









Geography

Employability &







ICT  
**Course Summary**














In this class you will be using English and ICT to learn more about geography and how to prepare for work.

You will use ICT for projects, for research and to present your work to other people.

Weeks	Topic	Tasks	How this will help you
1 	General IT induction	Find out the basic information you need to be able to use computers in the college.	Learn how to <ul style="list-style-type: none"> <li>log on to a PC in college.</li> <li>Set a password that is just for you.</li> <li>save your work.</li> <li>Print (and how much it costs).</li> <li>Set up printing using the photocopiers.</li> <li>Print in colour or black and white</li> </ul>
2  	Where I come from	Find information and images on the Internet about where you come from. Write a paragraph about this and insert images.	You will learn: <ul style="list-style-type: none"> <li>how to save images you find on the Internet and insert them in your work.</li> <li>How and where to save your work</li> <li>How to correct your mistakes.</li> </ul>
3/5  	Where I live now	Find information and images on the Internet about where you live now. Write a paragraph about this and insert images.	You will practice: <ul style="list-style-type: none"> <li>how to save images you find on the Internet and insert them in your work.</li> <li>How and where to save your work</li> <li>How to correct your mistakes.</li> </ul>
6  	National Foods	Find information and images on the Internet about your national foods. Write a paragraph about this and insert images, and share this information with others.	You will learn: <ul style="list-style-type: none"> <li>how to <u>copy</u> images you find on the Internet and <u>paste</u> them in your work.</li> </ul> You will practice: <ul style="list-style-type: none"> <li>How and where to save your work</li> <li>How to correct your mistakes.</li> </ul>









**HALF TERM**

<b>Weeks</b>	<b>Topic</b>	<b>Tasks</b>	<b>How this will help you</b>
7/8 	Sports facilities near college	Use the Internet to locate sports and leisure facilities near where you live. Choose the important information and collect it in a table	You will learn about the area you live in. You will learn how to make tables of information and pictures.
9 	What's on?	Use different sources to find out what is happening in London for free in the near future. Make a poster advertising one event.	You will learn <ul style="list-style-type: none"> <li>• how to find information in different IT and non-IT sources.</li> <li>• how a poster is different from a paragraph of writing</li> </ul>
10/12 	Parks and Open Spaces	Find out what can do in parks near your house and all over London. Make a document to share this information with other people.	You will <ul style="list-style-type: none"> <li>• find out about where you live.</li> <li>• make a study of different parks and be able to compare them.</li> <li>• Make a multiple page document with your results.</li> </ul>
13/14 	Environment and Recycling	Find out about recycling in the college and in your area. Develop some strategies for improving recycling	You will learn: <ul style="list-style-type: none"> <li>• Search for local information on the web.</li> </ul> You will practice: <ul style="list-style-type: none"> <li>• How to present your work to other people.</li> </ul>
<b>CHRISTMAS HOLIDAY</b>			
15 	Language Learning Programmes	Find out what programmes you can use in college to practice your English.	Learn how to: <ul style="list-style-type: none"> <li>• Find exercises on the Internet to practice grammar</li> <li>• Use the PCs for listening and speaking practice</li> <li>• Prepare for your ESOL exams using the PCs</li> </ul>
16/17 	Careers Information	Visit some sites on the Internet to find information about jobs you are interested in.	Learn how to: <ul style="list-style-type: none"> <li>• Search for information</li> <li>• Extract the information you need</li> <li>• Communicate it effectively to others.</li> </ul>

<b>Weeks</b>	<b>Topic</b>	<b>Tasks</b>	<b>How this will help you</b>
18/20  	CV s	Look at some CVs and produce your own	Learn how to: <ul style="list-style-type: none"> <li>• Collect information for your CV</li> <li>• Format your CV effectively</li> </ul>
<b>HALF TERM</b>			
21/26   	Local Information Website	Gather relevant information about businesses in this area updating an existing website	Learn how to: <ul style="list-style-type: none"> <li>• Construct a questionnaire</li> <li>• Carry out site visits to collect information</li> <li>• Format information to a standard – working as a team</li> <li>• Carry out effective quality control on the team's work</li> </ul>
<b>EASTER HOLIDAY</b>			
27/29  	Walk London - Westminster	Find out about the City of Westminster and take a walk round some of its famous monuments	Learn how to: <ul style="list-style-type: none"> <li>• Research an area</li> <li>• Prepare for a visit</li> <li>• Record what you did</li> </ul>
30/31  	Walk London – The City	Find out about the City of London and take a walk round some of its famous monuments	Learn how to: <ul style="list-style-type: none"> <li>• Research an area</li> <li>• Prepare for a visit</li> <li>• Record what you did</li> </ul>
<b>HALF TERM</b>			
32/33  	Walk London – Fleet Street	Find out about the history of Fleet Street and visit its most famous parts	Learn how to: <ul style="list-style-type: none"> <li>• Research an area</li> <li>• Prepare for a visit</li> <li>• Speak about a place you are visiting</li> <li>• Record what you did</li> </ul>
34/35  	Walk London - Parks	Prepare a visit to one of the parks you studied earlier	Learn and practice how to: <ul style="list-style-type: none"> <li>• Use information you previously obtained</li> <li>• Prepare for a visit</li> <li>• Speak about a place you are visiting</li> <li>• Record what you did</li> </ul>

## Employability Skills

During the year you will also complete some online training. You will get certificates for this.

Module Name	What you will study	What Qualification you will get
Understanding How to be Successful  	Find out what a skills you need to be successful in your college work and outside college	These <b>two modules together</b> will give you a <b><u>Certificate in Employability Skills</u></b>
Job Searching  	Find out how to look for work and how to do interviews.	
Internet Safety  	Find out about the dangers of the Internet and what to do to avoid problems	If you also pass the first two modules. This will give you an <b><u>Enhanced Certificate in Employability Skills</u></b>
Environmental Sustainability  	Find out about the problems the environment faces, and what you can do about them.	This will give you a <b><u>Certificate in Environmental Sustainability,</u></b>

# Work Diary

Week No.	What I did today
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