Course: City & Guilds Certificate for IT Users (Web)
Start Date: _____

Scheme of Work

Tutor:
Days :
Time:

Week	Date	Lesson / Day	Module: Topic Aim	Objectives/Content	Resources/ Activities/ Assessment and Review	Standard Reference 7574-01 Outcomes & Assessment Criteria's Underpinning Knowledge & Soft Skills Objectives
1		1	Induction and introductions. The ELATT culture and its people	Induction Focus on keyboard skills and attention to detail Induction to ELATT • H&S • Equal Opportunity • Code of Conduct	Induction pack.	Health and Safety briefing. Meet ELATT objectives

1		1	To understand the basics of Web and HTML
			
			Create a basic web page
				What is the World Wide Web?
				• How does it work
				• Define URL
				• Define Domain
				• Role of a browser in Internet
				HTML
				• Define HTML and its purpose
				• Explain HTML structure
				• How does HTML work
				• Syntax and language rules
				What is an HTML file?
				Create the home page
				    Create the home page
				    View the page in a browser
					Projector, Workstations with HTML Editor and Browser, , White Board & Marker
					
					Handouts: HTML PPT, HTML Handout
					(HTML basics part 1)
					
					Lab Worksheets Activities
					Gateway 1: Making simple one page
					Answer basic conceptual questions
					Literacy session – Writing website content.
						102 1.1
						102 2.1 – 2.3
						107 1.1
						107 3.1, 3.4
						
						128 1.3 – 1.5
						128 1.7 – 1.8
						
						Organising information, Identifying purpose of task, concept building
						
						Reading and Listening

1		2	To understand the basic of HTML creating links, and lists	Create Lists (Numbered, Bulleted) Change the style of lists Using style (inline) for changing colors etc Create several new pages, Link to new pages, Create e-mail and external Links to websites, Opening external links in new windows. To have a grasp of what makes a website more effective	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Hyperlinks PPT **Lab Worksheets Activities** Gateway 2: Making four web pages linked. One page linked to three other pages. Apply font properties. Literacy session – Writing website content, emphasis on writing style.	102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 128 1.3 – 1.5 128 1.7 – 1.8 Organising information, Identifying purpose of task, concept building Reading and Listening

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2		3	To understand inserting and aligning graphics. Creating images as links. Enhancing pages by using page properties Formatting page and link colour Handling Files	Insert and align graphics, Capture a graphic from the web Format a graphic, Learn how to Align text, Indent text, Link back to the home page, Link pages to each other, Use graphics as link Distinguish different images use on the web, position images using align Create a basic navigation system Giving a page a title; Giving a page a background colour, link colors, Page size and rulers; Formatting text;	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts:** Images PPT **Lab Worksheets Activities** Gateway 3: Making four web pages linked to each other containing images. Gateway 4: Replicate 3 with own concept Literacy session – Writing website content.	128 1.3 – 1.5 128 1.7 – 1.8 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 Organising information, Identifying purpose of task, concept building, planning Reading and Listening, Writing 101 1.2 – 1.5 101 3.3 – 3.4

		4	How to Plan and producing websites
			
			Single page websites (Bookmarks)
				Understanding Format pages and Text
				    Change fonts
				    Change text size
				    Change text weight
				    Change text color
				    Align text
				    Indent text
				
				Creating a website using buttons and colors. Create a three page website. Creating a single page website.
					Projector, Workstations with HTML Editor and Browser, , White Board & Marker
					
					Handouts: List of websites for creating buttons. Specification for making website, List of properties.
					
					Lab Worksheets Activities
					Gateway 5: Bankok Café website. Making four page website.
					Literacy session – Writing website content.
					Aptitude: Resource planning discussion
						128 1.3 – 1.5
						128 1.7 – 1.8
						
						128 2.1 – 2.4
						102 1.1
						102 2.1 – 2.3
						107 1.1
						107 3.1, 3.4
						
						101 1.2 – 1.5
						101 3.3 – 3.4
						
						Organising information, Identifying purpose of task, concept building
						
						Reading and Listening

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3		5	Why is it necessary to plan Creating a basic page layout. (Editing and formatting and laying out content)	Creating tables Create a basic layout of webpage using table. Nested tables for data Working with Files and Directories, Deleting, copying and moving files across various mediums,	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Handouts for Tables.. **Lab Worksheets Activities** Gateway 6: Revisit Bankok Café website and apply tables for page layout. Literacy session – Writing website content. Aptitude: Resource planning discussion	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 101 1.2 – 1.5 101 3.3 – 3.4 Organising information, Identifying purpose of task, concept building, problem solving Reading and Listening, writing
		6	Tables Continued Meta Tags	Website Layout What is a Storyboard? Merging Tables: Working with rowspan and colspan to create different page layouts. Introduction to Meta tags and their purpose	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Storyboard example. **Lab Worksheets Activities** Gateway 7: Pets website, Recycle, Sports website Literacy session – Writing website content. Aptitude: structural layout planning and discussion	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 Organising information, Identifying purpose of task, concept building, problem solving Reading and Listening, writing

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4		7	Understand file Management, IT fundamentals 1. Using the Internet, Connect to the internet 2 Use browser software to navigate web pages 3 Use browser tools to search for information from the internet	Working with windows effectively, Learning about computer properties, Personalize the desktop, Switching between programs Using Shortcuts, identify the four stages of the Processing Cycle – (input, process, output and storage) Identify a modem, a router and a network card, identify the type of connector eg modem/network and connection eg dialup or broadband and their typical speeds, Protocols. **Connect to the internet** 1.1 Identify different types of connection methods that can be used to access the internet 1.2 Access the internet or intranet - Use browser software to navigate web pages 2.1 Use browser tools to navigate web pages 2.2 Identify when to change browser settings to aid navigation 2.3 Adjust browser settings to meet needs 2.4 Use browser help facilities, Use browser tools to search for information from the internet 3.1 Select and use appropriate search techniques to locate information 3.2 Outline how information meets requirements 3.3 Use references to make it easier to find information another time 3.4 Download and save different types of information from the Internet	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Using the Internet booklet, Using windows, H&S handout. **Lab Worksheets Activities** Compare and contrast different methods of connecting to the internet – Dial up and Broadband Discuss different packages available in your area by different ISPs Discuss advantages and disadvantages of Internet Take screenshots of different browser settings and browser tools Take screenshots of different browser settings Download different types of information from internet Literacy session – Discussion on Security, research and defining terms related to personal security	102 1.1 102 1.2 – 1.5 102 2.1 – 2.3 102 3.1 – 3.5 102 4.1 – 4.4 128 1.6 107 1.1 107 3.1, 3.4 107 1.2 107 2.1 107 2.2 – 2.4 107 3.2,3.3 107 4.1 – 4.4 107 5.1 – 5.5 106 1.1 – 1.3 106 2.1 – 2.3 106 3.1 – 3.2 Analysing Situation, Organising information, Identifying purpose of task, concept building, problem solving Reading and Listening, writing	east london advanced technology training

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		8	4. Use browser software to communicate information online 5 Follow and understand the need for safety and security practices when working online	Use browser software to communicate information online 4.1 Select and use tools and techniques to communicate information online 4.2 Use browser tools to share information sources with others 4.3 Submit information online using forms or interactive sites 4.4 Identify opportunities to post or publish material to websites - Follow and understand the need for safety and security practices when working online 5.1 Identify the threats to user safety when working online 5.2 Outline how to minimize internet security risks 5.3 Work responsibly and take appropriate safety and security precautions when working online 5.4 Keep personal information secure 5.5 Follow relevant laws, guidelines and procedures for the use of the Internet	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Using Windows Handout **Lab Worksheets Activities** Identify examples of podcasts, blogs and instant messaging Take screenshots of Send Link, Send Webpage Add review/comment/rate a website Identify threats while working online Identify steps to minimise internet security risks Discuss any relevant law, guideline or procedure for the use of Internet Completion of individual tasks in the class, Question and Answers, Assignment Literacy session – Discussion on Internet services, research and defining terms related to internet	128 1.6 102 1.1 102 1.2 – 1.5 102 2.1 – 2.3 102 3.1 – 3.5 102 4.1 – 4.4 107 1.1 107 1.2 107 2.1 107 2.2 – 2.4 107 3.1, 3.4 107 3.2,3.3 107 4.1 – 4.4 107 5.1 – 5.5 106 1.1 – 1.3 106 2.1 – 2.3 106 3.1 – 3.2 Organising information, Identifying purpose of task, concept building, problem solving, Researching, Summarising, problem solving Reading and Listening, writing
5		9	**User Fundamentals (102) and Using the Internet (107) Assessments** **Employability Session 1**	Assessments Introduction to Employability support What is voluntary work and why do it How to create a CV What should be included Do's and Don'ts View good/bad cvs	C&G Assignments **Formal Employability Session**	102, 107 Outcomes

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		10	CSS	**What is CSS?** Introduction to CSS CSS Terms, Style Definitions and benefits - Types of styles - How to define a CSS - Where to define a CSS **Introduction to CSS DIVs** CSS Terms, Style Definitions and benefits Creating CSS Rules	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: CSS PPT, Using CSS, Using DIV handout **Lab Worksheets Activities** Gateway 8: Revisit Pets website, Recycle, Sports website and apply external style sheet	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4
6		11	Revisiting web designs To understand the concept of Good Web Design **CSS Continues**	**CSS DIV's Continues** Create your first web site with CSS Designing page layouts using CSS DIVs Formatting with CSS Classes Visual design – a few basics notes Create site, manage site. develop and enhance site using inserted images and text anchors, Images: Image file formats for the web; Good Web Design And Formatting: Do's and don'ts of good web design; Create a Simple website using CSS DIVs, Classes, anchor links, images, Internal and external links, email links	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: List of HTML 5 tags, List of CSS properties. **Exercises**: Fill in the blanks, Check the code in relation to CSS **Lab Worksheets Activities** Gateway 8: Revisit Pets website, Recycle, Sports website and apply external style sheet Literacy session – Discussion on website design and importance of proof reading. Write step- by- step website development process. Understanding difficult words strategies. Reading- Understanding how writers achieve their purpose. Using adverts, make comparisons of websites whilst identifying language used to achieve purpose; writing- comparison of websites discussed.	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 Organising information, Identifying purpose of task, concept building, problem solving, Researching, Summarising, problem solving Reading and Listening, writing

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		12	CSS (Selectors)	**CSS DIVS Continues** Working with float Clear Margins & Padding Creating clean CSS rules **Mock Assessment for Web Page**	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: List of HTML 5 tags, List of CSS properties. **Lab Worksheets Activities** Mock Assessment for Creating Simple Web Pages Unit 009	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4
7		13	Stages of web development CSS (continued-page layout) **Employability Session 2**	Working with Storyboard Planning and producing Websites Dealing with Specification **Planning and producing Websites** Steps involved in making a website What is website specification **Site design** Good Web Design And Formatting: Do's and don'ts of good web design; Giving a page a title; Giving a page a background colour, link colours, Page size and rulers; Formatting text; How to search Jobs Tips to apply efficiently and accurately / dos and don't' Search websites for jobs and choose effectively Completing application forms – paper and electronic Searching internet and completing online application forms Familiarization with job descriptions and person specification	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: List of HTML 5 tags, List of CSS properties. Specification for Camping Website Handout on How to make camping website home page **Lab Worksheets Activities** Mock Assessment for Creating Simple Web Pages Unit 009 Literacy- creating a website development plan & identify common problems and solutions. Understanding descriptive texts.	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 101 1.2 – 1.5 101 3.3 – 3.4

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		14	**CSS Recap Working on Real life project** **Employability Session 3**	**Group Class work: Group Activity Begins** Create a Simple website using CSS DIVs, Classes, anchor links, images, Internal and external links, email links. Communication Skills How and When to communicate effectively Group exercises to understand different communication Styles Writing Formal and Informal documents	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Lab Worksheets Activities** Discussions within groups for their group web project, planning for group work Literacy: Employability skills incorporating literacy- CV's and Covering letters- Spelling, grammar, subject- verb agreement etc.	128 1.1 – 1.2 128 1.3 – 1.5 128 1.7 – 1.8 128 2.1 – 2.4 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 101 1.2 – 1.5 101 3.3 – 3.4
8		15	**SE0 (Search engine optimisation)** **Publishing a web site**	**SE0 (Search engine optimisation)** Use of (Meta tags: keywords and Descriptions) File Names and Content Using Search Engine Techniques Submitting a website to search Engine Google AdWords **Publishing a web site** Create an account with Web Hosting company Set up the Web Site on web server (going Live) Testing websites after publishing	Projector, Workstations with HTML Editor and Browser, , White Board & Marker, **FileZilla Program** **Handouts** SEO Handout, Handout on Publishing. **Lab Worksheets Activities** Create account with free web hosting provider Upload website Rank a provided example website using an example ranking model	128 3.1 128 3.2 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 106 1.1 – 1.3 106 2.1 – 2.3 106 3.1 – 3.2

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		16	**Recap Publishing of a website** **Using Email and Calendar** **Improving Productivity using IT** **Working on Group Websites**	**Publishing a web site** Create an account with Web Hosting company Set up the Web Site on web server (going Live) **Using Email Software and Calendar** Learning how to make folders/labels Learning how to add an event in Calendars How to make groups and send an email to a group **Identify the purpose of using IT** 1.1 Identify the methods, skills and resources required to complete the task successfully 1.2 Plan how to carry out the task using IT to achieve the required purpose and outcome 1.3 Identify reasons for choosing particular IT systems and software applications for the task 1.4 Select IT systems and software applications as appropriate to the purpose 1.5 Identify any legal or local guidelines or constraints that may affect the task or activity 1.6 Plan the use of appropriate IT Systems and software to meet requirements (1.1-1.6) 1.7 - Use IT systems and software efficiently to complete planned tasks 1.8 2.1 Identify automated routines to improve productivity 1.9 2.2 Use automated routines that aid efficient processing or presentation 1.10 2.3 Complete planned tasks using IT 1.11 - Review the selection and use of IT tools to make sure that tasks are successful 1.12 3.1 Review outcomes to make sure they meet the requirements of the task and are fit for purpose 1.13 3.2 Decide whether the IT tools selected were appropriate for the task and purpose 1.14 3.3 Identify the strengths and weaknesses of the completed task 1.15 3.4 Identify ways to make further improvements to work	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Handout on Email. **Lab Worksheets Activities** Identify three web site hosting providers Publish Website Perform following activities and take Screen shots Create folders in their current email account Create event in calendar Creating a group and send an email with attachment to the group Answer Questions in relation to publishing website **Reflective Accounts for creating a website**	128 3.1 128 3.2 102 1.1 102 2.1 – 2.3 107 1.1 107 3.1, 3.4 101 1.1 101 1.6 101 3.1 – 3.2 101 2.1 - 2.3 101 1.2 – 1.5 101 3.3 – 3.4 106 1.1 – 1.3 106 2.1 – 2.3 106 3.1 – 3.2 Working in teams, Organising information, Identifying purpose of task, concept building, problem solving, Researching, Summarising, problem solving, working with deadlines Reading and Listening, writing

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9		17	**Recap of Web Page Design** **Editing Images** **Employability Session 4**	**Editing Images** : A brief Overview: Using Paint Create a web site with full CSS layout following a strict story board. Recap of all the outcomes of the unit 009 Revisit web design skills Mock Interview in the group with individual feedback on presentation, How to prepare for an interview - days prior to and on the day Interview questions discussion Preparing answers to usual questions and questions you can ask the interviewer Mock interview with feedback in pairs	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Editing Images **Lab Worksheets Activities** Assessment for Creating Simple Web Pages Unit 009 Literacy and soft skills- role-playing using correct netiquette (online) and speaking and listening	Modules outcomes
		18	**Improving Productivity using IT Assessment** **Working on Group Websites**	Identify the purpose of using IT, Identify the methods, skills and resources required to complete the task successfully Plan , Identify any legal or local guidelines or constraints that may affect the task or activity, Complete planned tasks using IT and then Review Reflective Accounts for creating a website **Working on Group Websites**	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Handouts**: Editing Images **Lab Worksheets Activities** Assessment for **Improving Productivity using IT (101)**	101 1.1 101 1.6 101 3.1 – 3.2 101 2.1 - 2.3 101 1.2 – 1.5 101 3.3 – 3.4 Working in teams, Organising information, Identifying purpose of task, concept building, problem solving, Researching, Summarising, problem solving, working with deadlines Reading and Listening, writing
10		19	**Working on Group Websites**	**Working on Group Websites**	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Lab Worksheets Activities** Individual Support Literacy- writing to persuade, grammar, punctuation, spelling.	128 Outcomes

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		20	**Assessment – Web Page Design**	**All three groups will present their websites to the class and to a panel of Judges. The websites will need to show all functionalities that have been used in class.**	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Lab Worksheets Activities** Group Presentations **ILP review** Literacy- student presentations- comparing and contrasting components of websites, designs, various aspects of presentations including communication styles and aids used. Literacy- understanding argument texts and identifying points of view. Debating about design, quality of websites vs user demands or client specs, how to handle things when they don't go as planned. (Speaking and listening)	101, 102, 106, 128, 107 outcomes
11		21	**Job Search and Employability Session**	**Job Search and Employability Session CV and Skills Review**	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Lab Worksheets Activities** Individual Support Literacy- reading to identify the purpose of a text, reading to understand main points in a text. Literacy- writing-CV	
		22	**Completions**	Wrapping the group Progressions	Projector, Workstations with HTML Editor and Browser, , White Board & Marker **Lab Worksheets Activities** Interviews and IAG	

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