Transition Unit Ramsgrange Community School

1. Title of Transition Unit

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| Information and Communications Technology/ECDL |

1. Area of Study

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| This unit links into the following areas of studyCreativity – developing key ICT skills to be used creatively in subjects, projects, presentations and communicationsEnterprise – word, spreadsheet, internet skills usedPersonal Achievement – passing of ECDL examsTop Up/Taster – builds on Junior Certificate First year Computers module and prepares students with skills for projects, presentations for Leaving Certificate and for LCVP Work and Future – develops skills needed in the workplace and business environment and encourages students to careers in the IT industry  |

1. Overview

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| This TU is devised to give students the opportunity to develop skills using the computer and managing files. While students will be given the opportunity to experience a variety of software packages and in doing so develop confidence in the use of word processing, spreadsheets, internet and file management, presentation and in the basic concepts of IT. Students will be formally assessed in 4 NEW ECDL modules if/when they complete same.  |

1. Related Learning

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| This TU links with 1. Junior Cycle First Year Computer Module – builds on foundations laid at junior cycle in relation to basic computer skills development
2. TY Programme particularly
* TY Work experience – preparation of CV, letters of applications using word processor
* ALL TY Subjects for presentations, project work, research, analysis and communication.
* TY Maths in relation to presentation of data and accounts and making graphs for analysis
* YSI/SPHE – presentations, project work.
1. Senior Cycle – develop skills for all subjects requiring word processed and researched projects. Particularly useful for LCVP and Careers research and online skills (CAO)
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1. Summary Outline

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| Students on completing this TU will be able to create, save and manage files and have understanding of the basic concepts of ICT including parts of the computer, applications and uses of computers in business and in every day life and understand issues around security, copyright, law and licensing. Through the Word Processing module so as to be able to create, edit, save documents and utilise many word processing functions such as tables, mail merge, printing etc. Through use of Spreadsheet software students will be able to work with and create spreadsheets to enter, sort and enhance data, create tables and use mathematical operators to perform various functions. Through use of Presentation software students will be able to design, create, enhance and edit a slide show (using font designs/slide layouts/pictures, animation and transition effects) to facilitate them make an effective presentation. Students will also develop key internet and communication skills and gain better understanding of concepts such as social media, safety online, e-commerce, copyright issues in relation to internet research.  |

1. Breakdown of the Unit

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| Timetable Periods Two classes per week over 33 weeks = 2640 minutes or 66 class periodsBasic Concepts of IT/Using Computers/Managing Files/Word Processing Duration: Until XMAS comprising Class Contact + h/w/projects for other subjectsSpreadsheets /Presentation Duration: 12 Weeks Internet Duration: 5 Weeks comprising class contact time and research |

1. Aims

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| * To introduce the students to, and develop in students an understanding of, the basic concepts of Information Technology
* To develop in students skills in using the computer and managing files
* To develop student confidence in using word processing, spreadsheets, databases/filing systems and presentation packages.
* To introduce to students the concept of Internet/WWW and consider the pros and cons of social media
* To be aware of the dangers of ICT and develop skills to minimise this
* To successfully complete 4 NEW ECDL modules with students
* To develop in students a good level of competency in keyboarding skills
* To foster an interest in IT amongst the TY students
* To develop in the students the necessary skills and knowledge base to be able to apply their IT skills in a work environment
* To appreciate the role of IT in the local community, in the country and internationally.
* To understand how the government can impact on business
* To become aware of the role of ICT in communications and consider IT in a global context
* To develop skills enabling students to work collaboratively as part of a team.
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1. Learning Outcomes

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| . On completion of this transition unit the student will:-* ***Explore Basic Concepts of ICT***
* Parts of the computers, Operating System & Programs, Memory, Storage, CPU and speed, Interfaces, Multimedia
* Applications and uses of computers in business, industry, education, home and in our everyday lives
* IT and society and the impact of increased computer use
* Security, Copyright and Law
* Hardware and System software
* Information Networks covering email, what you need to send an email, other communication forms, local and wide area networks
* ***Use the Computer and Manage Files***
* Getting started – switching on/off, restarting etc
* Folders – making, opening, renaming, deleting
* Finding Files
* Working with files and folders – copying, moving, deleting, restoring, renaming
* Looking at files
* USB Drive – saving information to a storage devise
* Backing up Data
* Printing and print preview
* ***Become efficient in the use of a Word ProcessingPackage***
* Navigate Word documents – creating a blank document, saving, closing, opening, the word window
* Manage text – entering, selecting, inserting, deleting, moving, copying, pasting, cutting text
* Change the appearance of Text – formatting, fonts and font size, bold, italics and underlining text, alignment and justification, line and paragraph spacing
* Use Spelling and Grammar functions– checking, finding and replacing text, word count, thesaurus
* Engage in Printing of documents– previewing, printing all or part of a document
* Adjust Layout, Headers and Footers – inserting, deleting, page setup, page break
* Use the help system – the help menu, the office assistant, wizards
* Create Tables – creating, enhancing, adjusting column/rows, centering, deleting tables
* Use Graphics – importing, resizing, moving graphics
* Apply Tabs, Indents, Bullets, Numbering – inserting, deleting, editing
* Perform a Mail Merge – creating and performing a mail merge
* Add and Import Text – between documents
* Apply Hyphenation – automatic and manual
* Use Templates – creating and using templates
* ***Become effective users of Spreadsheets***
* Appreciate Excel – prepare workbooks, enter data, make lists, use toolbars, order, insert and delet rows/columns, adjust cell size
* Prepare a Spreadsheet timetable – creating a timetable, using fills, formatting text and numbers, alignment, adding headings, creating a header, printing
* Work with numbers – using formulae, alignment, adding new data, simple calculation, functions, references, absolute references
* Operate multiple spreadsheets – inserting additional worksheets, moving data between worksheets, using spreadsheets in word documents
* Use Charts – creating, sizing and moving, changing, printing and saving charts

***Use Presentation software by**** Creating a presentation – adding a title, adding a sub title, adding a new slide, adding bullet points
* Saving, closing and Opening Presentations
* Slide Shows – controls, viewing a presentation, slide transition, text animation
* Text and Text Boxes – selecting and manipulating text, text alignment, line spacing adding a word art object, tabs
* Colours and Backgrounds – selecting a colour scheme, backgrounds
* Rearranging slides – slide order, slide sorter view, copying a slide, outline view, moving information, hiding slides
* Graphics – drawing tools, text boxes and word art, clip art, changing picture colour
* Multimedia Elements – adding sound
* Printing the presentation
* Adding graphs – creating a graph and editing a graph
* Organisational charts – inserting and editing a chart
* ***Information Network Services***
* Overview – the internet, the www, html, connecting to the internet, modems, service providers, web browsers, hyper text
* Browsing the WWW – web addresses, printing a page, saving text, pictures, URLs, searching for information
* Email – addresses, viewing messages, preparing a new message, sending, receiving, attachments, replying, forwarding mail, printing, deleting mail
* Mailing Lists and Newsgroups – mailing lists, newsgroups, accessing newsgroups, threads
* The Internet in the Classroom – projects, IRC, downloading software, installing software, child safety on the web.
* Social Media – uses of, pros and cons, Malware, Viruses, Trojan and Internet Safety
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1. Key Skills

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| Being Personally Effective – students will become more autonomous and ready for the working world. Information Processing – by using ICT students will learn to access, edit, select, evaluate and record informationCritical and Creative Thinking – develop higher order and lower order thinking skillsCommunicating – by using a variety of ICT related media and develop skills in report writing and sending/receiving emails/presentation skills (oral, visual)Working with Others – students will work collaboratively towards agreed goals to promote Internet Safety in our school. |

1. Teaching Approaches

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| A wide range of active learning methodologies will be used in this TU such as:- * Use of group work, pair work, brainstorming sessions and class room discussion
* Practical application of various software packages
* Active Involvement of the students in class
* Some didactic methods
* Practical project work
* On-going use of basic IT assignments
* Use of work sheets and teacher instruction
* Students will engage in Research (Desk and Field from a variety of sources) and be given self- directed learning opportunities
* DVD’s, YouTube clips, possible local visit from ICT graduate or to computer based company
* Computer based learning (websites, Powerpoint presentations)
* Case study analysis and Practical applications of theory/demonstration
* Use of Templates and project work will also be part of this unit
* Report and evaluation writing
* Use of enlights software tools – self directed learning
* Didactic approaches/teacher demonstration
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1. Assessment Approaches

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| * Ongoing feedback will be given to students on class work/project work
* Demonstration of skills ie: research, design, production,
* Typed reports/Pfolio of work
* Completion of NEW ECDL exams
* Project work
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1. Evaluation

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| Survey/Evaluation of Module will be completed by studentsEvaluation will be completed at the end of the year.  |

1. Resources

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| ECDL online tools. Enlights website via [www.ics-skills.net](http://www.ics-skills.net) Sample exercises/templates of good practice Internet research including YouTube documentaries and RTE player resourcesTeacher notes, textbooks, handouts, sample answers |