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| **Minor Award Name** | Internet Skills |
| **Minor Award Code** | 3N0931 |
| **Level** | 3 |

If you have suggested additions, or you find that some links are not working, please email [resourcelist@fess.ie](mailto:resourcelist@fess.ie)

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Understanding the Internet, Email and Skype | Web based  PDF document | **Getting to Grips with ICT:** This is a useful resource to integrate as part of any ICT related course. It contains excellent handouts and tasks to ensure that a number of learning outcomes for Internet Skills are achieved.  The following chapters are particularly helpful in relation to Internet Skills QQI module:   * Understanding the Internet (Pgs. 141-160) * Introduction to Email (Pgs. 161-170) * Introduction to Skype (Pgs. 171-172) | |  | | --- | | Patricia Walsh Gillespie and  Geraldine O'Haire Skills for Work  North West Region. | | |  | | --- | | <http://www.kerryabetutors.ie/wp-content/uploads/Getting-to-Grips-with-Technology-13.5.13.pdf> | |
| Using online resources (e.g. booking flights; motor tax; using email) – basic skills session | Web based  PDF document | **Click to Go:** The book is divided into three parts.  The first part has a two-fold purpose: firstly, as an instructional guide for using computers and secondly, as a support for improving basic skills. The worksheets and guides in this section combine these two skill areas.  The second part presents tutors with different ways of teaching reading and writing by using computer software. It presents various ideas on how to utilise online resources in a basic skills class. (Pages 37-49)  The third part is a ‘How to…’ section at the end of the book aimed at students which shows how to book flights with Ryanair, how to renew motor tax and how to log on to a Yahoo e-mail account among other activities. (Pages 51-64)  These resources will support learners in achieving their learning outcomes for Internet Skills minor award. | Alison Jones and Tony Sweeney, Galway and Roscommon ETB | <http://www.gabes.ie/file/Click%20To%20Go%2023944697.pdf> |
| Internet tools/ Email and terminology associated with the Internet | Website  PDF files | **Age Action:** This website is an excellent source of interesting handouts and exercises.  I have listed the following as being of particular relevance to Internet Skills minor award:   * Tutor Resources which includes ‘Lessons for Beginners and Improvers’ as follows:   + iPad   + Smartphones   + Computer Security Handout   + Social Media   + Shopping Online   Learn more about Gmail | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/how-we-can-help/getting-started-computer-training> |
| Website  PDF files | * **Getting Started Handbook** | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/sites/default/files/attachments/getting_started_tutor_handbook.pdf> |
| Website  PDF files | * **Simple Steps to Success – A Guide to Using Computers** | Age Action Ireland/ Getting Started Computer Training Programme | <https://www.ageaction.ie/sites/default/files/attachments/age_action_-_getting_started_workbook_web_2017.pdf> |
| Internet terminology - E-learning | Web sites | **www.writeon.ie** was launched by the National Adult Literacy Agency (NALA) in 2008. This site allows adults to check their skills and then work on areas that need some learning. Learners can then use this site to apply for a national award at Level 2 or 3. | NALA | [www.writeon.ie](http://www.writeon.ie) |
| Web sites | **ALISON** is an e-learning provider and academy founded in Galway, Ireland in 2007 by serial entrepreneur, Mike Feerick. Its stated objective is to enable people to gain basic education and workplace skills. | NALA | [www.alison.com](http://www.alison.com) |
| Web sites | **Khan Academy** is a non-profit educational organization created in 2006 by educator Salman Khan with the aim of providing a free, world-class education for anyone, anywhere. The organization produces short lectures in the form of YouTube videos.  *\*It is a useful exercise to encourage learners to setup an account with each of the above e-learning websites. Learners will have first-hand experience of the positive and negative effects of e-learning.* | NALA | <https://www.khanacademy.org/> |
| Using Email/ Internet Safety and Security | Website | **GCFLearnFree.org:** This program has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email to reading, math, and more, GCFLearnFree.org offers 125 tutorials, including more than 1,100 lessons, videos, and interactive’s, completely free.  The following topics are particularly relevant to a variety of learning outcomes for Internet Skills minor award:   * Email Basics * Beyond Email * Online Safety * Devices * Digital Skills * Using the Cloud * Internet Basics | Goodwill Community Foundation® | <http://www.gcflearnfree.org/topics> |
| Being Safe When Using the Internet | Website | The Office for Internet Safety (OIS) has primary responsibility for the development and promotion of strategic actions to promote the highest possible levels of internet safety, particularly in relation to combating child pornography. The Office for Internet Safety plays a key role in ensuring a cohesive approach is being taken across Government Departments, State Agencies and other key stakeholders in addressing illegal [content](http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-jargon-en#bw-term-30) on the internet. | The Office for Internet Safety is an Executive Office of the Department of Justice and Equality. | <http://www.internetsafety.ie/> |
| Website | There is a link to Internet Safety on this website which provides the following:   * [A Guide to Internet Safety for Parents](http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-guideparents-en) * [A Guide to Internet Safety for Children](http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-guidechildren-en) * [Jargon Buster](http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-jargon-en) * [Safer Internet Day 2016](http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-siday16-en) | The Office for Internet Safety is an Executive Office of the Department of Justice and Equality. | <http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-en> |
| Website | This website provides parents, teachers and children with educational resources, advice and information about potential dangers on-line. | Webwise is the Irish Internet Safety Awareness Centre which is co-funded by the Department of Education and Skills and the EU Safer Internet Programme. | [www.webwise.ie](http://www.webwise.ie) |
| Printing from the Internet | Website | This website provides simple instructions on how to Print using Google Chrome. | Support – Google | <https://support.google.com/chrome/answer/1379552?hl=en> |
| Website | This website provides simple instructions on how to Print using Internet Explorer. | Support - Microsoft | <http://windows.microsoft.com/en-IE/internet-explorer/print-webpages#ie=ie-11> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| National Adult Literacy Organisation | [www.nala.ie](http://www.nala.ie) |
| Education and Training Boards | <http://www.etbi.ie/etbs/directory-of-etbs/> |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie) |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/> |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie) |
| BBC Skillswise | <http://www.bbc.co.uk/skillswise/0/> |
| Age Action | [www.ageaction.ie](http://www.ageaction.ie) |

**Other Resources:**

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| **MOOCs (Massive Online Open Courses)** | |
| Online courses delivered mainly by Universities and Colleges worldwide.  Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.  Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?  <https://www.youtube.com/watch?v=eW3gMGqcZQc> |
| Providers of MOOCs  e.g.  <https://www.mooc-list.com/> |
| <https://www.coursera.org/> |
| <https://www.udemy.com/> |
| <http://www.extension.harvard.edu/open-learning-initiative> |
| <https://www.uclaextension.edu/pages/search.aspx?c=free+courses> |
| <http://oyc.yale.edu/> |