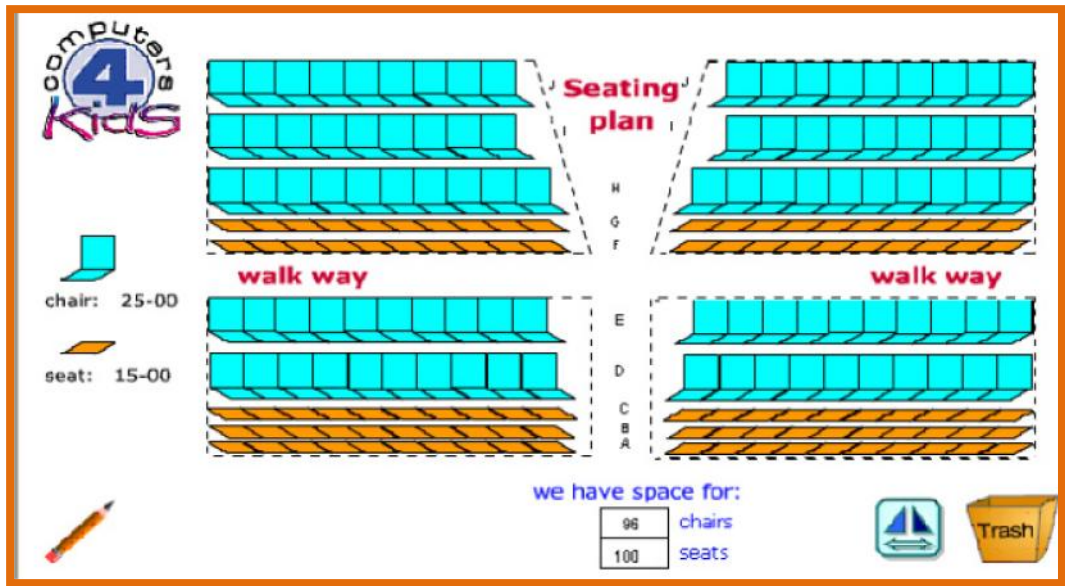




Integrated ICT Learning Unit

Volume 5

Seats for Sale



Overview

This integrated ICT learning unit consists of one activity which explores the concept of Seating Plans.

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, the relevant achievement level can be indicated in the assess column next to each skill assessed. The corresponding e-Learner skills should also be marked off when completed. The e-Learner skills can also be formally assessed by subscribing to the relevant online e-Learner assessment for which an ECDL endorsed certificate will be issued upon successful completion of the course. By utilising these assessment tools, the level of ICT competency as well as the progress of each learner can be monitored. The assessment matrix, as contained in this lesson instruction book, may be printed or photocopied for each learner.

STRUCTURE OF LESSON SEATS FOR SALE

INTEGRATED LESSON	
Prior Learning Requirements	
Concept / Topic: No specialised knowledge required ICT Skills: Drag and drop	
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
FONT Fonts are different styles of lettering. There are many different styles of lettering called fonts. The letters and numbers of a particular font all look similar. Fonts are often named after places or people.	
Integrated Activity	20 Min
Learners create a seating plan with a variety of chairs and seats	
Resources Used	
Software: Flash Prerequisite: None Template: Yes WWW: None	
Subjects	
<ul style="list-style-type: none"> • English Language • Mathematics 	
Additional Learning Opportunities	
Concept / Topic: 5.4 Fun with spreadsheets ICT Skills: 5.14 Tools of the trade	
Beyond the ICT Centre	
<ul style="list-style-type: none"> • Arrange seats at the front of the class and get learners to draw a seating plan • Muddle up chairs labelled with row and seat numbers and get learners to arrange them in their correct order. • Draw a seating plan of where each learner is sitting in class. 	

Learner name:	Class	
Integrated Activity: Learners create a seating plan with a variety of chairs and seats		
Theme/Topic: Seats for Sale	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		
2.5.1 Open / Exit programmes Using Shortcuts		
2.6.2 Close window		
2.6.3 Move window		
2.7.4 Opening Files		
2.7.6 Closing Files		
<p>7 = Outstanding Achievement 6 = Meritorious Achievement</p> <p>5 = Substantial Achievement 4 = Adequate Achievement</p> <p>3 = Moderate Achievement 2 = Elementary Achievement 1 = Not Achieved</p>		

Integrated Lesson Seats for Sale (Flash)



EDUCATIONAL GAME: (10 minutes)

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 minutes)

Check that all learners know how to:

1. Hold the mouse correctly.
2. Right click and left click the mouse.
3. Click, hold and drag.



TECH TALK: (5 minutes)

FONT

Fonts are different styles of lettering. There are many different styles of lettering called fonts. The letters and numbers of a particular font all look similar. Fonts are often named after places or people.



INTEGRATED ACTIVITY

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

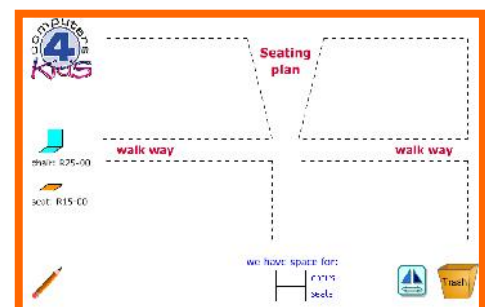
- What is a seating plan?
- Do you think there is only ONE way of arranging seats within a special area?
- What would be your criteria when trying to arrange the best seating plan?

A short discussion takes place about the need for seating plans at large events and how a seating plan is organised.

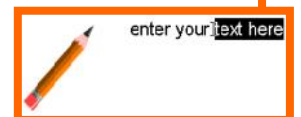
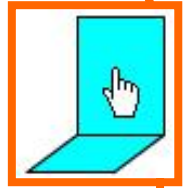
Explain to the learners that they are going to organise a seating plan for the big event. They are going to use a variety of chairs and seats in order to accommodate people comfortably and efficiently.

Task: Today you are going to draw up a seating plan for the big event. You have been allocated an area in the stadium and you have to fill it with chairs and seats in order to accommodate people comfortably and efficiently.

1. Double click on the Computers 4 Kids icon on your desktop and click on the relevant volume number and lesson number
2. Click on the template hyperlink under the Template Linx heading
3. The opened template will look like this:
4. Begin arranging the chairs and seats in neat rows. Your chairs and seats must fit within the boundaries marked.



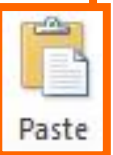
5. Click once on a chair / seat. The item will appear in the centre of your screen.
6. Place your cursor over the chair / seat. Your cursor will change into a white hand.
7. Click and hold the left mouse button down and drag the chair / seat to where you wish to position it on your seating plan.
8. Place the chair /seat where you want it on the seating plan within the demarcated boundaries. Try and achieve the most space efficient and cost effective placement of seats and chairs.
9. You can flip the chairs / seats from side to side when arranging the right hand side and the left hand side of the seating plan.
10. To flip an object from side to side, drag the chair / seat over the flip side button. Each click on this button will flip the object from side to side.
11. If you make a mistake with the placement of the chair/seat you can drag it over the trash can and it will be "thrown away".
12. If you wish to delete all the items you have placed on your screen and start the screen from scratch, press the refresh button on your browser or F5 on your keyboard. This will reload the screen.
13. When you have positioned all the chairs and seats within the seating boundaries on the seating plan you will need to number your chairs and seats.
14. To insert text, click on the text tool at the lower left-hand side of your screen.
15. Wording will pop up which says "Enter your text here". Delete this text by using the ← backspace key or highlighting the text and pressing the delete key.
16. Enter your own text. Move your cursor over the text and when it changes to a little white hand you may drag and drop the text onto your screen.



17. Position your text where you want it and drop it onto the seating plan.
18. If you make a mistake while entering the text you can drag it to the bin or simply click on the text and edit it.
19. Once you have numbered all your chairs and seats, count up how many of each you have and enter the amount in the appropriate place on the screen next to the wording " we have space for.....chairs.....seats".
20. To print your seating plan, look for the menu at the top of the screen. On the menu, click on file (the first word) → print. (You could also use CTRL-P)
21. To exit the screen: Click on the X in the top right hand corner of the screen or click on File → Close

we have space for:
96 chairs
100 seats

Note to the teacher: If you close this Flash screen without printing at this point, you will lose your work. To save an image of your work you can take a screen capture of your completed work by pressing the Print Screen key on your keyboard. This will copy an image (like taking a photograph) of your completed work to the clipboard (of the computer. Open MS Word and click on the paste icon on the home ribbon. Your screen capture image of your completed work will appear on your page. Save this document to your digital portfolio and print it out at your convenience. Screen captures are like photographs – they are flattened images and no further editing of the screen in its original context will be possible.



chair: 25-00

seat: 15-00

Seating plan

H
G
F

E
D
C
B
A

we have space for:

96	chairs
100	seats

