



Integrated ICT Learning Unit





Car Safety

Insert Car Safety Rules Here:

1. Always wear your safety belt
2. Always keep your body parts in the car at all times
3. Always sit in the back seat
4. Make wise decisions when with your siblings or friends
5. Never eat dangerous foods, such as, lollipops or foods that can hurt you if the car must suddenly stop


Insert Car Games and Activities Here:

1. I Spy
2. Listen to music
3. Sing songs
4. Read a book
5. Take a nap
6. Guess the animal
7. The Alphabet Game


Insert Healthy Snack Choices Here:


1. Pretzels
2. Water
3. Fruit
4. Vegetables (carrots, cucumber, celery, peppers)
5. Fruit bars
6. Cheese



Travel Brochure

ANNIE SMITH





Overview

This integrated ICT learning unit consists of one activity which explores the concept of **car safety rules**.

Lesson format:

- 10 minutes Educational game (optional; at the discretion of the teacher)
- 5 minutes "Tech Talk" which introduces ICT terminology
- 5 minutes Touch Typing skills which develops essential touch typing techniques
- 20 minutes+ Integrated activity involving tasks which relate to relevant content being covered in the classroom

ICT applications used in this Learning Unit:

Word Processing	Graphics	Spreadsheets	Databases	Internet	E-mail	Presentations	Drawing	Web design	Information Organiser	Simulations & design	Desktop Publishing	Operating Systems	Programming & logic
√	√						√			√			

Structure of the Learning Unit:

Integrated Activity

This lesson is aimed at integrating ICT into current, relevant class curriculum. Using this approach enables learners to use the computer not only as a working tool but also as a relevant learning tool to learn new concepts and skills or consolidate previously learnt work. This activity will take between 20 – 60 minutes (or 1-3 lessons) to complete depending on the ability of the learners and the time available.

e-Learner Assessment

The required assessment for each unit is completed by the ICT teacher by means of evaluating each skill on the skills matrix. The ICT teacher can indicate on the skills matrix whether the skill is being practised or developed by inserting a tick in the appropriate column next to the appropriate skills. Should the teacher wish to formally assess the skills, a symbol of 1, 2, 3 or 4 is inserted into the matrix in the assess column next to each skill assessed. The corresponding skills should also be marked off on the e-Learner Administration System and forwarded to Head Office when completed. As a pre-requisite for accreditation, all the required skills for each e-Learner unit need to be mastered. In this way, the level of ICT competency as well as the progress of each learner can be monitored. This matrix may be printed or photocopied for each learner.

STRUCTURE OF LESSON CAR SAFETY

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: Knowledge of car safety rules and designing a brochure	
ICT Skills: Entering text and inserting graphics	
Educational Game	10 Min
A suitable educational game may be used as an optional activity at any point during the course of the lesson at the discretion of the ICT or class teacher	
Touch Typing	5 Min
A suitable activity should be selected by the ICT or class teacher to ensure continuity and progression of appropriate skills	
Tech Talk	5 Min
BACKGROUND The screen background image used on a graphical user interface such as Windows. Any pattern or picture that can be stored as a bitmap (.bmp) file can be set as a screen background.	
Integrated Activity	20 Min
Learners create a brochure about car safety rules.	
Resources Used	
Software: Microsoft Word	
Prerequisite: None	
Template: Car Safety.docx	
WWW: None	
Learning Outcomes	
<ul style="list-style-type: none"> • Language • Life Orientation 	
Additional Learning Opportunities	
Concept / Topic: 5.4.26 Be cool not cruel	
ICT Skills: 4.19 Draw a Design	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Make a book of important rules to remember when traveling in a car. 	

Learner name:	Class	
Integrated Activity: Learners create a brochure about car safety rules.		
Theme/Topic: Car Safety	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 2 - Files and Folders		
2.2.1 Right / Left click mouse		
2.2.2 Single / Double click mouse		
2.3.1 Alpha / numeric keys on keyboard		
2.3.2 Special Keys (Ctrl / Alt / Shift / Caps / Space etc) on keyboard		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		

Learner name :	Class:	
Integrated Activity: Learners create a brochure about car safety rules .		
Theme/Topic: Car Safety	Integrated Activity	
e-Learner Skills	Practice	Assess
Unit 4 - Word Processing		
4.1 Open programme		
4.2.1 Start new document		
4.3.1 Insert text		
4.3.2 Format Text (font face/ colour / size / bold / underline)		
4.3.3 Align text		
4.5.1 Insert graphics		
4.5.3 Move graphics		
4.5.4 Resize graphics		
4.5.5 Copy / Paste graphics		
4.5.6 Delete graphics		
4.5.7 Group / Order graphics		
4.6.2 Type text into text boxes		
4.8 Save		
4.9 Print Preview		
4.10 Print		
4.11 Exit		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		



INTEGRATED ACTIVITY

In order to promote relevant discussion, the following questions are posed by the educator to the learners:

- **Do you know why it is important to wear your safety belt when traveling in a car?**
- **Why should a brochure be bright and colourful?**
- **Does your family have their own safety rules when traveling in a car?**

A short discussion takes place about safety rules when traveling in a car, activities and games you can play to help pass the time and some healthy snacks you might eat on a long trip.

Car accidents are the leading cause of serious and fatal injuries to children. The proper use of a seat belt can dramatically reduce the likelihood of these injuries.

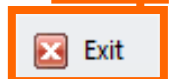
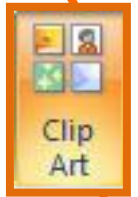
Task: Today you are going to create a brochure promoting safety rules when traveling in a car.

1. Open the **"Car Safety" template** for the lesson by double clicking on it in the folder you just downloaded.
2. Save your document into your digital portfolio → **File** → **Save As** → **locate your portfolio** → **double click** → **type a suitable name in the file name box** → **Save**.
3. Insert your name in the Textbox labelled "NAME" → highlight the text → type your name.
4. Click inside the Textbox that says "Insert Car Safety Rules Here" → press the Enter key on the keyboard → **insert bullet points** → **Home Ribbon** → **Numbering bullets**.
5. Type a list of Car Safety Rules. *Eg: Always wear your seat belt, Always sit in the back seat, Always keep your body parts in the car at all times.*
6. You may **format** the fill colour, line colour and move this Shape → **select the shape** → **Format Ribbon** → **Shape Fill** → **choose suitable colour**.



Shape Outline: select shape → **Format Ribbon** → **Shape Outline** → **choose a suitable colour.**

7. Click inside the Textbox that says "Insert Car Games and Activities Here" → press the Enter key on the keyboard → **insert bullet points** → **Home Ribbon** → **Numbering bullets.**
8. Type a list of Car Games and Activities. *Eg: I Spy, Listen to music, Read a book.*
9. Click inside the Textbox that says "Insert Healthy Snack Choices Here" → press the Enter key on the keyboard → **insert bullet points** → **Home Ribbon** → **Numbering bullets.**
10. Type a list of Car Games and Activities. *Eg: Pretzels, Water, Fruit, Cheese.*
11. If you wish to add **Clip Art** to your brochure → To add **Clip Art** → **Insert Ribbon** → **Clip Art** → type in what you want in the search box → click on **Clip Art to insert.**
12. You will need to format it so you can move it. Select the picture by clicking on it. The picture will become outlined with small adjustment handles at the corners.
13. Select **Format on the Picture Tools Ribbon** → **Wrap Text down facing arrow** → **Tight.**
14. To check that your work is ready to print, click **File** → **Print** → **a print preview will appear in the right hand panel** → Make changes if necessary → **close print preview** → **Home ribbon.**
15. Print your document **File** → **Print** → **Print Button.**
16. Save your work → **File** → **Save.**
17. Close **Microsoft Word** by **clicking** on **File** → **Exit** or clicking on the top **X** at the top of your screen.





ANNIE SMITH



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