



Integrated ICT Learning Units

Overview of activities, software and required templates

Level 1 – Level 3

High School

Version 1.5



ENDORSED
BY



ICDL
Africa

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Women's Roles in Britain	L.1.1	Create a timeline outlining how women's roles changed during WW1 in Britain.	Software : Freemind, Internet Explorer Prerequisite : Website Linx, World War 1 Folder Template : None WWW : Various	Unit 2 Files and Folders Unit 7 Web browsing and Email
Data Storage	L.1.2	Explore the basic functions of a spreadsheet using secondary storage devices as a learning tool.	Software : Microsoft Excel Prerequisite : Secondary Storage Device Template : None WWW : None	Unit 2 Files and Folders Unit 5 Spreadsheets
The Government Economy	L.1.3	Create a mindmap outlining the different government sectors and how each one affects the economy	Software : Freemind, Internet Explorer Prerequisite : Leaders Folder, Web Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 7 Web browsing and Email
Temperature	L.1.4	Research information on the Internet about average temperature figures of a town/ city in your country. Graph the information.	Software : Internet Explorer, Microsoft Excel Prerequisite : Website Linx Template : None WWW : www.worldclimate.com	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Celebrations	L.1.5	Find out about an upcoming festival which is going to be celebrated by someone of a different culture in your class. Create a greeting card.	Software : Microsoft Word Prerequisite : Celebrations Folder Template : None WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
Natural Wonders of the World	L.1.6	Plan a trip around the world to see the 7 natural wonders of the world. Indicate your route on a map. Calculate the distance covered in a spreadsheet programme	Software : Microsoft Excel, Internet Explorer Prerequisite : Atlas and a ruler, Natural Wonders folder Template : None WWW : Various	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
Computer Hardware	L.1.7	List and explain computer hardware that makes up a computer.	Software : Microsoft Word Prerequisite : Computer Hardware folder Template : Computer Hardware.doc WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
Plastic Identification	L.1.8	Create a document that identifies the different types of plastic. Tabulate your results.	Software : Internet Explorer, MS Encarta, MS Word Prerequisite : Website Linx, MS Office Clip Art, Pix Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Climate Map of the World	L.1.9	Create a labelled map differentiating the climates found in countries around the world.	Software : Microsoft Word, Prerequisite : Climate Map folder, Template : Climate.xls WWW : Various	Unit 2 Files and Folders Unit 3 Drawings Unit 4 Word Processing
Human Diseases	L.1.10	Create a concept map about the impact diseases on humans	Software : Freemind, Internet Explorer Prerequisite : Discussion, Human Diseases folder Template : None WWW : Various	Unit 2 Files and Folders
Structure of the Earth	L.1.11	Learners create a table explaining the layers of the earth and how each layer differs.	Software : Internet Explorer, Microsoft Word Prerequisite : Website Linx Template : Structure of the Earth.doc WWW : eVarious	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email
Modes of Transport	L.1.12	Research and list all 9 different modes of transport in table form	Software : Microsoft Word Prerequisite : Transport Folder Template : Modes of Transport.doc WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing
My Favorite Sport	L.1.13	Research information on the Internet about your favorite sport and compile a informative brochure.	Software : Microsoft Word, Internet Explorer Prerequisite : Website Linx, Sport and Equipment Folder Template : None WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Consumer Knowledge	L.1.14	Learners create concept maps showing their understanding of the various forms of credit purchases and methods of payment.	Software : Freemind, Internet Explorer Prerequisite : Financial Knowledge Folder Template : None WWW : Various	Unit 2 Files and Folders
Quantity Conversation	L.1.15	Create a conversion table for recipes using the mathematical and logical functions in a spreadsheet programme	Software : Microsoft Excel, Internet Explorer Prerequisite : Website Linx, Quantity Conversation folder Template : None WWW : onlineconversion.com	Unit 2 Files and Folders Unit 5 Spreadsheets
Experiments	L.1.16	Create a visual organiser called "Experiments"	Software : Freemind, Internet Explorer Prerequisite : Website Linx, Experiments folder Template : None WWW : kids-science-experiments.com acs.org	Unit 2 Files and Folders Unit 7 Web browsing and Email
Keyboard Knowledge	L.1.17	Identify and mark the location of various special keys on the keyboard	Software : Microsoft Word Prerequisite : None Template : special_keys.doc WWW : None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing
A Day with Computers	L.1.18	Create a timeline documenting your interaction with computers during the course of a day	Software : Microsoft Word Prerequisite : Computers folder Template : computer_timeline.html WWW : None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Input Output	L.1.19	Sort and classify input and output devices	Software : Microsoft Word Prerequisite : None Template : Input_Output.doc WWW : None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing
Cell Phone Caution	L.1.20	Create a mind map of all the dangers of using a cell phone and come up with solutions to the problems.	Software : FreeMind Prerequisite : None Template : None WWW : Optional	Unit 1 IT Basics Unit 7 Web browsing and Email
Simple Circuit Diagram	L.1.21	Create a labelled diagram of a simple circuit using shapes.	Software : Microsoft Word Prerequisite : None Template : Simple Circuit Diagram.docx WWW : Various	Unit 2 Files and Folders Unit 3 Drawings Unit 4 Word Processing
Online Personal Safety	L.1.22	Learners identify the different forms of online personal safety.	Software : Internet Explorer; Microsoft PowerPoint Prerequisite : None Template : Online Personal Safety.pptx WWW : Various	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web Browsing and Email
Classification of Matter	L.2.1	Create a concept map presenting the classification of matter by its state	Software : Microsoft Word Prerequisite : None Template : None WWW : None	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email
Drugs	L.2.2	Create a concept map with relevant information about drugs that the youth have access to	Software : Freemind, Internet Explorer Prerequisite : Website Linx, Drugs Folder Template : None WWW : Various	Unit 2 Files and Folders Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Sport Survey	L.2.3	Compile a survey form in a spreadsheet programme about what should be in your school	Software : Microsoft Excel Prerequisite : Sport Survey Folder Template : Sportselection.xls (optional) WWW : None	Unit 2 Files and Folders Unit 5 Spreadsheets
The Cabinet	L.2.4	Create a concept diagram about the Cabinet of Ministers	Software : Freemind, Internet Explorer Prerequisite : The Cabinet folder Template : None WWW : None	Unit 2 Files and Folders Unit 7 Web browsing and Email
The Human Heart	L.2.5	Create a table explaining different parts of the human heart and their functions	Software : Internet Explorer, Microsoft Word Prerequisite : Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email
Smoking	L.2.6	Create a concept map about the issues surrounding smoking	Software : Freemind Prerequisite : Smoking Folder Template : None WWW : None	Unit 2 Files and Folders
Keeping in Contact	L.2.7	Create a concept map of various forms of communication	Software : Freemind Prerequisite : Communications Folder Template : None WWW : None	Unit 1 IT Basics Unit 2 Files and Folders
Plants	L.2.8	Watch a presentation on plants and then carry out a survey on importance of plants in class.	Software : Microsoft PowerPoint, Microsoft Word Prerequisite : Plants.ppt, Plants folder Template : None WWW : None	Unit 2 Files and Folders Unit 4 Word Processing Unit 6 Presentations

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Sense Organs	L.2.9	Label a diagram of the eye; giving each a label and definition	Software : Microsoft Word Prerequisite : Sense Organs Folder Template : None WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing
Communication	L.2.10	Research information about the development of communication and create a time line	Software : Microsoft Word, Internet Explorer Prerequisite : Website Linx Template : None WWW : thinkquest.org	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web Browsing and Email
Periodic Table	L.2.11	Draw up a Periodic Table with all elements placed correctly	Software : Microsoft Word Prerequisite : Period Table.doc Template : None WWW : ptable.com	Unit 2 Files and Folders Unit 4 Word Processing
Goal Setting and Study Skills	L.2.12	Create a presentation on how to set goals, how to achieve them, and how to study.	Software : Microsoft PowerPoint Prerequisite : None Template : None WWW : Various	Unit 2 Files and Folders Unit 6 Presentations
Financial Skills	L.2.13	Create a holiday budget in a spreadsheet programme	Software : Internet Explorer, Microsoft Excel Prerequisite : Information on holiday expenses Template : None WWW : None	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
Calculating Costs	L.2.14	Graph and analyse data from survey. Research costs of items and compare prices.	Software : Internet Explorer, Microsoft Excel Prerequisite : Access to current prices, either online or by visiting a store. Template : Sport selection.xls WWW : Various	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Bicycle Gear System	L.2.15	In a presentation, label parts of a bicycle gear system, explaining how each part works	Software : Microsoft PowerPoint Prerequisite : Bicycle Folder Template : None WWW : None	Unit 2 Files and Folders Unit 6 Presentation
The Water Cycle	L.2.16	Create a presentation which explains the five processes of the water cycle	Software : Microsoft PowerPoint, Internet Explorer Prerequisite : Internet, Website Linx Template : None WWW : enchantedly.com	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web browsing and Email
Devices	L.2.17	Identify and describe devices as being input or output	Software : Microsoft Word Prerequisite : None Template : Input_output2.doc WWW : None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing
Storage Size	L.2.18	Identify various storage media and allocate files to them	Software : Microsoft Excel Prerequisite : None Template : Storage_size.xls WWW : Various	Unit 1 IT Basics Unit 2 Files and Folders Unit 5 Spreadsheets
Safety Measures	L.2.19	Itemise points relating to safety procedures when using a computer	Software : Microsoft Word Prerequisite : Resource Linx (optional) Template : pc_safety.doc WWW : Various (optional)	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Time Enough	L.2.20	Compare the development of computers through History by matching pictures to correct dates and completing information. They then write a brief synopsis about what they have learnt.	Software : Microsoft Word Prerequisite : None Template : Time enough.doc WWW : Various	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email
Earth Day Invitation	L.2.21	Create an invitation to a Earth Day event.	Software : Microsoft Word Prerequisite : Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing
Genetically Modified Foods	L.2.22	Using a spreadsheet programme learners plot a graph to represent where genetically modified foods are grown around the world.	Software : Microsoft Excel Prerequisite : Website Linx; GMO Statistics.pdf Template : None WWW : Various	Unit 2 Files and Folders Unit 5 Spreadsheets
Career World	L.3.1	Create a table about listing different career paths you are interested in and the subjects you would have to study to pursue them.	Software : Microsoft Word, Internet Explorer Prerequisite : Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 4 Word Processing

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Human Rights	L.3.2	Research Human Rights on the Internet and create a presentation about Human Rights	Software : Internet Explorer, Microsoft PowerPoint Prerequisite : Website Linx, Human Rights folder Template : None WWW : ohchr.com	Unit 3 Files and Folders Unit 6 Presentations Unit 7 Web browsing and Email
World Donors	L.3.3	Create a spreadsheet comparing statistics your country, the top 3 and bottom 3 donors in the world (from the top 20 generous countries list)	Software : Internet Explorer, Microsoft Excel Prerequisite : Website Linx Template : None WWW : aneki.com	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
Planet Managers	L.3.4	Research data on the Internet and create a spreadsheet and graph showing the differences between the population and population densities in the world from continent to continent	Software : Internet Explorer, Microsoft Excel Prerequisite : Website Linx Template : None WWW : mbendi.com/land	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
Technical Elements used in Drama	L.3.5	Create a mindmap outlining the technical elements used in drama to enhance stage presence, performance or structure.	Software : Internet Explorer, Freemind Prerequisite : Website Linx, Elements Folder Template : None WWW : Various	Unit 2 Files and Folders Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Net Worth	L.3.6	Create a presentation which explains the different terms that are used when managing your business.	Software : Microsoft PowerPoint, Internet Explorer Prerequisite : Internet Connection, Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 6 Presentation
Global Organization	L.3.7	Create a presentation about global organizations and their aims	Software : Microsoft PowerPoint, Internet Explorer Prerequisite : Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web browsing and Email
Africa's Largest Countries	L.3.8	Create an information table about the 7 largest countries in terms of area, in Africa	Software : Microsoft Word, Internet Explorer Prerequisite : Website Linx, Largest Countries folder Template : None WWW : en.wikipedia.org	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email
HIV / AIDS	L.3.9	Research information about HIV/AIDS statistics and create spreadsheets and graphs. Analyse the information	Software : Internet Explorer, Microsoft Excel Prerequisite : Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
Conservation	L.3.10	Research conservation and the different conservation methods.	Software : Internet Explorer, Freemind Prerequisite : Website Linx, Conservation Folder Template : None WWW : Encarta.msn.com	Unit 2 Files and Folders Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
The Business Plan	L.3.11	Create an animated presentation which outlines how you will go about setting up and starting your own business.	Software : Internet Explorer, Microsoft PowerPoint Prerequisite : Website Linx Template : Business Plan.ppt WWW : Various	Unit 2 Files and Folders Unit 6 Spreadsheets Unit 7 Web browsing and Email
The Balance of Nature	L.3.12	Create a concept diagram about the Balance of Nature and all the influencing factors.	Software : Freemind Prerequisite : The Balance of Nature folder Template : None WWW : None	Unit 2 Files and Folders
World War	L.3.13	Research information and create a graphics organiser about World War1 & 2 using a spreadsheet programme	Software : Internet Explorer, Microsoft Excel Prerequisite : Website Linx Template : World War Table.doc WWW : Various	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
Diversity	L.3.14	Create a presentation about customs and how diverse they are	Software : Internet Explorer, Microsoft PowerPoint Prerequisite : Website Linx, Diversity Folder Template : None WWW : Various	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web browsing and Email
Maps and Photography	L.3.15	Complete a chart about the three main photograph types	Software : Microsoft Word, Internet Explorer Prerequisite : Website Linx, Photographs folder Template : Photography Chart.doc WWW : none	Unit 2 Files and Folders Unit 4 Word Processing

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
The World Wide Web	L.3.16	Research about the World Wide Web (WWW) on the Internet and create a presentation about its history	Software : Internet Explorer, Microsoft PowerPoint Prerequisite : Website Linx, WWW folder Template : None WWW : en.wikipedia.org	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web browsing and Email
Files and Folders	L.3.17	Allocate file to folders and note their paths	Software : Microsoft Excel Prerequisite : None Template : folders_files.xls WWW : None	Unit 1 IT Basics Unit 2 Files and Folders Unit 5 Spreadsheets
Health and Safety	L.3.18	Create an informative poster relating to safety procedures when using a computer	Software : Microsoft Word Prerequisite : Resource Linx (optional) Template : None WWW : Various	Unit 1 IT Basics Unit 2 Files and Folders Unit 3 Drawing Unit 4 Word Processing
Easy Email	L.3.19	Create an email and add an attachment	Software : Microsoft Word, Outlook Express (or similar) Prerequisite : Any email client Template : email_list.doc WWW : None	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web browsing and Email
Devices Galore	L.3.20	Research and produce a PowerPoint presentation about one of the technological devices on the market today.	Software : Microsoft PowerPoint Prerequisite : None Template : None WWW : Various	Unit 1 IT Basics Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web browsing and Email

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Global Warming	L.3.21	Create a presentation on global warming, the effects on humans and animals and how greenhouse gases impact global warming.	Software : Microsoft PowerPoint Prerequisite : Website Linx Template : None WWW : Various	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web Browsing and Email
My Dream Car	L.3.22	Using a spreadsheet programme learners work out the compound and simple interest on their dream car.	Software : Microsoft Excel Prerequisite : Website Linx; Buying a Dream Car.pdf Template : My Dream Car.xls WWW : Various	Unit 2 Files and Folders Unit 5 Spreadsheets
Pre-Check - Interior	K53.1	Learners study the diagram of the interior of a car and explain what each number stands for and what they need to check.	Software : Microsoft Word Prerequisite : None Template : Pre-check Interior WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
Road Signs	K53.2	Learners study all the given road signs, classify and group them, and then copy and paste the different groups to separate pages in a spreadsheet programme.	Software : Microsoft Excel Prerequisite : None Template : Road Signs WWW : None	Unit 2 Files and Folders Unit 5 Spreadsheets

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Alley Docking	K53.3	Learners watch a You-tube video about alley docking, describe the sequence and recreate the maneuvers using a presentation programme.	Software : Microsoft PowerPoint Prerequisite : Watch YouTube video on Alley Docking Template : None WWW : None	Unit 2 Files and Folders Unit 6 Presentations
Traffic Signals	K53.4	Learners complete sentences and explain different traffic signal types. They then need to match the various different traffic signals with their explanations and group them together.	Software : Microsoft Word Prerequisite : None Template : Traffic Signals WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
Warning Signs	K53.5	Learners hyperlink Warning Signs seen on the road to a new document containing explanations of each sign which they need to complete.	Software : Microsoft Word Prerequisite : Warning Signs Explained Template : Warning Signs WWW : None	Unit 2 Files and Folders Unit 4 Word Processing

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Parallel Parking	K53.6	Learners watch the You-Tube video about Parallel Parking and then practise it themselves while getting someone else to video it. They then insert the video into a presentation programme and comment on their attempt.	Software : Microsoft PowerPoint, Video Recording Software Prerequisite : Video of Parallel Parking Template : None WWW : None	Unit 2 Files and Folders Unit 6 Presentations
Motor Car Controls	K53.7	Learners label the various controls of the car and explain the function of each one in the table provided.	Software : Microsoft Word Prerequisite : None Template : Motor Car Controls WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
Road Safety	K53.8	Learners study various different pictures related to road safety. They type a short paragraph explaining each one or what they can do to make a situation safer, and then format the text in the text boxes..	Software : Microsoft Word Prerequisite : None Template : Road Safety WWW : None	Unit 2 Files and Folders Unit 4 Word Processing

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Cost of a Learner's Licence	K53.9	Learners study the given information and do a website search to find the cost of driving lessons in their area. They then use a formula to calculate how much in total it will cost to obtain a Learner's and Driver's Licence.	Software : Microsoft Excel Prerequisite : None Template : Cost of Learner's Licence WWW : None	Unit 2 Files and Folders Unit 5 Spreadsheets
Rules of the Road	K53.10	Learners match various driving and hand signal graphics to the text boxes describing them.	Software : Microsoft Word Prerequisite : None Template : Rules of the Road WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
Pre-Check – Exterior	K53.11	Learners insert a table into a word processing programme which they will use to type in the part to be checked, followed by the explanation for that part of the motor vehicle.	Software : Microsoft Word Prerequisite : None Template : Pre-check Exterior WWW : None	Unit 2 Files and Folders Unit 4 Word Processing
3-Point Turn	K53.12	Learners watch a short You-Tube video and then recreate a 3-point turn using a presentation programme.	Software : Microsoft PowerPoint Prerequisite : YouTube video and Graphics from the Resource Linx folder Template : None WWW : None	Unit 2 Files and Folders Unit 6 Presentations

Name	Level no	Integrated Activity	Resources Used	e-Learner Skills
Defensive Driving	K53.13	Learners insert a few slides into a presentation programme that highlight some of the basic elements of defensive driving, and outline procedures to follow when faced with dangerous situations.	Software : Microsoft PowerPoint Prerequisite : None Template : Defensive Driving WWW : None	Unit 2 Files and Folders Unit 6 Presentations
Email to Driving Instructor	K53.14	Learners send an email to a driving instructor asking a few questions about the cost and number of lessons that will be needed.	Software : Microsoft Outlook / Outlook Explorer Prerequisite : None Template : None WWW : None	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web Browsing & Email
Reply from Driving Instructor	K53.15	Learners check emails from various different driving instructors and draw up a table to help you make your decision about who to choose to give you your driving lessons	Software : Microsoft Outlook / Outlook Explorer Prerequisite : None Template : None WWW : None	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web Browsing & Email