

Computers

Bus.Studies

Statement Code no: 7

Student:

Class:

At Junior Certificate level the student can:

Be familiar with the basic computer skills that are needed by people in everyday life

Date Commenced: / /

Date Awarded: / /

Learning Targets - This has been demonstrated by your ability to:

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1 | Be able to switch the computer on and off properly and check for viruses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Recognise and name the main parts of a computer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Show how to use the keyboard and the mouse | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Show responsibility for and tidy up equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Insert and access a CD Rom or floppy disk application | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Save on the hard drive and the A drive | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Retrieve and print off work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Write your e-mail address | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Access specific information on the Internet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Locate a school home page | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Prepare and send an e-mail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Be aware of the need for security when using e-mail and the Internet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Access a business site and print off information from the site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Refer also to: Maths, English, Civic Social and Political Education, Information Technology and Computer Software, Environmental and Social Studies

Work begun | Work in progress | Work completed