



focus

Using computer technology



ASDAN

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Welcome

You are starting a module called

Using computer technology

As you work through the activities in this module you will be asked to:

- speak
- listen
- record
- write
- make choices
- make things

You may be asked to:

- use a computer
- use a telephone

You may choose to sign your answers.

Your evidence may include:

- photographs
- work done on a computer
- sound/video recordings
- completed worksheets

As you complete each activity, you or your mentor can tick the box alongside the activity and the corresponding box on the **Record of progress** (pages 4-5).

When you have finished this module, remember to complete the **Review** and **Next steps** sections at the end of the book.

Record boxes

At the end of each section you will find a page of record boxes:

Your mentor can use this box to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.

Activity:

Comments:
Mentor/Supervisor/Candidate

Skills:

Evidence ref:

Mentor/Supervisor
signature:

Date:

This box highlights skills you have used well. For example: communication, numeracy, using ICT, teamwork, coping with problems, learning.

Your mentor will sign and date these boxes when all the other boxes have been filled in.

This box shows where the work is filed in your ring binder (or elsewhere).

Section 1

Knowing your computer

1

Show you can find different parts of a computer.

For example:

- on/off switch
- monitor/screen
- mouse
- keyboard
- camera
- printer
- other



2

Show you can switch the computer on.

3

Show you can recognise familiar icons on your screen.

4

Show you can run a program/app.

5

Show you can close programs/apps and shut down the computer.

Section 1

Knowing your computer

Activity:

Comments:
Mentor/Supervisor/Candidate

Sample

Skills:

Evidence ref:

Mentor/Supervisor
signature:

Date:

Section 12

Project

In this section you can choose your own activity.

Here are some ideas:

- Produce a news sheet/bulletin
- Produce a video/multimedia diary
- Produce a symbol timetable
- Set up a website
- Produce some posters/labels/signs
- Produce a visitor information sheet/booklet about your centre
- Other

1

Decide what your project will be.

2

Plan your project.

3

Make a list of the things you need.

4

Do your project.

5

Show what went well in your project.



Section 12

Project

Activity:

Comments:
Mentor/Supervisor/Candidate

Sample

Skills:

Evidence ref:

Mentor/Supervisor
signature:

Date:

Other modules in the Focus series:

Getting started	FOCUS01
Communication: introduction	FOCUS02
Communication: progression	FOCUS03
Horticulture	FOCUS04
Independent living	FOCUS05
Meal preparation and cooking	FOCUS06
Money	FOCUS07
Numeracy: introduction	FOCUS08
Numeracy: progression	FOCUS09
Using leisure time	FOCUS11
Using transport	FOCUS12



FOCUS10/1