|  |  |
| --- | --- |
| **Minor Award Name** | **Computer Literacy** |
| **Minor Award Code** | **3N0881** |
| **Level** | **Level 3** |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Outline how Information Technology affects everyday life | Web based article | A quick overview of 5 Ways the Internet of Things will affect your daily life | Irish Computer Society | <https://www.ics.ie/news/view/1729> |
| The negative impact technology has on our lives | Web based article | The use of technology has changed the world we live in, but it has its downsides too. Essential reading about the negative impact of technology on our lives | Marguerite Maher | <https://www.morganmckinley.ie/article/5-negative-impacts-technology-has-our-everyday-lives> |
| The positive effects of social networking | Web page / log | Identifies a few examples of the positive effects of social networking and staying safe on the internet | Michelle Scanlan | <http://zeeko.ie/children-and-social-media/positive-effects-social-media-kids-teens/> |
| The negative effects of social networking | Web page / log | Empowering children / students to stay safe online. Provides a whole lot of information about keeping young people safe online | Michelle Scanlan | <http://zeeko.ie/empowering-your-child-to-stay-safe-online/empowering-child-stay-safe-online/> |
| The positive and negative effects of E-commerce | Web based article | 36 helpful pointers to introduce the positive and negative effects of E-commerce. All pros and cons addressed | Ajeet Khurana | <https://www.thebalance.com/ecommerce-pros-and-cons-1141609> |
| The positive and negative effects of e-government | Web based quizlet | Helpful short answer quizlet, getting to know the effects of e-government. Link to a free account to save it | GerFABE | <https://quizlet.com/160181685/the-positive-and-negative-effects-of-e-government-flash-cards/> |
| The positive and negative effects of e-learning | Web based quizlet | Short answer quizlet, getting to know the effects of e-learning | GerFABE | <https://quizlet.com/160181685/the-positive-and-negative-effects-of-e-government-flash-cards/> |
| Concepts and terminology associated with  Computer types | Website  Tutorial video | Simple, easy to read web based document introducing different computer types | Thomas E Beach PH.D | <https://www.unm.edu/~tbeach/terms/intro.html> |
| Computer types | Website | From Super computers to smartphones. Concepts and terminology associated with  computer types | Thomas E Beach PH.D | <https://www.unm.edu/~tbeach/terms/types.html> |
| Basic parts of a computer system | Video | Short simple tutorial video  “Understanding the parts of your computer” with links to even more easy to understand videos | Windows Vista 03 | <https://www.youtube.com/watch?v=X5wAfklIW24&list=PLuxhckYyAMMmf8IOOrzwTSuzMw8grW8Zv> |
| Computer hardware | Website | Web based document explaining all about hardware with many links to peripheral devices, input, output, storage, ROM, RAM etc. | Thomas E Beach PH.D  tbeach@unm.edu | <https://www.unm.edu/~tbeach/terms/hardware.html> |
| Application software | Website | In depth web based document explaining all about systems software and applications software | Thomas E Beach PH.D  tbeach@unm.edu | <https://www.unm.edu/~tbeach/terms/software.html> |
| The internet | Website Glossary | Complete guide to the internet with everything students need to know, includes helpful glossary. Many helpful links on this site | WhoIsHostingThis.com | <http://www.whoishostingthis.com/resources/internet-terminology/> |
| Health and safety considerations of working with computers | Website  Online test | All you need to know for health and safety considerations including online test, image and glossary | British Broadcasting Company | <http://www.bbc.co.uk/education/guides/zkyg87h/revision> |
| Personal hygiene considerations of working with computers | Website Report | A most in depth report on workplace hygiene, not to be missed | Dr Gerba  Charles Moor Leanne M James | <http://www.unionsafety.eu/docs/HSNewsItems%2012/OfficeWorkstationsPoseAlarmingHealthRisks.html> |
| Keeping your computer clean | Website with video | Keeping your computer physically clean with essential video link | Good Will Community Foundation | <https://www.gcflearnfree.org/computerbasics/keeping-your-computer-clean/1/> |
| How passwords can protect your computer and data from security threats | Website  Report  Links to Video | Simple steps to protect you PC from hackers. Advice on passwords with links in the archives for anti-virus updates | Comodo News | <https://antivirus.comodo.com/blog/computer-safety/5-simple-steps-protect-pc/> |
| Password Protection | Website and videos | Excellent website with three very good videos about passwords and protection | Get Safe Online | <https://www.getsafeonline.org/protecting-yourself/passwords/> |
| How to protect your computer from viruses | Website | Outlines very practical tips in an easy to understand format to help protect your computer from viruses | Tactical Technology Collective / Frontline Defenders | <https://securityinabox.org/en/eco-rights-africa/computer-hygiene/> |
| Precautions to take when giving personal details over the internet | Irish Times News Website | Extremely powerful write up naming 10 online scams to watch out for.  From dodgy emails and pop-ups to subtler forms of fraud | Conor Pope | <http://www.irishtimes.com/news/consumer/10-online-scams-to-watch-out-for-1.2322107> |
| Main input devices of a computer | Computer Hope. Website | Provides very in depth information on input devices | Updated 2017 by Computer Hope | <https://www.computerhope.com/jargon/i/inputdev.htm> |
| Main output devices of a computer | Computer Hope. Website | Extremely in depth information on output devices | Updated 2017 by Computer Hope | <https://www.computerhope.com/jargon/o/outputde.htm> |
| Main data storage devices of a computer | Interactive Website | Brilliant website with Revise, Activity and Test. **Note:** *Flash version 10 required for Activity part.* Includes simple glossary | bbc.co.uk | <http://www.bbc.co.uk/education/guides/z7rk7ty/revision/1> |
| Outline the functions of each of these devices | Interactive Website | Brilliant website with Revise, Activity and Test. **Note:** *Flash version 10 required for Activity part.* Includes simple glossary | bbc.co.uk | <http://www.bbc.co.uk/education/guides/z7rk7ty/revision/1> |
| Operate computer hardware by connecting all required devices and powering up and shutting down equipment | Website with video link | A most helpful website showing connections of all required devices with video link for simplicity and understanding | Goodwill Community Foundation | <https://www.gcflearnfree.org/computerbasics/setting-up-a-computer/1/> |
| Use a range of keyboard capabilities - text entry, numeric entry, function & application keys, multifunction keys, symbols, cursor, caps & num lock | Website | Comprehensive list of all the touch typing tutors including Freeware, Shareware, On-line plus a range of online speed tests for students to try | TypingSoft.com | <http://typingsoft.com/all_typing_tutors.htm> |
| How to apply relevant environmental impact reduction | Website | Very informative website that includes dangerous hazards, power management and measures to reduce the environmental impact of computer use | EcoSearch.org | <http://rashid-computerscience.weebly.com/negative-effects-of-computer-use--measures-that-help-reduce-the-impact-of-computers-on-the-environment.html> |
| Apply relevant health procedures when operating a computer | Web Based PDF Advice Sheet | Provides general information and excellent advice sheet on ergonomics, health and safety | NCTE  National Centre for Technology in Education | <http://www.pdsttechnologyineducation.ie/en/Technology/Advice-Sheets/Ergonomics-Health-and-Safety1.pdf> |
| Apply relevant safety procedures when operating a computer | Website | Complete health and safety details including risk assessment, checklist. FAQ and benefits. Also, help with writing policies | TechDonut | <https://www.techdonut.co.uk/staff-and-it-training/computer-health-and-safety> |
| Apply relevant personal hygiene procedures when operating a computer | Website | Fun website with some outstanding pictures and information about personal hygiene in relation to computers | [Paolo0111](https://community.spiceworks.com/people/paolo0111) | <https://community.spiceworks.com/how_to/3340-manage-computers-under-the-hygiene-aspect> |
| Learning about computers | E Workbook | Brilliant E Workbook sample to download and use, covers all main aspects of Computer Literacy | Educoot | <http://static1.squarespace.com/static/53e7dd4fe4b0fb1fc62c318a/t/5615323be4b02fefbd8c1faf/> |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Quality and Qualifications Ireland | [www.qqi.ie](http://www.qqi.ie) |
| Further Education Support Service | [www.fess.ie](http://www.fess.ie) |
| Educoot | **www.educoot.org** |

|  |  |
| --- | --- |
| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |

|  |  |
| --- | --- |
| **Minor Award Name** | **Computer Literacy** |
| **Minor Award Code** | **3N0881** |
| **Level** | **3** |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Introduction to Information Technology | Web Based PDF Document | Getting to Grips with Technology  Good introduction to Information Technology Pg. 5 to 12 | Patricia Walsh Gillespie and  Geraldine O'Haire Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| Web Based eLearning site | **Teach-ICT**  High quality resources with interactive exercises.  Theory with follow on exercises. School can create an account and then enable learners to access. | Teach - ICT | [http://www.teach-ict.com/index.html](http://www.teach-ict.com/index.html%20) |
| Course – Web based or Course can downloaded in Word or PDF for use of line | Short course on ICT in Everyday Life – LO are relevant to this module   * Know the meaning of all the terms highlighted in the course * Understand the concept of the ‘network society’ * Have an awareness of how ICTs impact on everyday life. | The Open University | [http://www.open.edu/openlearn/science-maths-technology/computing-and-ict/information-and-communication-technologies/icts-everyday-life/content-section-0](http://www.open.edu/openlearn/science-maths-technology/computing-and-ict/information-and-communication-technologies/icts-everyday-life/content-section-0%20) |
| Web based workbook available for download PDF | Clocking In to Clocking Out is a resource pack for tutors delivering workplace basic education programmes.  The pack has been designed to help tutors meet the reading, writing, communications, numeracy and ICT needs of learners in the context of workplace basic education demands. | National Adult Literacy Agency (NALA) Telephone: (01) 607 0500 | [Clocking in to clocking out - guide to technology | National Adult Literacy Agency](https://www.nala.ie/resources/clocking-clocking-out-guide-technology) |
| Social Networking, | Book | Effective Communication  Chapter 18 The Internet Pgs 252 to 256  Explanation of Social Networks and examples | Nicholas Harvey  Published by Gill Education | Available to purchase from [https://www.gilleducation.ie/communications/communications/effective-communication](https://www.gilleducation.ie/communications/communications/effective-communication%20) |
| Social Networking and eCommerce | Web Based PDF Document | Getting to Grips with Technology  Pgs 11 and 12 Definitions of the terms, social networking and eCommerce. | Patricia Walsh Gillespie and  Geraldine O'Haire  Developed, Printed and Published by Donegal ETB | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> |
| eCommerce | Video – You Tube | Simple explanation of eCommerce, outline and history. Sketching done on screen as narrator covers points | [Technerd Step-by-step](https://www.youtube.com/channel/UC-5kyBywWhBvHUrmeDp5Chw) | <https://www.youtube.com/watch?v=AhgtoQIfuQ4> |
| eCommerce | Video – You Tube | Simple Explanation  Explains eCommerce including C2C and B2B.  Ideal for delivering this message | [Pea Soup Digital](https://www.youtube.com/channel/UCMlAzoMwKJzcX4yr0eyhydg) | <https://www.youtube.com/watch?v=nxSDHBdsWqA> |
| eGovernment | Website  Article | Simple Explanation  Plain text explanation of eGovernment with diagram of internal interactions. | [Richard Heeks](mailto:richard.heeks@manchester.ac.uk) eGovernment for Development Information Exchange | <http://www.egov4dev.org/success/definitions.shtml> |
| eLearning | Video – You Tube | What is E-learning?  A simple show Part 1  There is also a Part 2 | [AIZ Akademie für Internationale Zusammenarbeit](https://www.youtube.com/channel/UC0cdAEx_i_Tgwi3eIvly_Wg) | <https://www.youtube.com/watch?v=qraTzkg-uF0> |
| Social Networking, eCommerce, eGovernment and eLearning | Workbook | Computer Literacy  Exercise 2 – 5 on Social Networking, eCommerce, eGovernment and eLearning | Educoot Resources | Available at [http://educoot.org/ordering/](http://educoot.org/ordering/%20) |
| Types of Computers | Website  Tutorial Video | **GCF Learn Free**  Computer Basics  Step by step lessons on computer basics. Lessons 1 to 7 Hardware, basic parts of a computer, buttons and ports, inside a computer, laptops and mobile devices. | GCF Learn Free | [https://www.gcflearnfree.org/computerbasics/](https://www.gcflearnfree.org/computerbasics/%20) |
| Hardware | Website  Tutorial Video | **GCF Learn Free**  Computer Basics  Step by step lessons on computer basics. Lessons 1 to 7 Hardware, | GCF Learn Free | [https://www.gcflearnfree.org/computerbasics/](https://www.gcflearnfree.org/computerbasics/%20) |
| Know your computer | Book | **Introducing ICT Basic to Intermediate**  Pages 1 to 19 Computer systems, the parts of a computer, input and output devices, storing data and computer networks. The last two pages have questions to assess learning | Teresa Walsh  Gill Education | [http://www.gilleducation.ie/gill-education-search?Q=Introducing+ICT&x=17&y=27#&sSearchWord=Introducing+ICT](http://www.gilleducation.ie/gill-education-search?Q=Introducing+ICT&x=17&y=27%23&sSearchWord=Introducing+ICT) |
| Software | Website  Tutorial Video | **GCF Learn Free**  Computer basics Lesson 8 & 9  Understanding Operating Systems  Understanding Applications | GCF Learn Free | [https://www.gcflearnfree.org/computerbasics/](https://www.gcflearnfree.org/computerbasics/%20) |
| Keyboard Terminology | Web Based PDF Document | **Click to Go - Using computers in Adult Basic Education**  Exercises on keyboard terminology Pgs 31 to 33 | Alison Jones  Tony Sweeney  City of Galway ETB | <http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf> |
| Typing | Web based eLearning site | Free online touch typing course in five lessons with 10 exercises in each.  The site is simple for the learner to use. Corresponding fingers for each key are outlined below each lesson.  Can be used as a tool to demonstrate learners taking responsibility for their own learning. | Dave Bartlett | [www.typeonline.co.uk](http://www.typeonline.co.uk) |
| Website  Tutorial Video | **GCF Learn Free**  [Typing Tutorial](https://www.gcflearnfree.org/typing/) | GCF Learn Free | <https://www.gcflearnfree.org/typing/> |
| Software Applications | Website  Tutorial Video | **GCF Learn Free**  Microsoft Office – tutorials for Word Processing, Spreadsheets, Databases and Presentations | GCF Learn Free | <https://www.gcflearnfree.org/topics/office2016/> |
| Website  Tutorial Video | **Alison.com**  Microsoft Office Suite tutorials – Have to become member to use. Class can be setup to monitor learners progression | Alison | [https://alison.com/courses/it](https://alison.com/courses/it%20) |
| Book | **Introducing ICT Basic to Intermediate**  Units 2 to 5 – Introduction to Word Processing, Spreadsheets and Database with exercises | Teresa Walsh  Gill Education | [http://www.gilleducation.ie/gill-education-search?Q=Introducing+ICT&x=17&y=27#&sSearchWord=Introducing+ICT](http://www.gilleducation.ie/gill-education-search?Q=Introducing+ICT&x=17&y=27%23&sSearchWord=Introducing+ICT) |
| Health and Safety in Using Computers | Website  Tutorial | Concise tutorial on health and safety in using computers – The link provided is on H & S with assessment links | BBC Bitesize | <http://www.bbc.co.uk/education/guides/zkyg87h/revision/1> |
| Website  Video tutorial | Short video demonstrating office ergonomics. Initial slides demonstrate incorrect position of items and remaining slides demonstrate correct positioning of equipment | Health and Safety Authority | <http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Risk_Assessment_Videos_Series_2/Manual_Handling_Video_series_2_Flash_Files/Office_Ergonomics.html> |
| Environmental Impact Reduction | Website  Article | **How can I minimize my computer's impact on the environment?**  Clear points on reducing environmental impact when using computers | Indianan University | <https://kb.iu.edu/d/erth> |
| Internet and email | Book | **Introducing ICT Basic to Intermediate**  Unit 5– Internet and email with exercises | Teresa Walsh  Gill Education | [http://www.gilleducation.ie/gill-education-search?Q=Introducing+ICT&x=17&y=27#&sSearchWord=Introducing+ICT](http://www.gilleducation.ie/gill-education-search?Q=Introducing+ICT&x=17&y=27%23&sSearchWord=Introducing+ICT) |
| Internet | Book | **Effective Communication**  Chapter 18 The Internet  Clear and concise information, including   * origin, * impact on society, * file sharing * online gaming | Nicholas Harvey  Published by Gill Education | Available to purchase from [https://www.gilleducation.ie/communications/communications/effective-communication](https://www.gilleducation.ie/communications/communications/effective-communication%20) or other bookshops |
| Website  Tutorial Video | **GCF Learn Free**  Short tutorials on Chrome, Firefox, Edge, Safari and Internet Explorer. There are sections, for example, on using information correctly, internet basics and tech savvy tips. | GCF Learn Free | <https://www.gcflearnfree.org/topics/internet/> |
| Email | Book | **Effective Communication**  Chapter 19 Email  Clear and concise information including etiquette, spam and phishing | Nicholas Harvey  Published by Gill Education | Available to purchase from [https://www.gilleducation.ie/communications/communications/effective-communication](https://www.gilleducation.ie/communications/communications/effective-communication%20) or other bookshops |
| Website  Tutorial Video | GCF Learn Free - Email and Gmail basics – with section on beyond email – skype, blogs and ways of communicating online | GCF Learn Free | <https://www.gcflearnfree.org/topics/emailbasics/> |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Alison | [www.alison.com/learn/microsoft-office](http://www.alison.com/learn/microsoft-office) |
| Microsoft Office | [www.microsoft.com/en-ie/learning/training.aspx](http://www.microsoft.com/en-ie/learning/training.aspx) |
| Saylor Academy | https://learn.saylor.org/course/index.php?categoryid=2&utm\_source=homepage&utm\_medium=cta&utm\_campaign=homepage&utm\_content=header\_button |
| BBC Skills wise | [www.bbc.co.uk/skillswise](http://www.bbc.co.uk/skillswise) |
| Health and Safety Authority | [www.hsa.ie/eng/](http://www.hsa.ie/eng/) |
| National Adult Literacy Agency | [www.nala.ie/](http://www.nala.ie/) |
| Citizens Information | [www.citizensinformation.ie](http://www.citizensinformation.ie) |

|  |  |
| --- | --- |
| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | [www.alison.com](http://www.alison.com) |
| [www.gcflearnfree.org](http://www.gcflearnfree.org) |
| [www.typeonline.co.uk](http://www.typeonline.co.uk) |