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| **Certificate in IT User Skills (Open Systems and Enterprise) - 500/8073/8 - Part Time**  **GLH – 120 - Afternoon** | | | | | | | |
| Week | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Resources** |  |
| 1  24/1/22 | **Unit 2 (4 credits) Website Software**  1. Create structures and styles for web sites  1.1 I can describe what web site content and layout will be needed for each page.  *Wire diagrams of each page.*  1.2 I can plan and create web page templates to layout.  *Teach layout, html, css*. | 1.3 I can select and use web site features and structures to help the user navigate round web pages with the site.  *Teach navigation horizontal and vertical.* | 1.4 I can create select and use styles to keep the appearance of web pages consistent and make them easy to understand.  *Select and set a colour scheme using css.*  *.* | 1.4 I can create select and use styles to keep the appearance of web pages consistent and make them easy to understand.  *Select and set a colour scheme using css.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio 22 Community edition.  Microsoft Office. Word and Excel  O’Reilly books:  MTA 98-383: Introduction to Programming Using HTML and CSS Live Lessons  <https://learning.oreilly.com/videos/mta-98-383-introduction/9780135429624/>  Microsoft Word 2019  <https://learning.oreilly.com/videos/microsoft-word-2019/9781839218736/>  Pluralsight:  Your First Day with HTML  https://app.pluralsight.com/library/courses/your-first-day-html-1665/table-of-contents  HTML Fundamentals  by Matt Milner  https://app.pluralsight.com/library/courses/html-fundamentals/table-of-contents |  |
| 2  31/1/22 | 1.5 I can describe how copyright and other constraints may affect the web site.  *Pictures, text, audio and video are copyright material, need permission to use* | 1.6 I can describe access issues that might need to be taken into account.  *Visually impaired users will need bright contrasting colours* | 1.7 I can describe what file types to use for saving content.  *Discuss jpeg, bmp, png file types.* | 1.8 I can store and retrieve files effectively, in line with local guidelines and conventions where available.  *Use folders and directories to store content.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio 22 Community edition.  Microsoft Office. Word and Excel  O’Reilly books:  MTA 98-383: Introduction to Programming Using HTML and CSS Live Lessons  https://learning.oreilly.com/videos/mta-98-383-introduction/9780135429624/  Microsoft Word 2019  https://learning.oreilly.com/videos/microsoft-word-2019/9781839218736/  Pluralsight:  Your First Day with HTML  https://app.pluralsight.com/library/courses/your-first-day-html-1665/table-of-contents  HTML Fundamentals  by Matt Milner  https://app.pluralsight.com/library/courses/html-fundamentals/table-of-contents |  |
| 3  7/2/22 | 2. Use web site software tools to prepare content for websites  2.1 I can prepare content for my web pages so that it is ready for editing and formatting.  *Use visual studio to create web pages.* | 2.2 I can organise and combine information needed for web pages including across different platforms.  across pages.  *Collection of relevant information* | 2.3 I can select and use appropriate editing and formatting techniques to aid both clarity and navigation.  *Cropping pictures, use different fonts, font sizes to highlight information.* | 2.4 I can select and use appropriate development techniques to link information  *Use links, buttons, rollover to navigate.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio  HTML Basic https://www.w3schools.com/html/html\_basic.asp |  |
| 4  14/2/22 | 2.5 I can change the file formats of documents appropriately for content.  *Use saveAs to change file format.* | 2.5 I can change the file formats of documents appropriately for content.  *Use saveAs to change file format.* | 2.6 I can check that my web pages meet needs using IT tools and making corrections as necessary.  *Check against web standards.* | 2.6 I can check that my web pages meet needs using IT tools and making corrections as necessary.  *Check against web standards.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS |  |  |
| 5 | 3. Publish web sites  3.1 I select and use appropriate testing methods to check that all the elements in my web site work as planned.  *Use Test Plan.* | 3.1 I select and use appropriate testing methods to check that all the elements in my web site work as planned.  *Use Test Plan.* | 3.2 I can identify any quality problems with web sites and how to respond to them.  *Check for lagging content and bandwidth.* | 3.2 I can identify any quality problems with web sites and how to respond to them.  *Check for lagging content and bandwidth.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio 22 Community edition.  Microsoft Office. Word and Excel  O’Reilly books:  MTA 98-383: Introduction to Programming Using HTML and CSS Live Lessons  https://learning.oreilly.com/videos/mta-98-383-introduction/9780135429624/  Microsoft Word 2019  https://learning.oreilly.com/videos/microsoft-word-2019/9781839218736/  Pluralsight:  Your First Day with HTML  https://app.pluralsight.com/library/courses/your-first-day-html-1665/table-of-contents  HTML Fundamentals  by Matt Milner  https://app.pluralsight.com/library/courses/html-fundamentals/table-of-contents |  |
| 6 | 3.3 I can select and use an appropriate programme to upload and publish the web site.  *Use filezilla to upload files to web server.* | 3.3 I can select and use an appropriate programme to upload and publish the web site.  *Use filezilla to upload files to web server.* | 3.4 I can respond appropriately to problems with multiple page web sites. | 3.4 I can respond appropriately to problems with multiple page web sites.  *Detect errors, correct errors, re-upload pages.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio 22 Community edition.  Microsoft Office. Word and Excel  O’Reilly books:  MTA 98-383: Introduction to Programming Using HTML and CSS Live Lessons  https://learning.oreilly.com/videos/mta-98-383-introduction/9780135429624/  Microsoft Word 2019  https://learning.oreilly.com/videos/microsoft-word-2019/9781839218736/  Pluralsight:  Your First Day with HTML  https://app.pluralsight.com/library/courses/your-first-day-html-1665/table-of-contents  HTML Fundamentals  by Matt Milner  <https://app.pluralsight.com/library/courses/html-fundamentals/table-of-contents> |  |
| 7 | **Mandatory Unit 1 (4 credits) Improving Productivity Using IT**  1. Plan select and use appropriate IT systems and software to meet needs  1.1 I can describe the purpose for using IT.  *Use Microsoft Word..* | 1.2 I can describe the methods skills and resources required to complete tasks successfully.  *Need resources ,text, pictures, video, buttons, etc* | 1.3 I can plan how to carry out tasks using IT to achieve the required purpose and outcome.  *Produce a project plan in excel* | 1.4 I can describe factors that might affect the task.  *Copyright laws, access to pictures, cost.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio 22 Community edition.  Microsoft Office. Word and Excel  O’Reilly books:  MTA 98-383: Introduction to Programming Using HTML and CSS Live Lessons  https://learning.oreilly.com/videos/mta-98-383-introduction/9780135429624/  Microsoft Word 2019  https://learning.oreilly.com/videos/microsoft-word-2019/9781839218736/  Pluralsight:  Your First Day with HTML  https://app.pluralsight.com/library/courses/your-first-day-html-1665/table-of-contents  HTML Fundamentals  by Matt Milner  https://app.pluralsight.com/library/courses/html-fundamentals/table-of-contents |  |
| 8 | 1.5 I can select and use IT systems and software applications to complete planned tasks and produce effective results.  *Learn to use effectively Visual Studio* | 1.6 I can describe how the purpose and outcomes have been met by the chosen IT systems and software applications.  *Check against specification or project plan* | 1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity. | 1.7 I can describe any legal or local guidelines or constraints that apply to the task or activity.  *Understand copyright laws, plagiarism, open source material.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Visual Studio 22 Community edition.  Microsoft Office. Word and Excel  O’Reilly books:  MTA 98-383: Introduction to Programming Using HTML and CSS Live Lessons  https://learning.oreilly.com/videos/mta-98-383-introduction/9780135429624/  Microsoft Word 2019  https://learning.oreilly.com/videos/microsoft-word-2019/9781839218736/  Pluralsight:  Your First Day with HTML  https://app.pluralsight.com/library/courses/your-first-day-html-1665/table-of-contents  HTML Fundamentals  by Matt Milner  https://app.pluralsight.com/library/courses/html-fundamentals/table-of-contents |  |
| 9 | 2. Review and adapt the ongoing use of IT tools and systems to make sure that activities are successful  2.1 I can review the on-going use of IT tools and techniques and change the approach as needed.  *I can switch from code to layout format.* | 2.2 I can describe whether the IT tools selected were appropriate for the task and purpose.  *Visual Studio is perfectly designed for web design it is highly scalable.* | 2.2 I can describe whether the IT tools selected were appropriate for the task and purpose.  *Visual Studio is perfectly designed for web design it is highly scalable.* | 2.3 I can assess the strengths and weaknesses in my final work.  *I can discuss the ease with which I produced the website.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS |  |  |
| 10 | 2.3 I can assess the strengths and weaknesses in my final work.  *I can discuss the ease with which I produced the website.* | 2.4 I can describe ways to make further improvements to my work.  *I can increase the functionality of my website with Visual Studio.* | 2.5 I can review outcomes to make sure they match requirements and are fit for purpose.  *I can check against specification or project plan to meet requirements.* | 2.5 I can review outcomes to make sure they match requirements and are fit for purpose.  *I can check against specification or project plan to meet requirements.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS |  |  |
| 11 | 3. Develop and test solutions to improve the ongoing use of IT tools and systems  3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.  *Discuss the ease with which Visual Studio helped me to produce a website.* | 3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.  *Discuss the ease with which Visual Studio helped me to produce a website.* | 3.1 I can review the benefits and drawbacks of IT tools and systems used in terms of productivity and efficiency.  *Discuss the ease with which Visual Studio helped me to produce a website.* | 3.2 I can describe ways to improve productivity and efficiency.  *Research ways to efficiently use Visual Studio, short cuts.* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS |  |  |
| 12 | 3.2 I can describe ways to improve productivity and efficiency.  *Research ways to efficiently use Visual Studio, short cuts.* | 3.3 I can develop solutions to improve my own productivity in using IT.  *Use templates available in Visual Studio* | 3.4 I can test solutions to check that they work as intended. | 3.4 I can test solutions to check that they work as intended.  *Produce a test plan* | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS |  |  |
| 13 | **Unit 3 (4 credits) Using Collaborative Technologies**  1. Stay Safe and secure when using collaborative technology  1.1 I can take appropriate steps to avoid risks when working with collaborative technology, in line with relevant guidelines. | 1.2 I can explain what risks there may be in using collaborative technology and how to keep them to a minimum. | 1.3 I can use appropriate methods to promote trust when working collaboratively. | 1.3 I can use appropriate methods to promote trust when working collaboratively. | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Teams  E-mail  Adobe connect |  |
| 14 | 1.4 I can carry out appropriate checks on others' online identities and different types of information. | 1.5 I can identify and respond to inappropriate content and behaviour. | 1.5 I can identify and respond to inappropriate content and behaviour. | 1.5 I can identify and respond to inappropriate content and behaviour. | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Teams  E-mail  Adobe connect |  |
| 15 | 2. Set up and access IT tools and devices for collaborative work  2.1 I can describe the purposes for using collaborative technologies. | 2.2 I can describe what outcomes are needed from collaborative working and whether or not archiving is required. | 2.3 I can describe the roles, IT tools and facilities needed for collaborative tasks and communication media. | 2.4 I can describe the features, benefits and limitations of different collaborative technology tools and devices | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Teams  E-mail  Adobe connect |  |
| 16 | 2.4 I can describe the features, benefits and limitations of different collaborative technology tools and devices | 2.5 I can describe the compatibility issues in different combinations of collaborative tools and devices. | 2.6 I can select an appropriate combination of IT tools and devices to carry out collaborative tasks. | 2.7 I can connect and configure the combination of IT tools and devices needed for a collaborative task. | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Teams  E-mail  Adobe connect |  |
| 17 | **Unit 33 (4 credits) Application Development Using Project Management Methods**  1. 1. Understand development tools and environments  1.1 I can investigate a range of development environments | 1.2 I can assess the suitability of development environments for given projects | 1.3 I can understand a range of tools and techniques and relate these to projects | 1.4 I can appreciate (describe) the need for testing and project based development | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Use Excel  Gantt charts  O’Reilly books  Microsoft Project Beginners 2019  <https://learning.oreilly.com/videos/microsoft-project-beginners/9781839213298/> |  |
| 18 | 1.5 I can follow instructions and act accordingly to requests | 2.1 I can plan using suitable project management techniques | 2.2 I can apply appropriate project management techniques | 2.3 I can use a range of tools and techniques in the recommended way | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Use Excel  Gantt charts  O’Reilly books  Microsoft Project Beginners 2019  https://learning.oreilly.com/videos/microsoft-project-beginners/9781839213298/ |  |
| 19 | 2.4 I can use and apply industry standard testing regimes and (describe) project management techniques | 3. 3. Evaluate development tools and frameworks  3.1 I can assess the effectiveness of different project management techniques  of tests and reflect on their purpose | 3.2 I can reflect on the efficiency of project management techniques | 3.3 I can work with a team using a range of tools and techniques | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Use Excel  Gantt charts  O’Reilly books  Microsoft Project Beginners 2019  https://learning.oreilly.com/videos/microsoft-project-beginners/9781839213298/ |  |
| 20 | 3.3 I can work with a team using a range of tools and techniques | 3.4 I can explain the effectiveness | 3.5 I can demonstrate a working development project and describe the main features | 3.5 I can demonstrate a working development project and describe the main features | MTA Preparation  Exam 98-383: Introduction to Programming Using HTML and CSS | Use Excel  Gantt charts  O’Reilly books  Microsoft Project Beginners 2019  https://learning.oreilly.com/videos/microsoft-project-beginners/9781839213298/ |  |

Software needed to complete this course

Visual Studio 2022 community edition

Microsoft Office – Word and Excel

Access to Pluralsight and O’Reilly books