



Penceil Paper 5

Mapping 'Living with Computers' course to ICT Skill for Life Standards

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This document maps the activities in the course plan to the published standards. The standards can be downloaded from:

<http://www.niace.org.uk/Research/ICT/ICT-Skill-for-Life-draft-curriculum-Jul05.pdf>

The emphasis is on purposeful activity by the learner so that the practical activities represent direct achievement of the standard. However, the teaching notes suggest the possibility that the learners may achieve the standard depending on the degree of their activity.

The background indicates potential areas of mapping depending on the learner's activity while practical exercises show direct mapping to standard.

Partial indicates that some of the standard item will be met.

Week 1

Introduction: introducing students and tutors; background to the course; aims of the course; aims of the students – what do they want to do with computers.

Practical exercise: Sitting properly (H&S issues); Switching on and off; the windows interface (compare with mobile phone interface [and others like digital camera, iPod?]); keyboard; mouse (practice with solitaire) left button only: Setting up a hotmail account – discussion topic, passwords

Entry Level 3 – 1.1, 1.2, 1.3 (partial), 1.4, 2.3 and 2.4

Request students to bring in an e-mail address of a friend or an organization to send a mail to in week 2

Entry Level 3 – 5.1 (partial)

Week 2

What is e-mail: what is the Internet; dial-up and broadband; choosing an ISP; e-mail addresses and URLs; web-based e-mail vs e-mail downloaded to own computer; reply to and forward options; risks of flaming – why tempers fray on e-mail

Background to: Entry Level 3 – 5.1, 4.1 (partial) and 4.3 (partial)

Practical exercise: Send an e-mail to the tutor – discussion topic, what are all the strange keys on the keyboard

Entry Level 3 – 1.2, 1.3, 1.4 (partial), 5.1 and 6a.1 (partial)

Week 3	
How to find information: using a browser; using search engines	Background to: Entry Level 3 – 1.3, 3.1, 4.1, 4.2 and 4.3
<p>Practical exercise: Find High Trees web site; what projects does it run?</p> <p>London’s weather, weather where you were born</p> <p>Sites to find and investigate – local council, parliament, find e-mail addresses for elected representatives; government departments; Free music; following individual hobbies and interests</p> <p>Medical search – influenza; sorting ads from free results (Google, Yahoo and MSN); printing your findings</p> <p>Favourites/bookmarks</p>	<p>Entry Level 3 – 1.3, 3.1, 4.1, 4.2 and 4.3</p> <p>Level 1 - 4.1 (Partial - bookmarks)</p>
Week 4	
What’s in the box?: Open up a PC to show: CPU, memory, hard drive, mother board and cards and how they fit physically; portable storage – floppies, CD-Rs, memory cards, pen drives	Background to: Entry Level 3 – 1.1, 1.2, 2.2 and 2.3; Level 1 – 1.2, 2.2. and 2.3
Practical exercise: buying and setting up a PC; what do you need to buy for what purpose; printers - inkjet vs. lasers; speed measures and size measures; accessibility options – print size vs. amount you can view; prettying up the desktop	Entry Level 3 – 1.1, 1.2, 1.4 and 2.3; Level 1 – 1.2, 1.4 and 2.2
Week 5	
The file system: what are files; why folders; e-mail folders; file sizes; file extensions;	Background to: Entry Level 3 - 2.1; Level 1 - 2.1
Practical exercise: Downloading images from the internet; saving them; renaming; save as; attaching them to e-mails; copying, moving and deleting them	Entry Level 3 - 2.1, 4.3 and 5.1; Level 1 - 2.1, 4.3 and 5.1

Week 6	
Writing in word: Typing, copying, pasting and moving; pasting text from the internet; navigating round the page; spell-checking; text formatting and fonts; copying and pasting between applications – Word to hotmail	Background to: Entry Level 3 – 1.3, 4.3 (partial), 6a.1, 6a.2, 6a.3, 6.2 and 7.1 (partial spell checking) Level 1 - 7.1 (partial – spell checking)
Practical exercise: typing a letter to attach to an e-mail; printing a document	Entry Level 3 – 1.2, 1.3, 4.3 (partial), 6a.1, 6a.2, 6a.3, 6.2 and 7.1 (partial) Level 1 - 7.1 (partial – spell checking)
Week 7	
Common applications: word processors; spreadsheets; accounts; photo editors; drawing programmes; audio and video players; e-mail clients; browsers	Background to: Entry level 3 – 1.3
Practical exercise: finding freeware and software on the web; internet radio	Entry Level 3 – 1.3, 4.1, 4.2 and 4.3
Week 8	
The database world: What is a database; who knows what about you; ID cards and medical records; convenience vs. privacy.	Background to: Entry level 3 – 1.3 and 2.4; Level 1 - 2.4
Practical exercise: Shopping online; accessing public services on-line; car tax on-line – links between DVLA and insurance company databases	Entry level 3 – 1.3, 3.1, 4.1 and 4.2 Level 1 – 3.1, 4.1 and 4.2
Week 9	
Threats, viruses, spam, spyware and hackers: What are threats; how do you protect yourself – the right tools, configured and updated, and sensible practice	Background to: Entry Level 3 – 2.4; Level 1 – 2.4; Level 2 – 2.4
Practical exercise: how is your PC configured; is it up to date; does your ISP block spam; other ways of performing common tasks – right mouse button and keyboard shortcuts	Entry Level 3 – 1.2, 1.4, 1.5 and 2.4; Level 1 – 1.5 and 2.4

Week 10	
Making your voice heard on the Internet: Blogs, chat and message boards	Background to: Entry level 3 – 6a.1 and 7.2
Practical exercise: Writing a comment on a discussion page on a BBC site (news or programme site). Locating blogs of interest.	Entry level 3 – 4.1, 4.2, 5.1, 6a.1 and 7.2
Week 11	
What to do if your computer goes wrong: Sources of help; how to identify the information a help desk will ask for. Attaching devices to the PC: Using your computer with an iPod, camera etc	Background to: Entry level 3 – 1.1. and 1.2 and 3.1
Practical exercises: Finding version information and the system information screens. Attaching a peripheral.	Entry level 3 – 1.1, 1.2 and 3.1
Week 12	
Review of course; has it met your needs; what to do next – speaker from ALS or college	
Practical exercise: How to assess trust-worthiness and authority; is it true, is it a rip off?; how up to date; search results on a controversial subject (e.g. asylum seekers or Iraq); the planet Mars; diabetes	Entry level 3 – 3.1 , 4.1, 4.2 and 4.3; Level 1 – 3.1, 4.1, 4.2 and 4.3