# Activities Week: NAACE objectives mapping

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| **NAACE ICT Framework Area** | **Indicated Area of Study** | **Activities Week mappping** |
| Digital Literacy | Digital communication | Tutorial 2   * Understand the advantages and disadvantages of carrying out a survey using paper and digital methods * Understanding how email can be used to carry out a survey |
|  | Functional use | Tutorial 1   * Use a spreadsheet to design a questionnaire   Tutorial 2   * Collect data using a digital survey by means of email * Create an email contacts list to send one mail to many recipients * Attach a spreadsheet file to an email   Tutorial 3   * Revise basic spreadsheet skills (cell references, formulas, operators, functions, autosum, autofill, charts)   Tutorial 4   * Use a spreadsheet to process, sort, filter and present survey results   Tutorial 5   * Use a spreadsheet to model the cost of different activities * Change variables in a model to target particular goals   Tutorial 6   * Create text and graphics for a standard business letter and a booklet to publicise the Activities Week * Plan and layout documents according to standard business models * Insert, edit, format and check the accuracy of text and graphics |
|  | Creating and sharing content | Tutorial 1   * Collaborate to design and create a survey   Tutorial 2   * Collaborate to carry out a survey using email to distribute and collect a questionnaire |
|  | Finding, retrieving and validating information | Tutorial 1   * Collect primary data using a questionnaire   Tutorial 2   * Choose a suitable audience sample to conduct a survey * Distribute and retrieve survey information by using email |
|  | Impact of ICT on society; scope, scale and nature of ICT evolution | * Understand the use of ICT systems to collect, manipulate and store data more quickly and efficiently than a paper based systems |
| Skills | Digital communication | Tutorial 1   * Design and create a spreadsheet questionnaire to collect data   Tutorial 2   * Use email to distribute and receive responses to a survey   Tutorial 6   * Revise basic text processing skills * Use standard letter formats * Use DTP software to combine text with graphics * Understand the audience needs of documents |
|  | Producing and editing media | Tutorial 6   * Create text and graphics for a standard business letter and a booklet to publicise the Activities Week * Plan and layout documents according to standard business models * Insert, edit, format and check the accuracy of text and graphics |
|  | Modelling – spreadsheets | Tutorial 3   * Revise basic spreadsheet skills (cell references, formulas, operators, functions, autosum, autofill, charts)   Tutorial 4:   * Sort and filter spreadsheet data * Present data in charts   Tutorial 5   * Use a spreadsheet to model the cost of different activities * Change variables in a model to target particular goals |
|  | Problem solving | * Understand how ICT systems can be used to gather, store and manipuate data efficiently * Understand how a spreadsheet can be used to model particular desired outcomes from a financial model |
| Technology in the world | Common productivity software and applications | Tutorial 1   * Use spreadsheet software to design a questionnaire   Tutorial 6   * Use wordprocessing and DTP software to produce standard business documents |
|  | Collaboration and communication tools and use | Tutorial 2   * Use email, contact lists, and file attachments to conduct a survey |
|  | Design and specifications | Tutorial 6   * Understand the audience and purpose requirements of standard documents |
| Technical understanding | Organisation of data and data standards | Tutorial 1:   * Understand how to planning and create a survey to collect data to organise the activities for a school’s Activity Week * Understand the differences between open and closed questions to collect data * Understand how to write survey questions so that data collected can be easily quantified and manipulated * Understand how to use coded answers to enable easier manipulation of data collected   Tutorial 2:   * Understand how t choose a suitable sample to carry out a questionniare * Compare paper and electronic methods of collecting, storing and manipulating survey data, and understand the advantages /disadvantages of these methods   Tutorial 4:   * Understand how to use a spreadsheet to tally and manipulate data from a survey * Understand how charts can be used to present survey data in an easy to read format * Understand why it is efficient to use sort and filter tools to organise spreadsheet data   Tutorial 5   * Understand how a spreadsheet can be used to model the cost of different activities * Understand how variables in a spreadsheet model can be changed to target particular goals |
| Safety, security and the law | Environmental issues | Tutorial 2   * Investigate the advantages of condicting an electronic survey, saving the need for paper and printing |