



Integrated ICT Learning Unit

Volume 1 - 3

My Emergency Bag

Things I would pack into my emergency bag

1. Clothes
2. Blankets
3. Small teddy bear
4. Whistle
5. Canned food
6. Water
7. Torch
8. Toothbrush
9. Soap
10. First aid kit
11. Towel

Illustrations of emergency items include a green can of food, a blue folded blanket, a purple and orange backpack, a yellow toothbrush, a small pink teddy bear, and a first aid kit.

Overview

This integrated ICT learning unit consists of one activity which explores the concept of a Royal Family Tree.

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 MY EMERGENCY BAG

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: General knowledge of different meal courses ICT Skills: Inserting text into order with headings and clipart	
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
TRACKBALL Input device that controls the position of the cursor on the screen; the unit is mounted near the keyboard, and movement is controlled by moving a ball.	
Integrated Activity	20 Min
Learners create a list of important and useful items they would pack in their bags if a natural disaster occurred in their city.	
Resources Used	
Software: Microsoft Word Prerequisite: None Template: None WWW: None	
Subjects	
<ul style="list-style-type: none"> • English Language • Life Skills 	
Additional Learning Opportunities	
Concept / Topic: R.12 Safety R.17 People Who Help Us ICT Skills: 1.15 Word Processing	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Go home and talk to your family about deciding on a flood-safe meeting place outside your home. • Ask your parents to give you a list of important emergency numbers that you should call in case of emergency. 	

Learner name:	Class	
Integrated Activity: Learners create a list of important and useful items they would pack in their bags if a natural disaster occurred in their city.		
Theme/Topic: My Emergency Bag	Integrated Activity	
Learning Outcomes & Assessment Standards	Practice	Assess
Life Skills		
Make informed decisions about emergency procedures		
Identifies importance of making the best choice when packing personal belongings		
Comment:		
English Language		
Uses visual cues to make meaning		
Comment:		
Concepts and Skills		
Creativity		
Family		
Thinking and reasoning		
Communication		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		

Learner name:	Class	
Integrated Activity: Learners create a list of important and useful items they would pack in their bags if a natural disaster occurred in their city.		
Theme/Topic: My Emergency Bag	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		
2.4 Recognising icons		
2.5.1 Open / Exit programmes Using Shortcuts		
2.5.2 Open / Exit programmes Using Start Menu		
2.7.1 Navigating through folders / Folder structure		
2.7.3 Navigating within a file (scrollbar / hyperlinks)		
2.7.4 Opening Files		
2.7.5 Saving Files		
2.7.6 Closing Files		
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		
4.3.4 Insert bullets		
4.4.1 Insert Clipart		
4.4.2 Insert WordArt		
4.5.2 Format graphics		
4.5.3 Move graphics		
4.5.4 Resize graphics		
4.8 Save		
4.10 Print		
4.11 Exit		
4 = Exceeded Requirements 3 = Satisfied Requirements 2 = Partially Satisfied Requirements 1 = Has Not Satisfied Requirements		

Integrated Lesson My Emergency Bag (Microsoft Word)



EDUCATIONAL GAME: (10 minutes)

A suitable educational game, as per Appendix A, 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 minutes)

Check that all Learners:

1. Have their hands in the correct touch typing position (ASDF JKL; - home keys)
2. Look at the screen all the time
3. Are sitting up straight with their bodies square to the keyboard



TECH TALK: (5 minutes)

Trackball

Input device that controls the position of the cursor on the screen; the unit is mounted near the keyboard, and movement is controlled by moving a ball.



INTEGRATED ACTIVITY

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

- Why should we prepare ourselves for emergencies?
- What should we do in an emergency?
- Do you know your parents' contact numbers in case of emergency?

If you live in an area where floods occur, you should have a good plan. With a little preparation and a written plan, you can help your family be safe and to protect the things you care about.

A short discussion takes place about the importance of keeping safe during a flood, why you need to have an emergency bag and what should go inside.

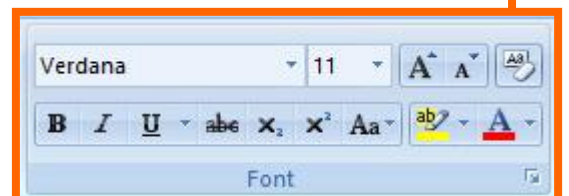
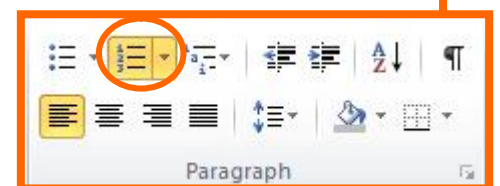
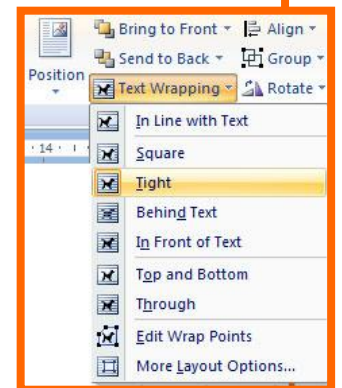
Explain to learners that today we are going to discuss floods, emergencies and why you need to pack an emergency bag. Ask learners what they would pack (from belongings to necessities etc). Hold a short brainstorming session about how to decide which personal belongings are more important than others.

Task: Create a list of all the important personal belongings that you would pack into your emergency bag in case of a flood.

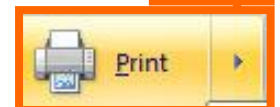
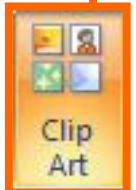
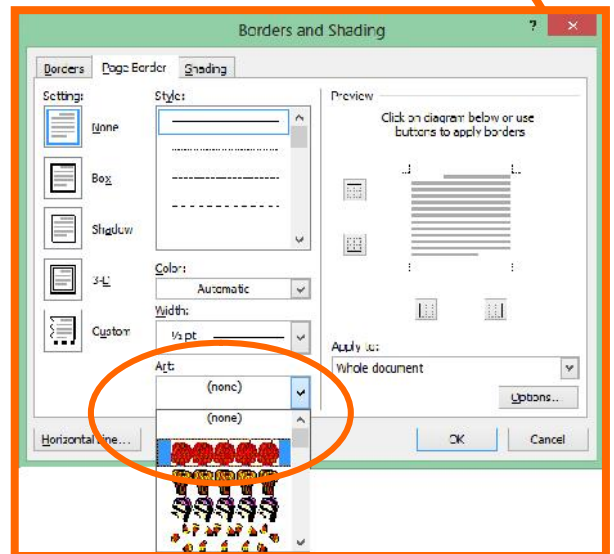
Decide which items are more important:

First Aid Kit	Pyjamas
Extra Clothing and Blankets	Family Photographs
Crayons	Computer Files Backup
Large Plastic Bag for Warmth or Protection	Couch
Whistle	Small Toy
Non-perishable Snack /Food and	Last Week's TV Guide
Can Opener	Emergency Phone Numbers
Toilet paper	Hand Wipes
Water	Soap
Tooth brush	Money
Canned Pet Food	Medicine
	Pillows

1. Open the Word Processing programme by either double clicking on the Word Processing icon on the desktop or by clicking on Start → All Programmes → File → Microsoft Word
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. On the Insert Ribbon, click on WordArt and select the WordArt you want
4. Type in your headings: E.g "Things I would pack into my emergency bag" your font and font size and → OK
5. Format the WordArt so you can move it → click on your WordArt → Format Ribbon → Text Wrapping → Tight
6. Before you start your list, double click beneath your WordArt to start in a blank area → click on the Numbering Bullet icon
7. Type your list of personal belongings that you would pack into your emergency bag (Hint: Press "enter" key on the keyboard to start the next number)
8. Format the text style, size and colour by highlighting the text → Home Ribbon → font size box
9. Add ClipArt → Insert Ribbon → ClipArt → type in what you want in the search box using relevant keywords (eg: "backpack", "teddy bear", "tooth brush") → click on ClipArt to insert
10. Format the ClipArt so you can move it → click on your ClipArt → Format Ribbon → Text Wrapping → Tight



11. Insert a Page Border → Page Layout Ribbon → Page Border → Under Art Tab → Choose a suitable border → OK
12. Type your name and surname on the bottom of the page by double clicking in the position
13. To save → CTRL + S
14. Print your work → File → Print → OK



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Maggie Simpson

