

Computer Literacy Lesson Plans: Frequently asked questions

What is in each grade's box?

- Outcomes based lesson plans with additional notes and information for the teacher.
- Assessment schedules, including self- and peer-assessment (Gr 4 – 7 only)
- Ready-to-use full colour transparencies.
- Full colour, laminated posters (Gr 1 – 3 only)
- Presentations that can be played in the classroom on a computer.
- Practice files to be used to practise skills obtained during each lesson.
- Information sheets with relevant information, should the learner have a problem to access the Internet, library or other source of information.
- Worksheets that can be copied for each learner.
- Integrated curriculum-relevant projects.
- A Teacher's Guide with numerous ideas to optimise the computer room and even makes money out of it.



Do we need to have a computer for each learner in the class?

Definitely not! Our lesson plans are designed to accommodate all the learners in the class with only a few computers without always sharing a computer. Learners will work in groups or use some of the other strategies described in the lesson plans.

What software do you make use of in the lesson plans?

We use Microsoft Office® as an example in the demonstration presentations, but our worksheets and assignments can be used with any application suite of your choice. Should we use any other program, we provide it with the CD.

Do the learners play educational games during your lessons?

No, except for first time users who will “play” a game to teach them how to use the mouse and the keyboard. We provide lesson material for computer literacy. If you want the learners of your school to play educational games, you can buy educational software from any retailer.

Why would we rather use your lesson plans instead of similar products?

- The lessons are developed with RNCS, outcomes based education and critical and developmental outcomes in mind.
- The lessons are outcomes-based and fully integrated with other learning areas.
- Little or no previous computer skills or knowledge is required on the teacher's side.
- Any teacher can present the lessons. There is no need to appoint a dedicated “Computer Teacher”.
- Preparation time of the teacher is kept to a minimum.
- There is variety in the lessons.
- The lessons are learner-centered.
- The lessons are affordable and re-usable.
- Projects are integrated between the different learning areas.
- The projects are designed to promote problem-solving and critical thinking.
- No monthly costs are involved. After a once-off payment the lesson plans belong to the school.
- The lesson plans can be used in a computer room with a workstation for each learner or in a classroom with only one or two computers.
- Our lesson material is available in English and Afrikaans.



Which grades can be taught?

The lessons are in units and not time bounded. The teacher can pace the lesson over any given amount of sessions according to the needs and levels of the children and the different session times per school.

The lesson plans for each year is divided into 4 modules. The modules can be moved around. That means that you can use one year's lesson plans and teach it to 4 different grades, without doing the same lesson at the same time. The ideal situation would be to buy lesson plans for all the grades (Gr 1 – 9), but we all know that all schools cannot afford that. We group the lesson plans according to the different phases. There are three year's lesson plans in each phase and the 12 modules can be interchanged to accommodate the school's needs.

We are on a tight budget. What would you recommend?

Buy only the lesson plans for one grade within a phase and use it for all the grades in that phase.

Computer Literacy Lesson Plans and Lesson Material: Content Outline

Unit 1	Unit 2	Unit 3	Unit 4
Foundation Phase Year 1 (Grade 1)			
<u>Introduction to computers</u> <ul style="list-style-type: none"> Parts of a computer Care for a computer Basic terminology Mouse Skills 	<u>Mouse and Keyboard Skills</u> <ul style="list-style-type: none"> Mouse Skills Keyboard Layout Typing Special Keys 	<u>Graphics</u> <ul style="list-style-type: none"> Open and Save Draw shapes Change line colours Change fill colours 	<u>Graphics</u> <ul style="list-style-type: none"> Basic Typing Format typing Copy and Paste
Foundation Phase Year 2 (Grade 2)			
<u>Introduction to computers</u> <ul style="list-style-type: none"> Switching on and off Save and Open Basic Drawing Basic Typing 	<u>Word Processing Skills</u> <ul style="list-style-type: none"> Typing Select text Format text Print 	<u>Pictures in Word Processing</u> <ul style="list-style-type: none"> Insert a picture Resize, move a picture Insert own picture Change order 	<u>Drawing in Word Processing</u> <ul style="list-style-type: none"> Draw a line Draw a circle Change line colour Change fill colour
Foundation Phase Year 3 (Grade 3)			
<u>Word Processing</u> <ul style="list-style-type: none"> Parts of a computer Typing Add pictures WordArt 	<u>Desktop Publishing</u> <ul style="list-style-type: none"> Create a sign Greeting cards Flyers Banners 	<u>Internet and E-Mail</u> <ul style="list-style-type: none"> Terminology Browsers Dangers Send and receive e-mail 	<u>Integration</u> <ul style="list-style-type: none"> Select parts of drawing Copy and paste Add text Wrapping
Intermediate Phase Year 1 (Grade 4)			
<u>Graphics</u> <ul style="list-style-type: none"> Draw shapes Line and fill colour Erase parts Text 	<u>Word Processing</u> <ul style="list-style-type: none"> Type text Format text Copy and delete text Print 	<u>Word Processing</u> <ul style="list-style-type: none"> Clipart Wrapping of text Order of objects WordArt 	<u>Integration</u> <ul style="list-style-type: none"> Copy drawing Insert a drawing Resize drawing
Intermediate Phase Year 2 (Grade 5)			
<u>Word Processing</u> <ul style="list-style-type: none"> Terminology Format text Insert own drawing WordArt 	<u>Word Processing</u> <ul style="list-style-type: none"> Auto shapes Background colour Line Colour Text Boxes 	<u>Research</u> <ul style="list-style-type: none"> Copyright Digital Encyclopaedias Keyword Search How to do research 	<u>Integration</u> <ul style="list-style-type: none"> Copy text Copy pictures Resource Lists
Intermediate Phase Year 3 (Grade 6)			
<u>Internet</u> <ul style="list-style-type: none"> Browsers elements Navigation Search strategies Print a web page 	<u>Internet and E-Mail</u> <ul style="list-style-type: none"> Save a website Copy website elements E-Mail Attachments 	<u>Word Processing</u> <ul style="list-style-type: none"> Text in a document Drawings Insert a table Work with a table 	<u>Desktop Publishing</u> <ul style="list-style-type: none"> Poster Greeting Card Banner Newsletter
Senior Phase Year 1 (Grade 7)			
<u>Word Processing</u> <ul style="list-style-type: none"> Basic Editing Pictures Drawings Tables 	<u>Research</u> <ul style="list-style-type: none"> Assignments Find information Save information Multimedia 	<u>Desktop Publishing</u> <ul style="list-style-type: none"> Design Elements Logos Brochures Letterheads 	<u>Hardware</u> <ul style="list-style-type: none"> Parts of a computer Buying a computer Installing components Hardware Problems
Senior Phase Year 2 (Grade 8)			
<u>Presentations</u> <ul style="list-style-type: none"> Slides Tables and Charts Movement Presenting Skills 	<u>Desktop Publishing</u> <ul style="list-style-type: none"> Tables Duplex Printing Mail Merge Forms 	<u>Internet and E-Mail</u> <ul style="list-style-type: none"> Netiquette Antivirus and safety Searching Online activities 	<u>Living with computers</u> <ul style="list-style-type: none"> Ergonomics The Environment Online crime Typing Skills
Senior Phase Year 3 (Grade 9)			
<u>Website Design</u> <ul style="list-style-type: none"> Site design Hyperlinks Tables Electronic forms 	<u>Operating Systems</u> <ul style="list-style-type: none"> File naming Desktop Settings Windows Explorer File management 	<u>Spreadsheets</u> <ul style="list-style-type: none"> Formulas Formatting Charts Printing 	<u>Peripherals</u> <ul style="list-style-type: none"> Install devices Printers, Scanners Cameras Infrared and Bluetooth