

LESSON PLAN

Trainer: _____ Course: Basic Digital Skills

Modules: 13 – City and Guilds Accreditation, 14 – Introduction to Word, 15 – CV Writing, 16 – Money Savvy, 17 – Computer Basics

Location: _____ Date: _____

Number of Learners: _____ Week Number: _____ Extra Weeks: _____

Previous Knowledge of the Topic: Basic

Aims of the Lesson:

For the Learner to gain basic knowledge of Word and CV writing, how to be more money savvy and if necessary learn basic features of a computer.

At the End of the Lesson the Learners Will (Specify Objectives/Outcomes):

At the end of the session the Learners will have gained an understanding of the use of the basic features of Word processing that will enable them to create a basic CV. They will also be introduced to money savvy aspects of being financially aware. If required, they will also have extra tuition in the basic of computers.

Assessment Methods

Ongoing exercises, Questions and answers

Promotion of Equality, Diversity and Every Learner Matters

Additional notes:

TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Learners' Activities</i>	<i>Trainer Notes</i>
Introduction to Session	<ul style="list-style-type: none"> • Explanation of the content that will be covered in the session <ul style="list-style-type: none"> ➤ Introduction to City and Guilds Assessment ➤ Introduction in to Word Processing ➤ Introduction in to CV Writing ➤ Introduction in to being Money Savvy ➤ Computer basics 	<ul style="list-style-type: none"> • Listening • Watching 	<ul style="list-style-type: none"> • General overview of what is going to be covered during the session
Module 13 City and Guilds Accreditation	<ul style="list-style-type: none"> • Learn how to take an online assessment 	<ul style="list-style-type: none"> • Practical Activities 	<ul style="list-style-type: none"> • Slide 267 to 278 – Start an online assessment • Slide 279 – Things to remember about the assessment
Module 14 Introduction to Word Processing	<ul style="list-style-type: none"> • Gain an understanding of basic Word Processing software features and layout • Gain practical knowledge of entering, editing and formatting features of the software • Gain an in-depth understanding of selection techniques • Understand the techniques of data manipulation using a range of different techniques and data storage 	<ul style="list-style-type: none"> • Practical Activities 	<ul style="list-style-type: none"> • Slide 282 – Learner Question • Slide 283 – Explanation of Word Screen Layout • Slide 284 – Explanation Entering text • Slide 285 – Explanation Editing text • Slide 286 – Explanation Saving a document • Slide 287 to 288 – Explanation Formatting text and Paragraphs • Slide 289 – Explanation Highlighting techniques • Slide 290 – Explanation Manipulating text

<p>Module 15 CV Writing</p>	<ul style="list-style-type: none"> • Understand how to structure a CV • Understand what should be included in a CV • Learn how to create a CV online 	<ul style="list-style-type: none"> • Practical Activities 	<ul style="list-style-type: none"> • Slide 293 to 297 – Writing a CV • Slide 298 to 301 – Create a CV online
<p>Module 16 Money Savvy</p>	<ul style="list-style-type: none"> • Learn how to be more financially aware • Understand the availability of money savvy websites • Appreciate how to access online banking • Introduction to PayPal 	<ul style="list-style-type: none"> • Practical Activities 	<ul style="list-style-type: none"> • Slide 304 to 307 – Ways of being money savvy • Slide 308 – Learner activity • Slide 309 – Learner activity • Slide 310 to 320 – Money savvy websites • Slide 321 to 324 – Online banking • Slide 325 to 326 – Banking security • Slide 327 to 328 – Sign up to online banking • Slide 329 – Introduction to PayPal
<p>Module 17 Computer Basics</p>	<ul style="list-style-type: none"> • Understand the basics of navigating around a computer • Understand the layout and how to use a keyboard 	<ul style="list-style-type: none"> • Practical Activities 	<ul style="list-style-type: none"> • Slide 332 to 333 – Using the touchpad • Slide 334 – Playing Solitaire • Slide 335 – Using the keyboard • Slide 336 – Keyboard Activity
<p>Session Recap</p>	<ul style="list-style-type: none"> • Recap of what has been covered during session 	<ul style="list-style-type: none"> • Answering Questions 	<ul style="list-style-type: none"> • Questions <ul style="list-style-type: none"> ➤ Recap selection techniques again ➤ Recap formatting features again