

Evaluating ICT Literacy of students and Awarding Certificates

The Program

This proposal suggests to conduct exams to evaluate basic ICT skills of students. The exams will test candidate's ability to use ICT effectively. The syllabus is as follows.

1. Computer Essentials

Module goals:

Successful candidates will be able to:

- Understand key concepts relating to ICT, computers, devices and software
- Start up and shut down a computer
- Work effectively on the computer desktop using icons, windows
- Adjust the main operating system settings and use built-in help features
- Create a simple document and print an output
- Know about the main concepts of file management and be able to efficiently organise files and folders
- Understand key storage concepts and use utility software to compress and extract large files
- Understand network concepts and connection options and be able to connect to a network
- Understand the importance of protecting data and devices from malware and of backing up data

2. Word processing

Module goals:

Successful candidates will be able to:

- Work with documents and save them in different file formats
- Choose built-in options such as the Help function to enhance productivity
- Create and edit small-sized word processing documents that will be ready to share and distribute
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options
- Insert tables, images and drawn objects into documents
- Prepare documents for mail merge operations
- Adjust document page settings and check and correct spelling before finally printing documents

3. Spreadsheets

Module goals:

Successful candidates will be able to:

- Work with spreadsheets and save them in different file formats

- Choose built-in options such as the Help function within the application to enhance productivity
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets
- Create mathematical and logical formulas using standard spreadsheet functions.
- Use good practice in formula creation and will be able to recognize error values in formulas
- Format numbers and text content in a spreadsheet
- Choose, create and format charts to communicate information meaningfully
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets

4. Presentation

Module goals:

Successful candidates will be able to:

- Work with presentations and save them in different file formats
- Choose built-in options such as the Help function within the application to enhance productivity
- Understand different presentation views and when to use them, choose different slide layouts and designs and edit slides
- Enter, edit and format text in presentations.
- Recognize good practice in applying unique titles to slides
- Choose, create and format charts to communicate information meaningfully
- Insert and edit pictures, images and drawn objects
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations

5. Online essentials

Module goals:

Successful candidates will be able to:

- Understand web browsing and online security concepts
- Use the web browser and manage browser settings, bookmarks, web outputs
- Search effectively for online information and critically evaluate web content
- Understand key copyright and data protection issues
- Understand concepts of online communities, communications and e-mail
- Send, receive e-mails and manage e-mail settings
- Organize and search e-mails and use calendars