

Computing Long Term Plan - NOCN Functional Skills

Phase 4 - White and Black Class

Term	Unit Title	Learning Objective	Assessment Criteria	Notes
Au W1	Computer Basics	1. Understand basic computer parts and key input devices	1.1. Describe the importance of computers in today's world. 1.2. Identify the main parts of a computer. 1.3. Identify the steps for starting and shutting down a computer.	
Au W2	Computer Basics	1. Understand basic computer parts and key input devices	1.4. Identify the different groups of keys on a keyboard. 1.5. Perform different tasks by using a mouse	
Au W3	Computer Basics	2. Understanding common computer terminology	2.1. Identify the primary hardware components of a computer. 2.2. Explain an operating system. 2.3. Explain programs and data.	
Au W4	Computer Basics	2. Understanding common computer terminology	2.4. Describe a network and the types of networks. 2.5. Explain the terms Internet, World Wide Web, and intranet.	
Au W5	Computer Basics	3. Understanding computer performance and features.	3.1. Compare the features of different types of computers. 3.2. Explain the role of memory. 3.3. Explain the basics of computer performance.	
Au W5	Computer Basics	3. Understanding computer performance and features.	3.4. Describe the types of productivity programs and their uses. 3.5. Describe the types of communication programs and their uses. 3.6. Describe the uses of educational and entertainment programs.	
Au W6	Computer Basics	4. Understanding computer operating systems	4.1. Explain the common functions of an operating system. 4.2. Identify the main components of the interface. 4.3. Explain the options available at start up. 4.4. Work with the interface within programs. 4.5. Manage files and folders Perform basic file operations.	
Au W7	Computer Basics	5. Understand career opportunities for those who are IT literate	5.1. Describe how computers have become a central part of everyday life. 5.2. Identify the career opportunities available for a computer-literate person.	

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Au W8	Presentation Software	1. Input and combine text and other information within presentation slides.	1.1. Identify what types of information are required for the presentation. 1.2. Select and use different slide layouts as appropriate for different types of information. 1.3. Enter information into presentation slides so that it is ready for editing and formatting.	
Au W9	Presentation Software	1. Input and combine text and other information within presentation slides.	1.4. Identify any constraints which may affect the presentation. 1.5. Combine information of different forms or from different sources for presentations. 1.6. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available.	
Au W10 and 11	Presentation Software	Use presentation software tools to structure, edit and format slides.	2.1. Identify what slide structure to use. 2.2. Select and use an appropriate template to structure slides. 2.3. Select and use appropriate techniques to edit slides. 2.4. Select and use appropriate techniques to format slides.	
Au W12	Presentation Software	Prepare slides for presentation to meet needs.	3.1. Identify how to present slides to meet needs and communicate effectively. 3.2. Prepare slides for presentation. 3.3. Check presentation meets needs, using IT tools and making corrections as necessary	
Sp W1	Spreadsheets	1. Enter and edit numerical and other information using spreadsheets	1.1. Enter and edit numerical and other information accurately. 1.2. Store and retrieve spreadsheet files effectively, in line with local guidelines	
Sp W2	Spreadsheets	2.1. Identify how to summarise and display the required information. 2.2. Use formulas and tools as needed to summarise data and process information.	2.1. Identify how to summarise and display the required information. 2.2. Use formulas and tools as needed to summarise data and process information.	
Sp W3	Spreadsheets	3. Use appropriate tools and techniques to present spreadsheet	3.1. Use appropriate tools and techniques to format spreadsheet cells, rows and columns. 3.2. Identify the chart or graph type used to display information.	

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		information effectively.	3.3. Use appropriate tools to generate a chart or graph. 3.4. Select a page layout to present and print spreadsheet information. 3.5. Check spreadsheet information using IT tools making corrections as appropriate	
Sp W4	Database software	1. Enter, edit and organise structured information in a database.	1.1. Identify the main components of a database. 1.2. Create a database table for a purpose using specified fields. 1.3. Enter structured data into records to meet requirements.	
Sp W4	Database software	1. Enter, edit and organise structured information in a database.	1.4. Locate and amend data records. 1.5. Respond appropriately to data entry error messages. 1.6. Check data meets needs, using IT tools and making corrections as necessary.	
Sp W5	Database Software	2. Use database software tools to extract information and produce reports.	2.1. Identify queries which meet information requirements. 2.2. Run simple database queries. 2.3. Identify reports which meet information requirements. 2.4. Generate and print predefined database reports.	
Sp W6	Database Software	2. Use database software tools to extract information and produce reports.	2.3. Identify reports which meet information requirements. 2.4. Generate and print predefined database reports.	
Sp W7	Functional Skills Assessment	Practice Paper		
Sp W8	Functional Skills Assessment	Practice Paper		
Sp W9	Functional Skills Assessment	Practice Paper		
Sp W10	Functional Skills	Assessment Paper		
Sp W11	Functional Skills	Assessment Paper		

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Sp W12	Functional Skills	Assessment Paper		
Su W1	Using the Internet	1. Connect to the Internet.	1.1. Identify different types of connection methods that can be used to access the Internet. 1.2. Access the Internet or intranet.	
Su W2	Using the Internet	2. Use browser software to navigate web pages.	2.1. Use browser tools to navigate web pages. 2.2. Identify when to change browser settings to aid navigation. 2.3. Adjust browser settings to meet needs. 2.4. Use browser help facilities	
Su W3	Using the Internet	3. Use browser tools to search for information from the Internet.	3.1. Select and use appropriate search techniques to locate information. 3.2. Outline how information meets requirements. 3.3. Use references to make it easier to find information another time. 3.4. Download and save different types of information from the Internet.	
Su W4	Using the Internet	4. Use browser software to communicate information online.	4.1. Select and use tools and techniques to communicate information online. 4.2. Use browser tools to share information sources with others. 4.3. Submit information online using forms or interactive sites. 4.4. Identify opportunities to post or publish material to websites.	
Su W5	Using the Internet	5. Follow and understand the need for safety and security practices when working online. working online.	5.1. Identify the threats to user safety when working online. 5.2. Outline how to minimise Internet security risks. 5.3. Work responsibly and take appropriate safety and security precautions when working online. 5.4. Keep personal information secure. 5.5. Follow relevant laws, guidelines and procedures for the use of the Internet.	
Su W6	Using Email	1. Use e-mail software tools and techniques to compose and send messages.	1.1. Use software tools to compose and format e-mail messages. 1.2. Attach files to e-mail messages. 1.3. Send e-mail messages.	

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Su W7	Using Email	1. Use e-mail software tools and techniques to compose and send messages.	1.4. Identify how to stay safe and respect others when using e-mail. 1.5. Use an address book to store and retrieve contact information.	
Su W8	Using Email	2. Manage incoming email effectively.	2.1. Follow guidelines and procedures for using e-mail. 2.2. Identify when and how to respond to email messages. 2.3. Read and respond to e-mail messages appropriately.	
Su W9	Using Email	2. Manage incoming email effectively.	2.4. Identify what messages to delete and when to do so. 2.5. Organise and store e-mail messages.	
Su W10	Using Email	2. Manage incoming email effectively.	2.6. Respond appropriately to common e-mail problems.	