Title of the Module / Unit	ICT User Fundamentals
Module / Unit Description Explain your reasoning behind wishing to provide this module/unit and how it fits within the whole course. A breakdown of the module/unit's content is also advisable.	This module sets out the important skills and techniques related to the use of different IT systems, file management, protecting data and routine maintenance of devices.
Learning Outcomes	Competences: – at the end of the module/unit the learner will have acquired the responsibility and autonomy to:
	a) Identify system requirements to meet different user needs b) Understand the main concepts of file management and be able to efficiently organise and store files and folders c) Recognise the importance of safety and security practices with data and devices d) Carry out regular maintenance of hardware and software
	Knowledge – at the end of the module/unit the learner will have been exposed to the following:
	a) Understand different IT systems (desktops, laptops, tablets) to meet individual needs b) Be able to manage, store and retrieve information c) Understand the importance of protecting data and devices d) Be able to carry out routine maintenance and respond to IT systems problems
	Skills – at the end of the module/unit the learner will have acquired the following skills:
	Applying knowledge and understanding The learner will be able to: a) Use an appropriate routine to start, log on securely and shut down an IT system b) Use different interface options effectively to work with IT systems c) Recognise good practice in working with files and folders for easy access to find and retrieve information d) Undertake routine maintenance tasks in relation to hardware and software safely

	Judgment Skills and Critical Abilities This section has been made sufficiently open to accommodate both vocational and academic orientations. Applicants can refer to Judgement Skills, or Critical Abilities (critical skills, dispositions, values and actions), or both. The learner will be able to: a) Analyse and adjust system requirements to meet individual needs b) Plan and implement appropriate action to solve routine IT problems c) Check if the problem has been solved and review his/her approach to problem solving
	Module-Specific Communication Skills (Over and above those mentioned in Section B) The learner will be able to: a) Use and refer to appropriate terminology when explaining IT related systems b) Explain the purpose of storage media and identify what storage media to use c) Recognise the danger of malware activities and identify ways to minimize risk d) Explain the importance to follow relevant procedures for the safe and secure use of IT
	Module-Specific Learner Skills (Over and above those mentioned in Section B) The learner will be able to a) Evaluate the use of different communication services to access the internet b) Recognise good practice in organising and storing information where appropriate c) Keep information safe d) Recognise the importance to perform regular maintenance of hardware
	Module-Specific Digital Skills and Competences (Over and above those mentioned in Section B) *(These digital skills are covered by the primary objectives of this course – so the skills referred to above address this section)* The learner will be able to

	a) b) c) etc.			
Hours of Total Learning for this Module / Unit	Contact Hours (Lectures/ seminars/ tutorials/ participation in online forums/ video lectures and other learning activities under the direction and control of an instructor).	10	Supervised Placement and Practice Hours (During these hours the learner is supervised, coached or mentored.)	7
	Self-Study Hours (Estimated workload of research and study.)	5	Assessment Hours (Examinations/ presentations/ group work/ projects etc.)	3
Total Learning Hours of this Module	_____25_____ Hours			