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| **Minor Award Name** | **Information Technology Skills** |
| **Minor Award Code** | **4N1125** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Information technology concepts | Website & Video | Introduction to what is a computer, hardware and software, different types of computers. | GCFLearnFree | <https://www.gcflearnfree.org/computerbasics/> |
| Parts of a Computer | Website & Video | Parts that make up the inside of a computer, including Motherboard, CPU, RAM, Hard drive, Power supply, Video, Sound and Network cards. | GCFLearnFree | <https://www.gcflearnfree.org/computerbasics/inside-a-computer/1/> |
| Computer Hardware | Website & Video | What is Computer Hardware? - Components, Definition & Examples. | Study.com  By Paul Zandbergen | <http://study.com/academy/lesson/what-is-computer-hardware-components-definition-examples.html> |
| System Software versus Application Software | Website | Easy to understand explanation of Systems Software and Application Software, including the features of each. | Tutorialspoint.com | <https://www.tutorialspoint.com/computer_fundamentals/computer_software.htm> |
| Software Operating Systems | Website & Video | Excellent introduction to what an operating system is and different operating systems, including Windows, Mac, Linux and Mobile Operating Systems. | GCFLearnFree | <https://www.gcflearnfree.org/computerbasics/understanding-operating-systems/1/> |
| Input Device and Output Devices | Website | Simple explanation of input and output devices including examples of each. | Computerhope.com | <https://www.computerhope.com/issues/ch001355.htm> |
| Drives on a computer | Website | Explanation of what a computer drive is and examples and explanations of all drives, including the Hard Drive. | Computerhope.com | <https://www.computerhope.com/jargon/d/drive.htm> |
| Files, Folders and Directories | Video | Video explaining Files, Folders and Directories. Including creating, sorting, organising and properties. | By Lynda.com  YouTube channel: [LinkedIn Learning Solutions](https://www.youtube.com/channel/UCikzJG7RbnNZhKLqqaXRM6A) | <https://www.youtube.com/watch?v=hUW5MEKDtMM> |
| Computer memory, bits, bytes, kilobytes, etc. | Website | Simple explanation of computer memory, bits, bytes, kilobytes, etc. | Tutorialspoint.com | <https://www.tutorialspoint.com/computer_fundamentals/computer_memory_units.htm> |
| LAN and WAN networks | Website | Basic explanation of Local Area Networks and Wide Area Networks, including a good comparison of the features of each. | Diffen.com | <http://www.diffen.com/difference/LAN_vs_WAN> |
| Data Protection Act | Website | Complete detail on the Data Protection Act, including FAQ, rights and responsibilities of both individuals and organisations. Information on guidance, codes of practice and the law. | Data Protection Commissioner | <https://www.dataprotection.ie> |
| Impact of information technology | Website | Discussion of the impact of technology on business, education, society, agriculture and banking. | Useoftechnology.com  By Karehka Ramey | <http://www.useoftechnology.com/impact-technology-life-today/> |
| Impact of Social Media | Website | Discussion of the impact of social media on politics, society, commerce, work, education, privacy and bulling. | Simplilearn.com  By Maryanne Gaitho | <https://www.simplilearn.com/real-impact-social-media-article> |
| File Management | Website | Managing files and folders in Windows 10 File Explorer. | Groovypost.com  By [Andre Da Costa](https://www.groovypost.com/howto/author/andre/) | <https://www.groovypost.com/howto/windows-10-files-folders-file-explorer/> |
| File Management | Video | Excellent 4-part video course on file management. | Dane Hartman | <https://www.youtube.com/watch?v=k-EID5_2D9U> |
| Data Entry | Website | Typing Lessons from Beginner to Advanced. Including typing test that will generate certificates. | Typing.com | <https://www.typing.com/> |
| Data Entry | Website | Typing test. Simple to use online typing test that will give WPM and Accuracy scores. | Typingtest.com | <http://www.typingtest.com/> |
| Data Entry | Website | Typing test. Simple to use online typing test that will give WPM and Accuracy scores. | 10fastfingers.com | <https://10fastfingers.com/typing-test/english> |
| Collection of Microsoft Word lessons and tutorials from Microsoft | Website &  Video | Collection of Microsoft Word lessons and tutorials from Microsoft. Including creating and formatting documents, saving, creating different document types, adding and editing text, and designing documents. | Microsoft | <https://support.office.com/en-us/article/Word-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73?ui=en-US&rs=en-US&ad=US> |
| Introduction to MS Word | Website &  Video | Excellent introduction to Word, highlighting the environment, the ribbon, the toolbars and different views. | GCF  Learnfree.org | <https://www.gcflearnfree.org/word2013/getting-to-know-word/1/> |
| Text and Font formatting in MS Word | Website &  Video | Formatting Text and Font; simple introduction to formatting text using Word 2013 including tutorial video. | GCF  Learnfree.org | <http://www.gcflearnfree.org/word2010/3.2> |
| Text editing, move, copy and paste | Website &  Video | Tutorial and video explaining the basic of text editing, including selecting, deleting, copying, moving, cut and paste, drag and drop, and replacing text. | GCF  Learnfree.org | <https://www.gcflearnfree.org/word2013/text-basics/1/> |
| Formatting font and text | Video | Formatting font and text in Microsoft Word 2013. Including changing font properties and the font dialog box. | Nicholas Dingle | <https://www.youtube.com/watch?v=hBLHD8u_n6Y> |
| Text Alignment | Website | Align text left or right, centre text, or justify text on a page | Microsoft | <https://support.office.com/en-us/article/Align-text-left-or-right-center-text-or-justify-text-on-a-page-70DA744D-0F4D-472E-916D-1C42D94DC33F> |
| Setting Margins, Paragraph Alignment, Indentations and line spacing | Video | Video showing how to set margins, Paragraph Alignment, Indentations and line spacing. | Presentation Choices | <https://www.youtube.com/watch?v=86LpuRagCKc> |
| Spelling and Grammar Check | Video | How to use the spelling and grammar check in Word 2013. | Nicholas Dingle | <https://www.youtube.com/watch?v=PkPwMtBSMZc> |
| MS Word Spell Check | Website & Video | Guide and video explaining how to use the Word Spelling and Grammar check. How to set the various proofing options. | GCF  Learnfree.org | <https://www.gcflearnfree.org/word2013/checking-spelling-and-grammar/1/> |
| How to Save a Word 2016 Document | Video | Basic video on how to Save a Word 2016 Document. | Simon Sez IT | <https://www.youtube.com/watch?v=WCUuryCD23Y> |
| MS Word Saving | Website & Video | Excellent guide to saving in a variety of ways, Save, SaveAs. Also saving as different file types, e.g. saving as a PDF or previous version of Word. The guide comes with a tutorial video. | GCF  Learnfree.org | <https://www.gcflearnfree.org/word2013/saving-and-sharing-documents/1/> |
| MS Word Printing | Website & Video | Tutorial and video showing how to print in Word, explains the various print options. | GCF  Learnfree.org | <https://www.gcflearnfree.org/word2013/printing-documents/1/> |
| Internet / Email | Website | Excellent source of handouts and exercises on a variety of internet and email related topics. | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/how-we-can-help/getting-started-computer-training/getting-started-tutor-and-learner-resources/tutor> |
| The Internet | Website & Video | Excellent set of tutorials and videos covering internet basics, browsers and search engines. | GCF  Learnfree.org | <https://www.gcflearnfree.org/internetbasics/> |
| Opening the Internet | Website & Video | Using a web browser to open the Internet and browse the web. | GCF  Learnfree.org | <https://www.gcflearnfree.org/internetbasics/using-a-web-browser/1/> |
| Opening websites and browsing the Internet | Website & Video | Browsing the internet using the Google Chrome web browser. Covering the address bar, opening websites, navigating, link, tabs, windows and browsing history. | GCF  Learnfree.org | <https://www.gcflearnfree.org/chrome/browsing-in-chrome/1/> |
| Printing from the Internet | Website | How to print a webpage in all of the most common web browsers. | Lifewire  By [Linda Roeder](https://www.lifewire.com/leslie-walker-2652370) | <https://www.lifewire.com/print-a-web-page-2654084> |
| Printing from the Internet | Website | Google support document on printing from google chrome. | Google.com | <https://support.google.com/chrome/answer/1069693?co=GENIE.Platform%3DDesktop&hl=en> |
| Email basics | Website & Video | Excellent introduction to email features, providers, contacts and calendars, etiquette and safety. | GCF  Learnfree.org | <https://www.gcflearnfree.org/email101/> |
| Creating a webmail (Gmail) account | Website | Step by step guide to setting up a Gmail email account. | GCF  Learnfree.org | <https://www.gcflearnfree.org/gmail/setting-up-a-gmail-account/1/> |
| Send an email | Website & Video | Step by step guide to sending an email, including formatting and attachments. | GCF  Learnfree.org | <https://www.gcflearnfree.org/gmail/sending-email/1/> |
| Reply to emails | Website & Video | Excellent guide to reading, replying to and forwarding emails. | GCF  Learnfree.org | <https://www.gcflearnfree.org/gmail/responding-to-email/1/> |
| Send attachments | Website | Google support document on sending attachments in Gmail. | Google.com | <https://support.google.com/mail/answer/6584?co=GENIE.Platform%3DDesktop&hl=en> |
| Open & download attachments in Gmail | Website | Google support document on opening & download attachments in Gmail. | Google.com | <https://support.google.com/mail/answer/30719?co=GENIE.Platform%3DDesktop&hl=en> |
| Manage an email account | Website & Video | Managing emails including deleting, archiving, dealing with SPAM, labels and filtering. | GCF  Learnfree.org | <https://www.gcflearnfree.org/gmail/managing-email/1/> |
| Delete or recover deleted Gmail messages | Website | Google support document on deleting or recover deleted Gmail messages. | Google.com | <https://support.google.com/mail/answer/7401?hl=en&ref_topic=3394652> |
| Managing SPAM in Gmail | Website | Excellent google support document on Managing SPAM in Gmail. | Google.com | <https://support.google.com/mail/answer/1366858?hl=en&ref_topic=3394652> |
| Print emails | Website | Google support document on printing emails and printing conversations in Gmail. | Google.com | <https://support.google.com/mail/answer/8255?hl=en> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Goodwill Community Foundation – GCF LearnFree.org | [www.gcflearnfree.org](http://www.gcflearnfree.org) |
| GCFLearnFree.org Access 2016 YouTube Playlist | <https://youtu.be/x2ky_SdvOtM?list=PLpQQipWcxwt-IWBqprrYVk53qPo53ZxMw> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates  Online courses delivered mainly by Universities and Colleges worldwide.  Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.  Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?  <https://www.youtube.com/watch?v=eW3gMGqcZQc> |
| Providers of MOOCs  e.g. <https://www.mooc-list.com/> |
| <https://www.coursera.org/> |
| <https://alison.com/> |
| <http://www.lynda.com/> |
| <http://www.open.edu/openlearn/free-courses> |

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| **Recommended Books** | |
| Windows 10 in easy steps, 2nd Edition - covers the Windows 10 Anniversary Update Paperback – 31 Oct  By Nick Vandome | <https://www.amazon.co.uk/Windows-easy-steps-2nd-Anniversary/dp/1840787511/ref=la_B001KE4O02_1_4?s=books&ie=UTF8&qid=1499784993&sr=1-4> |
| Windows 10 For Dummies (For Dummies (Computers)) Paperback – 27 Sep 2016  by Andy Rathbone | <https://www.amazon.co.uk/d/Books/Windows-10-Dummies-Andy-Rathbone/1119311047/ref=lp_403958_1_4?s=books&ie=UTF8&qid=1499785481&sr=1-4> |
| Computer Basics: Windows 10 Edition, Absolute Beginner's Guide (Absolute Beginner's Guides – 28 Aug 2015  by Michael Miller | <https://www.amazon.co.uk/Computer-Basics-Windows-Absolute-Beginners/dp/0789754517/ref=sr_1_16?s=books&ie=UTF8&qid=1500996277&sr=1-16&keywords=information+technology+for+beginners> |
| The Internet for Dummies, 14th Edition Paperback – 17 Mar 2015  by John R. Levine , Margaret Levine Young | <https://www.amazon.co.uk/Internet-Dummies-14th-John-Levine/dp/1118967690/ref=pd_sim_14_8?_encoding=UTF8&psc=1&refRID=88NAZE18Z1E9ZJ4SDDY6> |

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| **Minor Award Name** | **Information Technology Skills** |
| **Minor Award Code** | **4N1125** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| The computer and its parts | Web page | Learn all about the computer parts from housing to CPU in easy to read format with plenty of links | All about computers | <http://www.all-about-computer-parts.com/basic_computer_parts.html> |
| The two types of software and the functions of each | Web page  Video  Quiz | Provides details of systems software and applications software with video and quiz questions. | Educators at Study.com | <http://study.com/academy/lesson/what-is-application-software-definition-examples-types.html> |
| Software | Interactive web page | Essential information in the form of revise, test and glossary | BBC bitesize | <http://www.bbc.co.uk/education/guides/zcxgr82/revision> |
| The difference between hardware and software | Web page | Simple explanatory web page with information to cover all aspects | Computer Hope | <https://www.computerhope.com/issues/ch000039.htm> |
| Items of Hardware | Web page | Detailed information with examples of external and internal hardware | Computer Hope | <https://www.computerhope.com/jargon/h/hardware.htm> |
| Hardware | Interactive web page | Very good 16 question quiz, all about hardware, can be printed out, with or without answers or half and half answers | Syvum Technologies | <http://www.syvum.com/cgi/online/serve.cgi/quiz/comp/hardware.html?question_hide> |
| Hardware, software, hard drive and storage | Interactive web page | Very useful resource with flashcards, learn, spell, test, match and gravity tests.  Watch out for ‘Gravity’ | Quizlet.inc | <https://quizlet.com/25978867/hardware-and-software-parts-of-a-computer-vocabulary-flash-cards/> |
| Files, folders and directories | Youtube video | Step by step tutorial, easy to understand | Lynda.com | <https://www.youtube.com/watch?v=hUW5MEKDtMM> |
| Understand memory | Youtube video | Helpful video / tutorial explaining all about computer memory | StMarksTech | <https://www.youtube.com/watch?v=f_S0Wsd2_CM> |
| More on memory | Webpage tutorial with test | Provides in depth information on computer memory from RAM and ROM to Cache with RAM quiz and computer memory quiz | How Stuff Works | <http://computer.howstuffworks.com/computer-memory.htm> |
| Understand bytes | Webpage | Provides easy to understand information on bits and bytes to Boolean Logic | Marshall Brain | <http://computer.howstuffworks.com/bytes.htm> |
| Understand LAN | Interactive webpage | More from quizlet about LAN and networking with flashcards, learn, spell, test, match and gravity | Quizlet.inc | <https://quizlet.com/49125086/lesson-1-understanding-local-area-networking-flash-cards/> |
| Understand WAN | Webpage | Very simple technical explanation of a Wide Area Network | Techterms.com | <https://techterms.com/definition/wan> |
| Data Storage Devices | Webpage | Once again Computer Hope delivers an excellent page of information on data storage devices with links from tape to cloud | Computer Hope | <https://www.computerhope.com/jargon/s/stordevi.htm> |
| The Data Protection Act | Webpage | An easy to understand page detailing ten of your rights to data protection with a sample of ‘request for information’ letter, email address and webpage | Office of the Data Protection Commissioner | <https://www.dataprotection.ie/docs/A-guide-to-your-rights-Plain-English-Version/r/858.htm> |
| More on the Data Protection Act | Youtube video | Simple, clear and concise tutorial on the key points of data protection | What You Need to Know | <https://www.youtube.com/watch?v=vHvd6HaPq_s> |
| Amendments made to the Act | Webpage | Amendments 2003, scroll to the bottom of the web page for a simplified version | Irish Statute Book | <http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html> |
| Data Entry | Youtube video tutorial | Instructional video for help with touch typing | Howcast | <https://www.youtube.com/watch?v=vXsutlz0GIQ> |
| Data Entry | Interactive website with speed test and copy test | It is best to have your own touch typing software installed. There are lots of free websites out there. interactive typing website with lessons 1-5, copy test and speed test | Typeonline.co.uk | <http://www.typeonline.co.uk/lesson1.html> |
| Understanding managing files and folders on a computer | Youtube video  Transcript | Detailed video explaining all you need to know about managing your files and folders. Explains the file extensions too. Helpful transcript for written work | Dane Harman | <https://www.youtube.com/watch?v=k-EID5_2D9U> |
| Common file management features | Youtube video  Transcript | How to locate, rename, copy and delete files and folders. Using the view option and saving. With transcript for written work | Dane Harman | <https://www.youtube.com/watch?v=DGd48PGbnBs> |
| Demonstrate an understanding of Word Processing | Slide share | Excellent starter slide share covering all the toolbars and concepts of word processing | Christopher Olaya | <https://www.slideshare.net/sirchristopher/lesson-10-understanding-the-word-processing-concept> |
| Word processing | Youtube video tutorial | Helpful video using a word processing package. Includes, titles, styles, fonts, size, bullets, B I U, margins etc. | ChrisTutorials | <https://www.youtube.com/watch?v=eDEVNcSArlc> |
| Editing text word processing | Webpage | Entering and editing text with lesson sheet to download ready for editing and assignment | Susan Brooks and Bill Byles | <http://www.internet4classrooms.com/msword_text.htm> |
| Formatting and editing text | Webpage | Word tutorials with links to the formatting and editing requirements of word processing. From entering text to creating signs to designing newsletters | Susan Brooks and Bill Byles | <http://www.internet4classrooms.com/technology_tutorials/basic_word_topics_technology_tutorials.htm> |
| Use a search engine, locate specific information | Webpage | Using a search engine with tips for getting precise results. Helpful worksheet too | Homework Centre | <https://www.infoplease.com/homework-help/homework-center-finding-information-internet-using-search-engines> |
| Search help | Youtube Video | More useful tips for an effective search | Sarah Clarke | <https://www.youtube.com/watch?v=LTJygQwYV84> |
| Refining and using links | Interactive Webpage | Great website detailing the importance of Boolean expression, includes revise and test | British Broadcasting Company | <http://www.bbc.co.uk/education/guides/zpkhpv4/revision> |
| Access a website | Webpage | Three methods on how to access a website and locate information. Includes Tips, Warning & Q & A | Wiki How | <http://www.wikihow.com/Type-in-a-Web-Address-to-Go-to-a-Specific-Website> |
| Send / Receive email | Webpage | Easy to understand webpage, send, receive, use cc and bcc, includes sent and drafts | D U Community Manager | <https://www.digitalunite.com/guides/email/how-send-email> |
| Send / Receive email | Youtube Video | Very informative video on sending and receiving email, read and unread emails with link to Google Drive | Anson Alexandor | <https://www.youtube.com/watch?v=_8caKfUHBek> |
| Manage email account, contacts, archive and delete also print | Youtube Video | Provides essential information on Gmail interface, signatures, archive, delete and retrieve. Print email | Anson Alexandor | <https://www.youtube.com/watch?v=OBI2liYIvdY> |
| Email General | Webpage | The Readers Digest have an interesting article regarding emails, includes everything from webmail, to IMAP to POP3 | Readers Digest | <http://www.readersdigest.co.uk/technology/how/everything-you-need-know-about-emails> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Quality and Qualifications Ireland | [www.qqi.ie](http://www.qqi.ie) |
| Further Education Support Service | [www.fess.ie](http://www.fess.ie) |
| Educoot | [www.educoot.org](http://www.educoot.org) |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |