spreadsheet.	
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 create spreadsheets, enter and correct formulas and use a range of common tools.	Access to relevant hardware and software
	Demonstrate ability to customise basic settings such as layout, font and margin sizes.	
	Demonstrate ability to use formatting tools as required.	
	Demonstrate ability to incorporate object and chart in spreadsheet.	

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	Demonstrate ability to preview and print spreadsheet.	
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:

- *ICAU1129B – Operate a word processing application*