

# SAMPLE SCOPE & SEQUENCE

## Essential Skills Using Computers and the Internet, LEVEL I

### Learning Design

Below is a suggested sequence of content for Essential Skills Using Computers and the Internet ESC205114.

This is an example only; to be used to support teachers to develop their own scope and sequence documents and associated assessment matrices that meet the learning needs of their learners.

**NOTE:** This course may have been amended since the development of this sample teacher resource in 2018. Please visit the [TASC website](#) for current version of the course.

Week	Unit and Topic	Criteria Assessed
1	File Management <ul style="list-style-type: none"> <li>• File management</li> <li>• File types</li> <li>• Backing up</li> <li>• Viruses</li> </ul>	1 & 2
2	Parts of a computer <ul style="list-style-type: none"> <li>• Computer components</li> <li>• Connecting cables</li> <li>• What is a computer?</li> <li>• What's inside a computer</li> </ul>	1 & 2
3	Workplace Safety <ul style="list-style-type: none"> <li>• Ergonomics</li> <li>• Safe@work award of attainment</li> </ul>	3 & 4
4	Protect Yourself Social Media, Safety & Security <ul style="list-style-type: none"> <li>• Sharing information online</li> <li>• Identity theft and scams</li> <li>• Protecting your identity</li> <li>• Staying safe online</li> <li>• Appropriate use of the internet and social media</li> </ul>	4

Week	Unit and Topic	Criteria Assessed
5	Using Email <ul style="list-style-type: none"> <li>Email etiquette</li> <li>Creating emails</li> </ul>	3 & 4
6	Word Processing <ul style="list-style-type: none"> <li>Using Word tools</li> <li>Editing a document</li> <li>Creating a new document - a weekly menu</li> </ul>	2 & 3
7	Copyright & Plagiarism <ul style="list-style-type: none"> <li>Copyright and fair use</li> <li>Creative commons</li> <li>Plagiarism</li> </ul>	4
8	Internet Research <ul style="list-style-type: none"> <li>Internet browsers</li> <li>Tips for using the internet for research</li> <li>Using a search engine</li> <li>Research and create an advertisement for a holiday destination</li> </ul>	1, 3 & 4
9	Spreadsheets <ul style="list-style-type: none"> <li>Spreadsheet basics</li> <li>Having fun with data</li> <li>Sorting data and creating charts</li> <li>Applying spreadsheeting skills</li> </ul>	1 & 3
10		
Break		
Break		