Course Title: Beginner's ICT and social media
KWC Project Manager: Lisa Mussen

Tutor: Elaine Munn	Location: KWC Studio	Additional Information: It would be as good idea if the members of the class brought with them a notebook & pen.
Dates & Times 11.30 – 13.30 **START DATE:** Thursday 03/02/2022	**KWC Holidays:** **14/02/22 – 18/02/2022 (Inclusive)** **17/03/2022**	Some handouts will be provided, but it can be more beneficial if students make their own notes. **Course Topics & Useful Website links** can be found at http://ecdesigns.co.uk/beginners_ict.html

Date	Week Number	Activity	Needed
03/02/2022	Week 1	**Introductions** • **Aims of the course** and where they can find the course information and activities. • What we plan to cover during the 6 sessions • **Questionnaire** – To aid me finding out about the group, what their needs are etc. The group will talk about their needs and then complete a paper survey. • **Common Computers** we all use every day • **Devices** – PC, Laptop, Tablet, Smart Phone • **Internet Safety** – discussion	Computer suite Data projector Internet facilities **Paper Questionnaire** – Discussion and written answers will dictate what the class will do in future weeks **Presentation**

		• Turning on our devices	
10/02/2022	Week 2	**The Internet** • Copyright & Data Protection • Explanation of the Internet. Hyperlinks, Tabbed Browser, Forward, Back, searching • How to get online/Signing out/ Closing Down/ Turning off • Uses, what can you do? • **Discussion:** What do you need the Internet for? • Mouse Practice exercises • Internet search exercises • Google (searching the Internet) • Internet Shopping, eBay, Amazon • Safe Sites – Website addresses – shopping securely	Data projector Internet facilities Getting online http://mousepractice.altervista.org/index.html Internet Practice exercises (Printout, Pen) **Shopping Guidance** https://www.ncsc.gov.uk/guidance/shopping-online-securely
24/02/2022	Week 3	**Email (needed for logging on etc. in future weeks)** **Email Security:** Scams, Phishing, Spam **Passwords:** setting a secure password Setting up an email account **Email Basics** How to send an email How to Reply to an email How to Forward an Email How to Delete an email **LOGGING OFF PROPERLY**	**Advice on Passwords** https://www.ncsc.gov.uk/collection/top-tips-for-staying-secure-online/use-a-strong-and-separate-password-for-email

03/03/2022	Week 4	**Social Media** What social media do the class use? **Introduction to different Social Media Sites** Facebook, Pinterest, Instagram? **Facebook Marketplace** **NOTE: There are many** – depending on what the class feel they want to learn about **Staying safe on social media** **Digital Footprint:** Don't Post anything you wouldn't say to someones face – Once its out there you can't take it back! **Settings** – Privacy Checkup Facebook **SENDING MESSAGES** Messenger, Whats app, VOIP – Skype, Zoom	https://www.bbc.co.uk/teach/class-clips-video/pshe-computing-gcse-digital-footprint/zfygbdm
10/03/2022	Weeks 5	**Video Hosting sites** YouTube/Vimeo/Kids YouTube Great source of information for your interests, How to Videos. How to slow down videos. **LOGGING OFF PROPERLY**	https://www.youtube.com/
24/03/2022	Week 6	**Course Round UP** Summing up of the previous 5 weeks revisiting any areas students are unsure of or want to know more about. **Course Feedback**	**KWC Feedback Form**