

Scheme of Work - Introduction to Using Spreadsheet Software

Name of Course: Accessing Online Services			Awarding Body: N/A	Unit Code:	Course Code: DSKAUC2115
Venue: ICSC		Learning Aim:		Level: Open	Tutor: Sharon Hall
GLH: 10	No. of Sessions: 4	Start Date: 18 th November 2021	End Date: 9 th December 2021	Time: 9:30am – 12:00pm	Day: Thursdays
Learning Outcomes: <ul style="list-style-type: none"> • Create a My eAccount • Access and use Islington Council Online Services 					
Differentiation By: Task, Support, Resource and Outcome					
Learning Outcomes:					
1. Use the address bar					
2. Create and use a username and strong password					
3. Enter and Edit information accurately online					

Date	Contents Summary	Learning Outcomes	Main Teaching Methods	Assessment Methods	Resources & Evidence
18/11/2021	ACL Induction: <ul style="list-style-type: none"> • Health & Safety • Learner Handbook • Learner Profile • Safeguarding • Values • One to Ones • IAG • Other Courses & Signposts Course Induction: <ul style="list-style-type: none"> • Course Information • ILP: Start of Course • Initial Assessment Learning Outcome: <ul style="list-style-type: none"> • Create My eAccount (live data) 	<p>To introduce the learners to our service</p> <p>To identify and signpost learners to other services within Islington ACL.</p> <p>To introduce Moodle and ways of working</p> <p>Assess learner current ability.</p> <p>Identify what is required to get an account.</p> <p>Practice completing online form.</p>	Classroom: <ul style="list-style-type: none"> • Moodle Activities • Discussion • Demonstration 	Moodle: <ul style="list-style-type: none"> • Interactive Activities • Moodle Quizzes 	Display: <ul style="list-style-type: none"> • Learner Handbook • Class Rules Watch: <ul style="list-style-type: none"> • Safeguarding • IAG • British Values Induction & Assessment Activities: <ul style="list-style-type: none"> • Learner Profile: • Your Future Opportunities • Health & Safety Induction Checklist • ILP: Start of Course • Initial Assessment Learning Activities: <ul style="list-style-type: none"> • Creating Presentation • Quiz 1 • Creating a My eAccount Differentiation (if no email address) <ul style="list-style-type: none"> • Creating a My eAccount

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25/11/2021	Learning Outcome: <ul style="list-style-type: none"> Edit My eAccount (live data if applicable) 	To create a My eAccount with learners correct live information.	Classroom: <ul style="list-style-type: none"> Moodle Activities Discussion Demonstration 	Moodle: <ul style="list-style-type: none"> Interactive Activities Moodle Quizzes Completed My eAccount 	Learning Activities: <ul style="list-style-type: none"> Editing Presentation Quiz 2 Update Live My eAccount information Differentiation (if no information) <ul style="list-style-type: none"> Task 2: Editing an account Advice & Information
02/12/2021	Learning Outcome: <ul style="list-style-type: none"> Order My eAccount (live data if applicable) 	To edit and update My eAccount with learners correct live information i.e., Rent Account, Council Tax, Benefits (if applicable)	Classroom: <ul style="list-style-type: none"> Moodle Activities Discussion Demonstration 	Moodle: <ul style="list-style-type: none"> Interactive Activities Moodle Quizzes Updated My eAccount 	Learning Activities: <ul style="list-style-type: none"> Buying Visitor Parking Vouchers Report a Repair Ordering Rent Statement Differentiation: <ul style="list-style-type: none"> Libraries: Online Membership
09/12/2021	Learning Outcome: <ul style="list-style-type: none"> Editing/Ordering My eAccount (live data if applicable) ILP: End of Course Other Courses (IAG) Progression Course Evaluation Form 	To edit and update My eAccount with learners correct live information i.e., Ordering statements, recycling, editing data (if applicable)	Classroom: <ul style="list-style-type: none"> Moodle Activities Discussion Demonstration 	Moodle: <ul style="list-style-type: none"> Interactive Activities Moodle Quizzes Updated My eAccount 	Learning Activities: <ul style="list-style-type: none"> Various interactions My eAccount Differentiation: <ul style="list-style-type: none"> Voting: Register to vote online