English

Course book/Material	Topic	Competences/Objectives/Outcomes	Lessons
BR 1_Business Result_Starter_U 01-08			
IIC			16
U 01	You	Introduce yourself	4
		Talk about jobs	
		Ask about names and jobs	
		Spell	
		Meet people	
U 02	Company	Talk about companies and countries	4
		Ask about people and companies	
		Say numbers 0-9	
		Start a phone call	
U 03	Workplace	Talk about your company	4
		Ask questions	
		Say email and website addresses	
		Email a request	
Revision U 01-03			1
1 test/debrief			3
Total			16
1st term			28
U 04	Departments	Talk about responsibilities and departments	4
		Ask about people and departments	
		Describe departments	
		Take and leave a message	
Viewpoint 1	People in business		1
U 05	Products	Talk about company types and activities	4
		Ask about company products	
		Say big numbers	
		Order a product	
U 06	Entertaining	Talk about food and drink	4
		Talk about abilities	
		Say days and times	
		Invite accept and decline	
U 07	Technology	Talk about office technology	4
		Talk about what's in your office	
		Give instructions	
U 08	Travel	Talk about transport and travel	3
		Talk about the past	
		Say months and dates	
		Arrange a meeting	
Viewpoint 2	Describing businesses		1
1 test/debrief			3
Reserve	for revision, exams, ceremonies etc.		4
Total			28

2nd term			44
TE 1_Technical English_Level 1 (elementary) by David Bonamy			
U 01	1.1 Basics	Meeting and greeting people; using forms; following instructions	5
	1.2 Letters and numbers	Exchanging information; using forms; units of measurement	
	1.3 Dates and times	Using numbers; talking about travel timetables; making appointments	
U 02	2.1 Naming	Identifying things	5
	2.2 Assembling	Using checklists; saying what you need for a job; using an instruction manual	
	2.3 Ordering	Using voicemail; ordering by phone; introducing yourself and others	
Review Unit A (U 01 & 02)			1
U 03	3.1 Tools	Decribing components; using a product review	5
	3.2 Functions	Saying what things do; describing a product; talking about people's jobs	
	3.3 Locations	Saying where things are	
U 04	4.1 Directions	Describing direction of movement	5
	4.2 Instructions	Using an instruction manual	
	4.3 Actions	Using an instruction manual; giving and following instructions; explaining what happens	
Review Unit B (U 03 & 04)			1
U 05	5.1 Heating system	Explaining how fluids move around a system; using a flow chart	5
	5.2 Electrical circuit	Explaining how an electrical circuit works	
	5.3 Cooling system	Explaining how cooling systems work	
U 06	6.1 materials testing	Giving a demonstration; explaining what your're doing	5
	6.2 Properties	Describing the properties of materials	
	6.3 Buying	Using a customer call form; buying and selling by phone; checking; starting a phone call	
Review Unit C (U 05 & 06)			1
1 test/debrief			3
Reserve	for revision, exams, ceremonies etc.		8
Total			44

3rd term			44
U 07	7.1 Dimensions	Specifying dimensions; using a specifications chart	
	7.2 Quantities	Specifying dimensions; buying materials for a job; using a materials checklist	5
	7.3 Future projects	Describing plans for the future; using a Gantt chart	
U 08	8.1 Recent incidents	Taking an emergency call; explaining what has happened; checking on progress	
	8.2 Damage and loss	Reporting damage; dealing with a customer	5
	8.3 Past events	Discussing past events; phoning a repair shop	
Review Unit D (U 07 & 08)			2
U 09	9.1 Operation	Explaining how things work; explaining what things do	
	9.2 Hotline	Listening to an automated phone message; using a service hotline; taking a customer through a problem and solution	5
	9.3 User guide	Using a flow chart; using a troubledshooting guide	
U 10	10.1 Rules and warnings	Following safety rules; giving and following warnings; using safety signs	
	10.2 Safety hazards	Giving and following warnings; noticing safety hazards; reporting safety hazards	5
	10.3 Investigations	Investigating an accident; reporting an accident; giving, accepting and turning down an invitation	
Review Unit E (U 09 & 10)			3
U 11	11.1 Pistons and valves	Expression causation, permission and prevention; explaining how a four-stage cycle works	
	11.2 Switches and relays	Explaining how a relay circuit works; giving an oral presentation	5
	11.3 Rotors and turbines	Explaining how a wind turbine works; giving an oral presentation; making suggestions	
Review Unit F (U 11 & 12)			3
1 test/debrief			3
Reserve	for revision, exams, ceremonies etc.		8
Total			44

4th term			44
TE 1_Technical English_Level 2 (pre-intermediate) by David Bonamy_U 01-04			
U 12	12.1 Data	Describing specifications; expression approximation; checking that data is correct	
	12.2 Instructions	Following spoken instructions; confirming actions; describing results of actions	5
	12.3 Progress	Describing maintenance work; checking progress with a Gantt chart	
U 01	1.1 Teamwork	Describing a series of actions; giving a series of instructions	
	1.2 Training	Reporting jobs in progress; reporting jobs completed	5
	1.3 Method	Discussion how things work; describing method	
U 02	2.1 Routines	Describing routines; explaining future plans; job descriptions	
	2.2 Plans	Stating plans and intentions; arranging a meeting by phone; writing emails	5
	2.3 New Job	Talking about your CV	
U 03	3.1 Limits	Explaining dimension limits; comparing two items	
	3.2 Products	Asking, offering and checking; specifying requirements	5
	3.3 Equipment	Comparing three or more items; collaborative problem solving; reporting on a meeting	
U 04	4.1 Infrastructure	Describing a process	
	4.2 Manufacturing	Expressing purpose; describing two parallel processes	5
	4.3 Communications	Describing a process	
Final exam preparation	Final exam preparation	Preparing for oral and written exams	8
1 test/debrief		Last test includes all topics	3
Reserve	for revision, exams, ceremonies etc.		8
Total			44

Total EN	176

Myanmar Language & Social Skills

Term/Course book	Competence	Subject	Lessons
IIC			8
1.1		Basics of communication skills	3
1.2		Presentation skills (basic level) (GW)	3
		Mastering the professional glossary	
1 test/debrief		*Test 90 min. (45 min. from tutored learning)*	2
Total			8
1st term			14
2.1		Encouraging and restraining aspects of communication	3
2.2		Understanding conversations	3
2.3		Creating documents independently (basic level)	3
		Mastering the professional glossary	
1 test/debrief			2
Reserve	for revision, exams, ceremonies etc.		3
Total			14
2nd term			22
3.1		Spelling,grammar and punctuation rules (basic level)	5
3.2		Compiling requests	4
3.3		Writing job application	2
3.4		Preparation for Interview	2
3.5		Understanding conversations	3
		Mastering the professional glossary	
1 test/debrief		*Test 90 min. (45 min. from tutored learning)*	2
Reserve	for revision, exams, ceremonies etc.		4
Total			22
3rd term			22
4.1		Giving and receiving feedback	3
4.2		Spelling, grammar and punctuation rules (advanced level)	3
4.3		Reading and understanding texts	3
4.4		Creating documents independently (advanced level)	3
4.5		Market & consuming	2
4.6		Global challenges	2
		Mastering the professional glossary	
1 test/debrief		*Test 90 min. (45 min. from tutored learning)*	2
Reserve	for revision, exams, ceremonies etc.		4
Total			22
4th term			22
5.1		Presentation skills (advanced level) (IW)	3
5.2		Having professional conversations	5
5.3		Deciding in conflicts of values and how to resolve a conflict	5
5.4		Own salary	2
		Mastering the professional glossary	
1 test/debrief		*Test 90 min. (45 min. from tutored learning)*	3
Reserve	for revision, exams, ceremonies etc.		4
Total			22
Total ML&SS			88

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ICDL	Knowledge Area	Competences/Goals	Subject	Lessons
IIC				16
Computer Essentials				
1.1.1	1 Computers and Devices: 1.1 ICT	Understand key concepts relating to ICT, computers, devices and software	Define the term Information and Communication Technology (ICT)	1
1.1.2			Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications	
1.2.1	1.2 Hardware		Define the term hardware. Identify the main types of computers like: desktops, laptops, tablets. Identify the main types of devices like: smartphones, media players, digital cameras	2
1.2.2			Define the terms processor, Random Access Memory (RAM), storage. Understand their impact on performance when using computers and devices	
1.2.3			Identify the main types of integrated and external equipment like: printers, screens, scanners, keyboards, mouse/trackpad, webcam, speakers, microphone, docking station	
1.2.4			Identify common input/output ports like: USB, HDMI	
1.3.1	1.3 Software and Licensing		Define the term software and distinguish between the main types of software like: operating systems, applications. Know that software can be installed locally or available online	2
1.3.2			Define the term operating system and identify some common operating systems for computers and devices	
1.3.3			Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications	
1.3.4			Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use	
1.3.5			Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware	
1.4.1	1.4 Start Up, Shut Down	Start up and shut down a computer	Start a computer and log on securely using a user name and password	1
1.4.2			Log off, shut down, restart a computer using an appropriate routine	
2.1.1	2 Desktop, Icons, Settings: 2.1 Desktop and Icons	Work effectively on the computer desktop using icons, windows	Outline the purpose of the desktop and the task bar	1
2.1.2			Identify common icons like those representing: files, folders, applications, printers, drives, shortcuts/aliases, recycle bin/wastebasket/trash	
2.1.3			Select and move icons	
2.1.4			Create, rename, move, delete a shortcut/alias	
2.2.1	2.2 Using Windows		Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar	1
2.2.2			Open, collapse, expand, restore down, maximise, resize, move, close a window	
2.2.3			Switch between open windows	
2.3.1	2.3 Tools and Settings	Adjust the main operating system settings and use built-in help features	Use available help functions	2
2.3.2			View the computer's basic system information: operating system name and version number, installed RAM	
2.3.3			Change desktop configuration settings: date and time, volume settings, background, resolution	
2.3.4			Change, add, remove keyboard language. Change default language	
2.3.5			Shut down a non-responding application	
2.3.6			Install, uninstall an application	
2.3.7			Connect a device (USB flash drive, digital camera, media player) to a computer. Disconnect a device using an appropriate routine	
2.3.8			Capture a full screen, active window	
3.1.1	3 Outputs: 3.1 Working with Text	Create a simple document and print an output	Open, close a word processing application. Open, close files	1
3.1.2			Enter text into a document	
3.1.3			Copy, move text within a document, between open documents. Paste a screen capture into a document	
3.1.4			Save and name a document	
3.2.1	3.2 Printing		Install, uninstall a printer. Print a test page	1
3.2.2			Set the default printer from an installed printer list	
3.2.3			Print a document from a word processing application	
3.2.4			View, pause, restart, cancel a print job	
4.1.1	4 File Management: 4.1 Introducing Files and Folders	Know about the main concepts of file management and be able to efficiently organise files and folders	Understand how an operating system organises drives, folders, files in a hierarchical structure. Navigate between drives, folders, sub-folders, files	1
4.1.2			Display file, folder properties like: name, size, location	
4.1.3			Change view to display files and folders like: tiles, icons, list, details	
4.1.4			Identify common file types like: word processing, spreadsheet, presentation, portable document format (pdf), image, audio, video, compressed, executable files	
4.1.5			Open a file, folder, drive	
4.1.6			Recognise good practice in folder, file naming: use meaningful names for folders and files to help with searching and organisation	
4.1.7			Create a folder	
4.1.8			Rename a file, folder	

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4.1.9			Search for files by properties: all or part of file name using wildcards if necessary, content, date modified	
4.1.10			View list of recently used files	
4.2.1	4.2 Organising Files and Folders	Understand key storage concepts and use utility software to compress and extract large files	Select individual, adjacent, non-adjacent files, folders	1
4.2.2			Sort files in ascending, descending order by name, size, type, date modified	
4.2.3			Copy, move files, folders between folders,	
4.2.4			Delete files, folders to the recycle bin/wastebasket/trash and restore to original location	
4.2.5			Empty the recycle bin/wastebasket/trash	
Reserve	for revision			3
Total				**16**

ICDL	Knowledge Area	Competences/Goals	Subject	Lessons
1st and 2nd term				72
4.3.1	4.3 Storage and Compression		Identify the main types of storage media like: internal hard disk, external hard disk, network drive, CD, DVD, Blu-ray Disc, USB flash drive, memory card, online file storage	2
4.3.2			Identify file size, folder size, storage capacity measurements like: KB, MB, GB, TB	
4.3.3			View available space on a storage device	
4.3.4			Understand the purpose of file, folder compression	
4.3.5			Compress files, folders	
4.3.6			Extract compressed files, folders to a location on a drive	
5.1.1	5 Networks: 5.1 Network Concepts	Understand network concepts and connection options and be able to connect to a network	Define the term network. Outline the purpose of a network: to share, access data and devices securely	2
5.1.2			Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM	
5.1.3			Define the terms intranet, virtual private network (VPN) and identify their main uses	
5.1.4			Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps), gigabits per second (gbps)	
5.1.5			Understand the concepts of downloading from, uploading to a network	
5.2.1	5.2 Network Access		Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite	2
5.2.2			Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload	
5.2.3			Recognise the status of a wireless network: protected/secure, open	
5.2.4			Connect to a wireless network	
6.1.1	6 Security and Well-Being: 6.1 Protecting Data and Devices	Understand the importance of protecting data and devices from malware and of backing up data	Recognise good password policies like: create with adequate length, adequate character mix, do not share, change regularly	2
6.1.2			Define the term firewall and outline its purpose	
6.1.3			Understand the purpose of regularly backing up data to a remote location	
6.1.4			Recognise the importance of regularly updating software like: anti-virus, application, operating system software	
6.2.1	6.2 Malware		Understand the term malware. Identify different types of malware like: virus, worm, Trojan, spyware	1
6.2.2			Be aware how malware can infect a computer or device	
6.2.3			Use anti-virus software to scan a computer	
6.3.1	6.3 Securitiy and Well-Being: Health and Green IT	Recognise considerations relating to green IT, accessibility and user health	Recognise ways to help ensure a user's well-being while using a computer or device like: take regular breaks, ensure appropriate lighting and posture	2
6.3.2			Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings	
6.3.3			Recognise that computers, devices, batteries, printer cartridges and paper should be recycled	
6.3.4			Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast	
1 test/debrief Module 1				3
Module 1 Computer Essentials				**27**

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ICDL	Knowledge Area	Competences/Goals	Subject	Lessons
Word Processing (Word)				
1.1.1	1.1 Using the Application: Working with Documents	Work with documents and save them in different file formats	Open, close a word processing application. Open, close documents	2
1.1.2			Create a new document based on default template, other available template like: memo, fax, agenda	
1.1.3			Save a document to a location on a drive. Save a document under another name to a location on a drive	
1.1.4			Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number	
1.1.5			Switch between open documents	
1.2.1	1.2 Enhancing Productivity	Choose built-in options such as the Help function to enhance productivity	Set basic options/preferences in the application: user name, default folder to open, save documents	1
1.2.3			Use magnification/zoom tools	
1.2.4			Display, hide built-in toolbars. Restore, minimize the ribbon	
2.1.1	2 Document Creation: 2.1 Enter Text	Create and edit small-sized word processing documents that will be ready to share and distribute	Switch between page view modes	2
2.1.2			Enter text into a document	
2.1.3			Insert symbols or special characters like: ©, ®, ™	
2.2.1	2.2 Select, Edit		Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters	3
2.2.2			Select character, word, line, sentence, paragraph, entire body text	
2.2.3			Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text	
2.2.4			Use a simple search command for a specific word, phrase	
2.2.5			Use a simple replace command for a specific word, phrase	
2.2.6			Copy, move text within a document, between open documents	
2.2.7			Delete text	
2.2.8			Use the undo, redo command	
3.1.1	3 Formatting: 3. 1Text	Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options	Change text formatting: font sizes, font types	4
3.1.2			Apply text formatting: bold, italic, underline	
3.1.3			Apply text formatting: subscript, superscript	
3.1.4			Apply different colours to text	
3.1.5			Apply case changes to text	
3.1.6			Apply automatic hyphenation	
3.2.1	3.2 Paragraphs		Create, merge paragraph(s)	5
3.2.2			Insert, remove soft carriage return (line break)	
3.2.3			Recognize good practice in aligning text: use align, indent, tab tools rather than inserting spaces	
3.2.4			Align text left, centre, right, justified	
3.2.5			Indent paragraphs: left, right, first line	
3.2.6			Set, remove and use tabs: left, centre, right, decimal	
3.2.7			Recognize good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key	
3.2.8			Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs	
3.2.9			Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list	
3.2.10			Add a box border and shading/background colour to a paragraph	
3.3.1	3.3 Styles		Apply an existing character style to selected text	1
3.3.2			Apply an existing paragraph style to one or more paragraphs	
3.3.3			Use copy format tool	
4.1.1	4 Objects: 4.1 Table Creation	Insert tables, images and drawn objects into documents	Create a table ready for data insertion	2
4.1.2			Insert, edit data in a table	
4.1.3			Select rows, columns, cells, entire table	
4.1.4			Insert, delete, rows and columns	
4.2.1	4.2 Table Formatting		Modify column width, row height	2
4.2.2			Modify cell border line style, width, colour	
4.2.3			Add shading/background colour to cells	
4.3.1	4.3 Graphical Objects		Insert an object (picture, image, chart, drawn object) to a specified location in a document	1
4.3.2			Select an object	
4.3.3			Copy, move an object within a document, between open documents	
4.3.4			Resize, delete an object	
5.1.1	5 Mail Merge: 5.1 Preparation	Prepare documents for mail merge operations	Open, prepare a document, as a main document for a mail merge	1
5.1.2			Select a mailing list, other data file, for use in a mail merge	
5.1.3			Insert data fields in a mail merge main docu-ment (letter, address labels)	

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ICDL	Knowledge Area	Competences/Goals	Subject	Lessons	
5.2.1	5.2 Outputs		Merge a mailing list with a letter, label document as a new file or printed output	1	
5.2.2			Print mail merge outputs: letters, labels		
6.1.1	6 Prepare Outputs: 6.1 Setup	Adjust document page settings and check and correct spelling before finally printing documents	Change document orientation: portrait, landscape. Change paper size	3	
6.1.2			Change margins of entire document, top, bottom, left, right		
6.1.3			Recognize good practice in adding new pages: insert a page break rather than using the Return key		
6.1.4			Insert, delete a page break in a document		
6.1.5			Add, edit text in headers, footers		
6.1.6			Add fields in headers, footers: date, page number information, file name		
6.1.7			Apply automatic page numbering to a document		
6.2.1	Check and Print		Spell check a document and make changes like: correcting spelling errors, deleting repeated words	2	
6.2.2			Add words to a built-in custom dictionary using a spell checker		
6.2.3			Preview a document		
6.2.4			Print a document from an installed printer using output options like: entire document, specific pages, number of copies		
1 test/debrief Module 2				3	
Module 2 Word					33
Reserve	for revision, exams, ceremonies etc.			25	
Total 1st/2nd term				72	

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ICDL	Knowledge Area	Competences/Goals	Subject	Lessons
3rd and 4th term				88
Online Essentials				
1.1.1	1 Web Browsing Concepts: 1.1 Key Concepts	Understand web browsing and online security concepts	Understand the terms: Internet, World Wide Web (WWW), Uniform Resource Locator (URL), hyperlink	1
1.1.2			Understand the structure of a web address. Identify common types of domains like: geographical, organisation (.org, .edu, .com, .gov)	
1.1.3			Define the term web browser. Identify common web browsers	
1.1.4			Outline different Internet activities like: information searching, shopping, learning, publishing, banking, government services, entertainment, communication	
1.2.1	1.2 Security and Safety		Recognise ways to protect yourself when online: purchase from secure reputable websites, avoid unnecessary disclosure of personal and financial information, log off from websites	1
1.2.2			Define the term encryption	
1.2.3			Identify a secure website: https, lock symbol	
1.2.4			Define the term digital certificate	
1.2.5			Recognise options for controlling Internet use like: supervision, web browsing restrictions, download restrictions	
2.1.1	2 Web Browsing: 2.1 Using the Web Browser	Use the web browser and manage browser settings, bookmarks, web outputs	Open, close a web browsing application	1
2.1.2			Enter a URL in the address bar and go to the URL	
2.1.3			Refresh a web page, stop a web page downloading	
2.1.4			Activate a hyperlink	
2.1.5			Open a web page in a new tab, new window	
2.1.6			Open, close tabs, windows. Switch between tabs, windows	
2.1.7			Navigate between pages: backwards, forwards, home page	
2.1.8			Show previously visited URLs using history	
2.1.9			Complete, submit, reset a web-based form	
2.1.10			Use a web tool to translate a web page, text	
2.2.1	2.2 Tools and Settings		Set the web browser home page	1
2.2.2			Understand the term pop-up. Allow, block pop-ups	
2.2.3			Understand the term cookie. Allow, block cookies	
2.2.4			Use available help functions	
2.2.5			Display, hide built-in toolbars. Restore, minimize the ribbon	
2.2.6			Delete history, temporary internet files, saved form data	
2.3.1	2.3 Bookmarks		Add, delete a bookmark / favourite	1
2.3.2			Show bookmarks / favourites	
2.3.3			Create, delete a bookmarks / favourites folder. Add web pages to a bookmarks / favourites folder	
2.4.1	2.4 Web Outputs		Download, save files to a location	1
2.4.2			Copy text, image, URL to another location like: document, e-mail	
2.4.3			Preview, print a web page, selection from a web page using available printing options	
3.1.1	3 Web-Based Information: 3.1 Search	Search effectively for online information and critically evaluate web content	Define the term search engine and name some common search engines	1
3.1.2			Carry out a search using a keyword, phrase	
3.1.3			Refine a search using advanced search features like: exact phrase, date, language, media type	
3.1.4			Search a web-based encyclopaedia, dictionary	
3.2.1	3.2 Critical Evaluation		Understand the importance of critically evaluating online information. Understand the purpose of different sites like: information, entertainment, opinion, sales	1
3.2.2			Outline factors that determine the credibility of a website like: author, referencing, up-to-date content	
3.2.3			Recognise the appropriateness of online information for a particular audience	
3.3.1	3.3 Copyright, Data Protection	Understand key copyright and data protection issues	Define the terms copyright, intellectual property. Recognise the need to acknowledge sources and/or seek permission as appropriate	1
3.3.2			Recognise the main data protection rights and obligations in your country	
4.1.1	4 Communication Concepts: 4.1 Online Communities	Understand concepts of online communities, communications and e-mail	Understand the concept of an online (virtual) community. Identify examples like: social networking websites, Internet forums, web conferencing, chat, online computer games	1
4.1.2			Outline ways that users can publish and share content online: blogs, microblogs, podcasts, images, audio and video clips	
4.1.3			Recognise ways to protect yourself when using online communities: apply appropriate privacy settings, restrict available personal information, use private messaging when appropriate, disable location information, block/report unknown users	
4.2.1	4.2 Communication Tools		Define the term Instant Messaging (IM)	1
4.2.2			Define the terms short message service (SMS), multimedia message service (MMS)	
4.2.3			Define the term Voice over Internet Protocol (VoIP)	
4.2.4			Recognise good practice when using electronic communication: be accurate and brief, use clear subject headings, do not inappropriately disclose personal details, do not circulate inappropriate content, spell check content	
4.3.1	4.3 E-Mail Concepts		Define the term e-mail and outline its main uses	1
4.3.2			Identify the structure of an e-mail address	
4.3.3			Be aware of possible problems when sending file attachments like: file size limits, file type restrictions	

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ICDL	Knowledge Area	Competences/Goals	Subject	Lessons
4.3.4			Outline the difference between the To, Copy (Cc), Blind copy (Bcc) fields and recognise their appropriate use	
4.3.5			Be aware of the possibility of receiving fraudulent and unsolicited e-mail. Be aware of the possibility of an e-mail infecting the computer	
4.3.6			Define the term phishing	
5.1.1	5.Using E-Mail: 5.1 Sending E-mail	Send, receive e-mails and manage e-mail settings	Access an e-mail account	1
5.1.2			Outline the main purpose of standard e-mail folders: Inbox, Outbox, Sent, Deleted/Trash Items, Draft, Spam/Junk	
5.1.3			Create an e-mail	
5.1.4			Enter one or more e-mail addresses, distribution list in the To, Copy (Cc), Blind copy (Bcc) fields	
5.1.5			Enter an appropriate title in the subject field and enter, paste text into the body of an e-mail	
5.1.6			Add, remove a file attachment	
5.1.7			Send an e-mail with, without priority	
5.2.1	5.2 Receiving E-mail		Open, close an e-mail	1
5.2.2			Use the reply, reply to all function, and identify when these should be used	
5.2.3			Forward an e-mail	
5.2.4			Open, save a file attachment to a location	
5.2.5			Preview, print a message using available printing options	
5.3.1	5.3 Tools and Settings		Use available help functions	2
5.3.2			Display, hide built-in toolbars. Restore, minimise the ribbon	
5.3.3			Create and insert a text e-mail signature	
5.3.4			Turn on, turn off an automatic out of office reply	
5.3.5			Recognise e-mail status as read, unread. Mark an e-mail as read, unread. Flag, unflag an e-mail	
5.3.6			Create, delete, update a contact, distribution list / mailing list	
5.4.1	5.4 Organising E-mails	Organise and search e-mails and use calendars	Add, remove message inbox headings like: sender, subject, date received	2
5.4.2			Search for an e-mail by sender, subject, e-mail content	
5.4.3			Sort e-mails by name, by date, by size	
5.4.4			Create, delete an e-mail folder/label. Move e-mails to an e-mail folder/ label	
5.4.5			Delete an e-mail. Restore a deleted e-mail	
5.4.6			Empty the e-mail bin/deleted items/trash folder	
5.4.7			Move a message to, remove a message from a junk folder	
5.5.1	5.5 Using Calendars		Create, cancel, update a meeting in a calendar	2
5.5.2			Add invitees, resources to a meeting in a calendar. Remove invitees, resources from a meeting in a calendar	
5.5.3			Accept, decline an invitation	
1 test/debrief Module 3				1
Module 3 Online Essentials				20

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ICDL	Knowledge Area	Competences/Goals	Subject	Lessons
Spreadsheets (Excel)				
1.1.1	1 Using the Application: 1.1 Working with Spreadsheets	Work with spreadsheets and save them in different file formats	Open, close a spreadsheet application. Open, close spreadsheets	1
1.1.2			Create a new spreadsheet based on default template	
1.1.3			Save a spreadsheet to a location on a drive. Save a spreadsheet under another name to a location on a drive	
1.1.4			Save a spreadsheet as another file type like: template, text file, software specific file extension, version number	
1.1.5			Switch between open spreadsheets	
1.2.1	1.2 Enhancing Productivity	Choose built-in options such as the Help function within the application to enhance productivity	Set basic options/preferences in the application: user name, default folder to open, save spreadsheets	2
1.2.2			Use available Help functions	
1.2.3			Use magnification/zoom tools	
1.2.4			Display, hide built-in toolbars. Restore, minimize the ribbon	
2.1.1	2 Cells: 2.1 Insert, Select	Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data	Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell)	3
2.1.2			Recognize good practice in creating lists: avoid blank rows and columns in the main body of list, insert blank row before Total row, ensure cells bordering list are blank	
2.1.3			Enter a number, date, text in a cell	
2.1.4			Select a cell, range of adjacent cells, range of non-adjacent cells, entire worksheet	
2.2.1	2.2 Edit, Sort		Edit cell content, modify existing cell content	3
2.2.2			Use the undo, redo command	
2.2.3			Use the search command for specific content in a worksheet	
2.2.4			Use the replace command for specific content in a worksheet	
2.2.5			Sort a cell range by one criterion in ascending, descending numeric order, ascending, descending alphabetic order	
2.3.1	2.3 Copy, Move, Delete		Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets	2
2.3.2			Use the autofill tool/copy handle tool to copy, increment data entries	
2.3.3			Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets	
2.3.4			Delete cell contents	
3.1.1	3 Managing Worksheets: 3.1 Rows and Columns	Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets	Select a row, range of adjacent rows, range of non-adjacent rows	2
3.1.2			Select a column, range of adjacent columns, range of non-adjacent columns	
3.1.3			Insert, delete rows and columns	
3.1.4			Modify column widths, row heights to a specified value, to optimal width or height	
3.1.5			Freeze, unfreeze row and/or column titles	
3.2.1	3.2 Worksheets		Switch between worksheets	1
3.2.2			Insert a new worksheet, delete a worksheet	
3.2.3			Recognize good practice in naming work-sheets: use meaningful worksheet names rather than accept default names	
3.2.4			Copy, move, rename a worksheet within a spreadsheet	
4.1.1	4 Formulas and Functions: 4.1 Arithmetic Formulas	Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and will be able to recognize error values in formulas	Recognize good practice in formula creation: refer to cell references rather than type numbers into formulas	2
4.1.2			Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division)	
4.1.3			Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!	
4.1.4			Understand and use relative, absolute cell referencing in formulas	
4.2.1	4.2 Functions		Use sum, average, minimum, maximum, count, counta, countblank functions	2
4.2.2			Use the logical function if (yielding one of two specific values) with comparison operator: =, >, <	
5.1.1	5 Formatting: 5.1 Numbers/Dates	Format numbers and text content in a spreadsheet	Format cells to display numbers to a specific number of decimal places, to display numbers with, without a separator to indicate thousands	2
5.1.2			Format cells to display a date style, to display a currency symbol	
5.1.3			Format cells to display numbers as percentages	
5.2.1	5.2 Contents		Change cell content appearance: font sizes, font types	2
5.2.2			Apply formatting to cell contents: bold, italic, underline, double underline	
5.2.3			Apply different colours to cell content, cell background	
5.2.4			Copy the formatting from a cell, cell range to another cell, cell range	
5.3.1	5.3 Alignment, Border Effects		Apply text wrapping to contents within a cell, cell range	2
5.3.2			Align cell contents: horizontally, vertically. Adjust cell content orientation	
5.3.3			Merge cells and centre a title in a merged cell	
5.3.4			Add border effects to a cell, cell range: lines, colours	

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6.1.1	6 Charts: 6.1 Create	Choose, create and format charts to communicate information meaningfully	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart	1
6.1.2			Select a chart	
6.1.3			Change the chart type	
6.1.4			Move, resize, delete a chart	
6.2.1	6.2 Edit		Add, remove, edit a chart title	1
6.2.2			Add data labels to a chart: values/numbers, percentages	
6.2.3			Change chart area background colour, legend fill colour	
6.2.4			Change the column, bar, line, pie slice colours in the chart	
6.2.5			Change font size and colour of chart title, chart axes, chart legend text	
7.1.1	7 Prepare Outputs: 7.1 Setup	Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets	Change worksheet margins: top, bottom, left, right	3
7.1.2			Change worksheet orientation: portrait, landscape. Change paper size	
7.1.3			Adjust page setup to fit worksheet contents on a specified number of pages	
7.1.4			Add, edit, delete text in headers, footers in a worksheet	
7.1.5			Insert and delete fields: page numbering information, date, time, file name, worksheet name into headers, footers	
7.2.1	7.2 Check and Print		Check and correct spreadsheet calculations and text	2
7.2.2			Turn on, off display of gridlines, display of row and column headings for printing purposes	
7.2.3			Apply automatic title row(s) printing on every page of a printed worksheet	
7.2.4			Preview a worksheet	
7.2.5			Print a selected cell range from a worksheet, an entire worksheet, number of copies of a worksheet, the entire spreadsheet, a selected chart	
1 test/debrief Module 4				3
Module 4 Excel				**34**
Reserve	for revision, exams, ceremonies etc.			33
Total 3rd/4th term				87
Total ICA				176