



# Leaving Certificate Applied LCA ICT Module Descriptors

---

Participant Workbook - Day 4

---



# Table of Contents

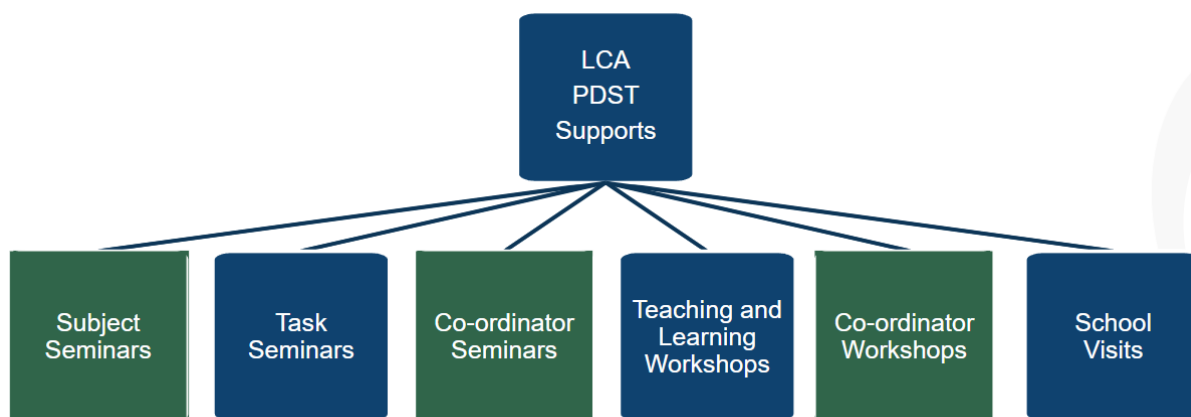
|   |    |
|---|----|
| Key Messages  | 3  |
| Seminar resources   | 3  |
| CPD for revised module descriptors                                  | 4  |
| <b>Session 1</b>  |    |
| Reflecting on our learning  | 6  |
| Student-centred approach to teaching, learning and assessment       | 12 |
| <b>Session 2</b>  |    |
| Developing spreadsheet skills                                       | 14 |
| Supporting spreadsheet skill development                            | 15 |
| Spreadsheet terminology   | 17 |
| Using your LCA students life experience to engage with spreadsheets | 18 |
| <b>Session 3</b>  |    |
| The backward design process   | 20 |
| Planning a unit of learning: Spreadsheets                           | 21 |
| Reflecting on today's learning                                      | 24 |
| Useful websites   | 29 |
| Notes   | 30 |

## Contact Details

### LCA Administration Base

Clare Education Centre,  
Government Buildings,  
Kilrush Road,  
Ennis,  
Co. Clare.  
Phone: 065-6845504  
Email: [lca@pdst.ie](mailto:lca@pdst.ie)  
Website: [www.pdst.ie/lca](http://www.pdst.ie/lca)  
Twitter: @PDST\_LCA

## LCA Supports provided by PDST



## Key messages

Subjects in LCA are inherently transdisciplinary, authentic and relevant to the current and future needs of all students

LCA courses support the use of a wide range of inclusive, differentiated, experiential teaching and learning approaches

LCA ICT, Mathematical Applications, and English and Communications modules are strategically designed to support one another providing opportunities for rich and integrated learning experiences

Student centred activities should be used to highlight and develop the interdisciplinary nature and functionality of spreadsheets created in ICT with relevance to daily life and throughout other subjects in the the LCA programme

## Seminar resources

### ICT Seminar Day 4 resource page

<https://www.pdst.ie/post-primary/lca-day4-ict>



### ICT Seminar Days 1 - 3 resources

<https://www.scoilnet.ie/go-to-post-primary/lca/cpd/>

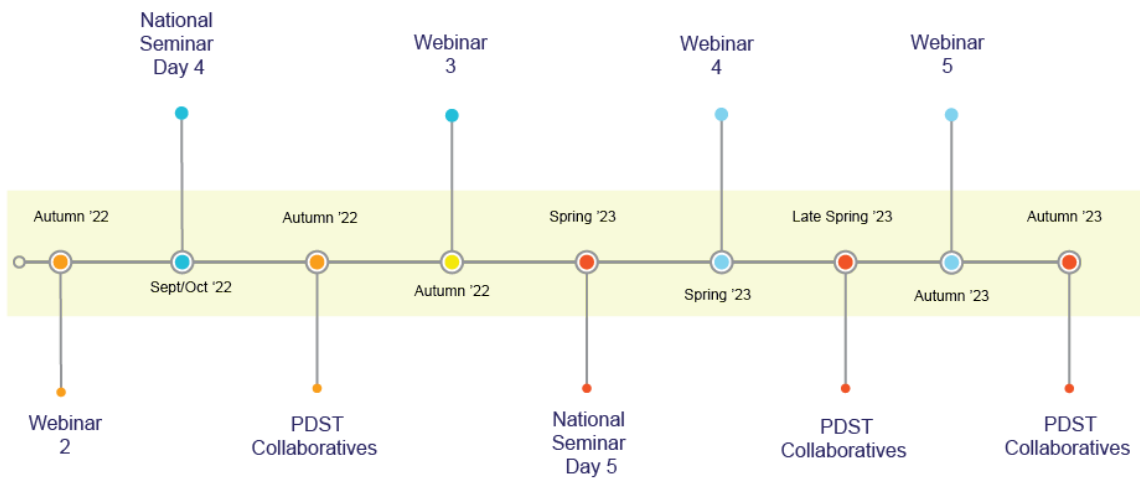
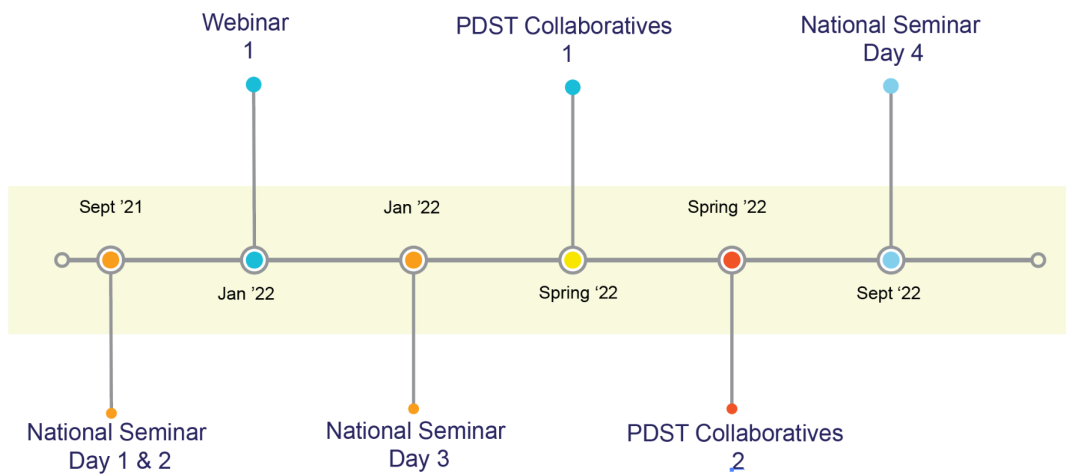


### LCA ICT Padlet of resources

<https://padlet.com/jasoncotter/emb1guwzcx7ebrlj>



## CPD for the revised module descriptors



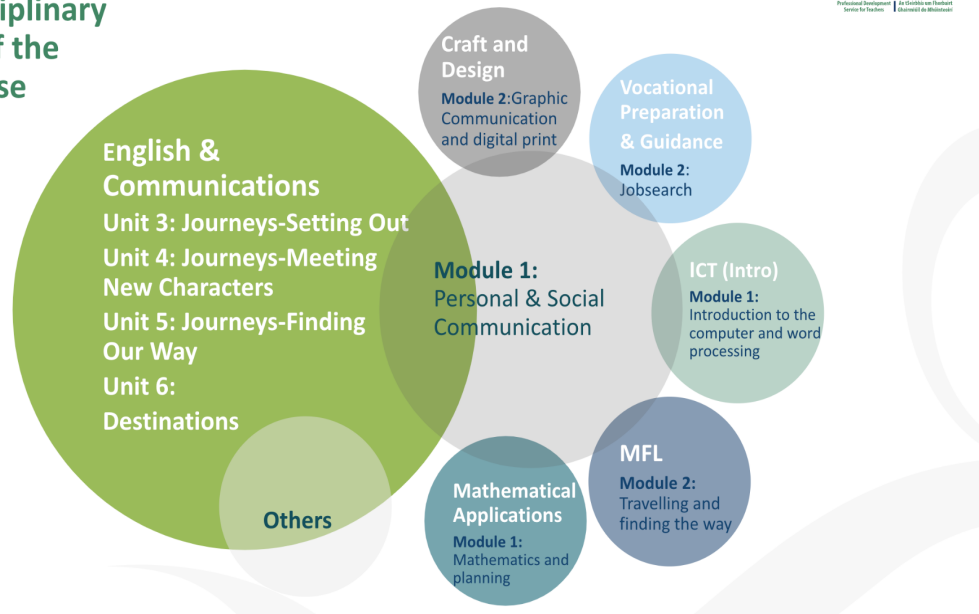
# **Session 1: 9.30 - 11.00**

---

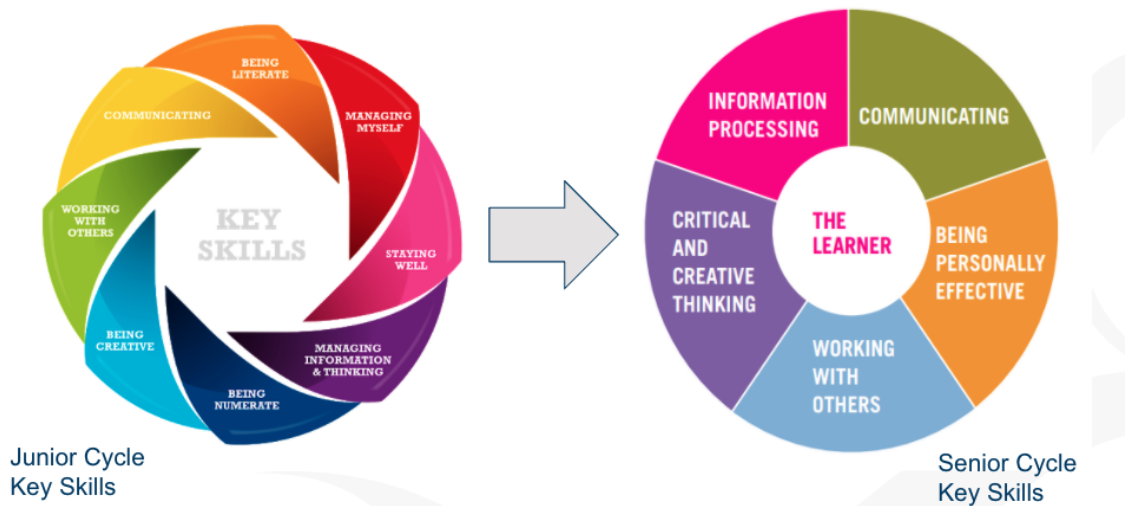
# Reflecting on our learning



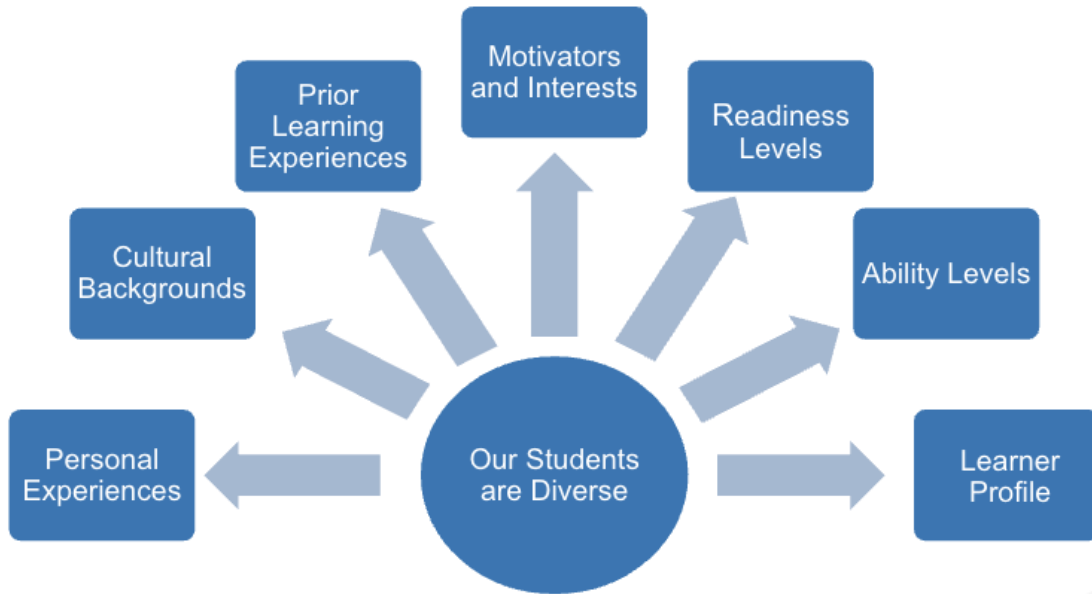
## Transdisciplinary Nature of the LCA Course



## Key Skill Acquisition in ICT Learning Outcomes

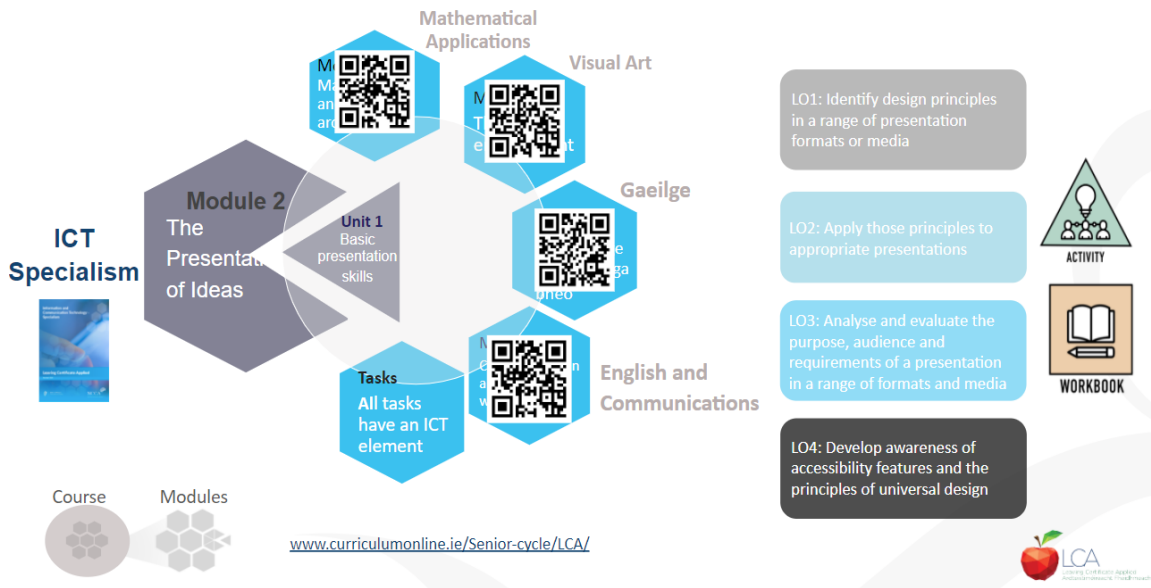


## Differentiation - Consider your Students



Adapted from Tomlinson (2014)

## Transdisciplinary Nature of the Learning Outcomes





## Designing For All Learners

Podcast

Youtube

Text document

WORKBOOK

RESEARCH

ACTIVITY

## Five Dimensional Model of Creative Thinking



RESEARCH

OECD Publishing

Teaching Creative Thinking

Consider how this model could support your three LCA students achieving the learning outcomes for module two.

LCA

## Rolfe's Reflective Model

| Rolfe's Reflective model (2001)<br>based on Borton's model (1970)  |   |  |
|--|---|--|
| <b>What?</b><br>This is the <i>description</i> and <i>self awareness</i> level and all questions start with the word what                                | <b>So What?</b><br>This is the level of <i>analysis</i> and evaluation when we look deeper at what was behind the experience.           | <b>Now what?</b><br>This is the level of <i>synthesis</i> . Here we build on the previous levels these questions to enable us to consider alternative courses of action and choose what we are going to do next. |
| <b>Examples</b><br>What happened?<br>What did I do?<br>What did other do?<br>What was I trying to achieve?<br>What was good or bad about the experiences | <b>Examples</b><br>So what is the importance of this?<br>So what more do I need to know about this?<br>So what have I learnt about this | <b>Examples</b><br>Now what could I do?<br>Now what do I need to do?<br>Now what might I do?<br>Now what might be the consequences of this action?   |

Rolfe, 2001

### What

How did this knowledge affect my practice?

What did I do differently in my ICT classroom practice?

What did others do?

What was I trying to achieve?

What was good or bad about the experiences?

## **So what**

So what is the importance of this in my ICT classroom?

So what more do I need to know about this?

So what have I learnt about this?

## **Now what**

Now what could I do in my ICT classroom?

Now what do I need to do?

Now what might I do?

Now what might be the consequences of this action?

# Student-centred approach to teaching, learning and assessment

Circle your selected learning outcome(s):

**ICT Specialism LO1:**  
**Create** spreadsheets involving different types of data such as VAT, percentages, currency, tax, time and dates, enter formulae to generate results.

**ICT Specialism LO2:**  
**Generate** and interpret charts, graphs and data tables appropriate to the data, to effectively communicate information from a spreadsheet.

**ICT Specialism LO3:**  
**Create** and **apply** formulae and recognise error values in formulae.

**ICT Introduction Unit 1 LO1:**  
**Identify** suitable uses of spreadsheets.

What are the skills needed?

How will you support those skills?

Discuss what are the roles/objectives of the ICT and Mathematical applications teacher.

Who is responsible for which aspects?

# **Session 2: 11:30 - 1:00**

---

## Developing spreadsheet skills

Before exploring your chosen spreadsheet tutorial, circle what you feel is your current level of spreadsheet skills?

|          |              |          |
|----------|--------------|----------|
| Beginner | Intermediate | Advanced |
| Why?     |              |          |

What did you learn from exploring your chosen spreadsheet tutorial?

|  |
|--|
|  |
|--|

Would you consider exploring this tutorial further in the future?

|  |
|--|
|  |
|--|

After exploring your chosen spreadsheet tutorial, circle what you feel is your current level of spreadsheet skills?

|          |              |          |
|----------|--------------|----------|
| Beginner | Intermediate | Advanced |
| Why?     |              |          |

Can you identify opportunities to further develop your spreadsheet skills?

|  |
|--|
|  |
|--|

## Supporting spreadsheet skill development

What prior knowledge, skills and dispositions from junior cycle could be progressed through the students' engagement with spreadsheets?

What skills do students need to manipulate the tools on spreadsheets?

How do you approach developing your students' spreadsheet skills further?



How will I know my students are developing the necessary skills?

What resources could you use to develop your students' spreadsheet skills and competencies?

Which resources would best suit your LCA students?

## Spreadsheet terminology

| Key Term | Definition |
|----------|------------|
|          |            |
|          |            |
|          |            |
|          |            |
|          |            |
|          |            |
|          |            |
|          |            |
|          |            |
|          |            |

## Using your LCA students life experience to engage with spreadsheets

What profile of students did you focus on?

How would you support your student to effectively engage with the data as a spreadsheet?

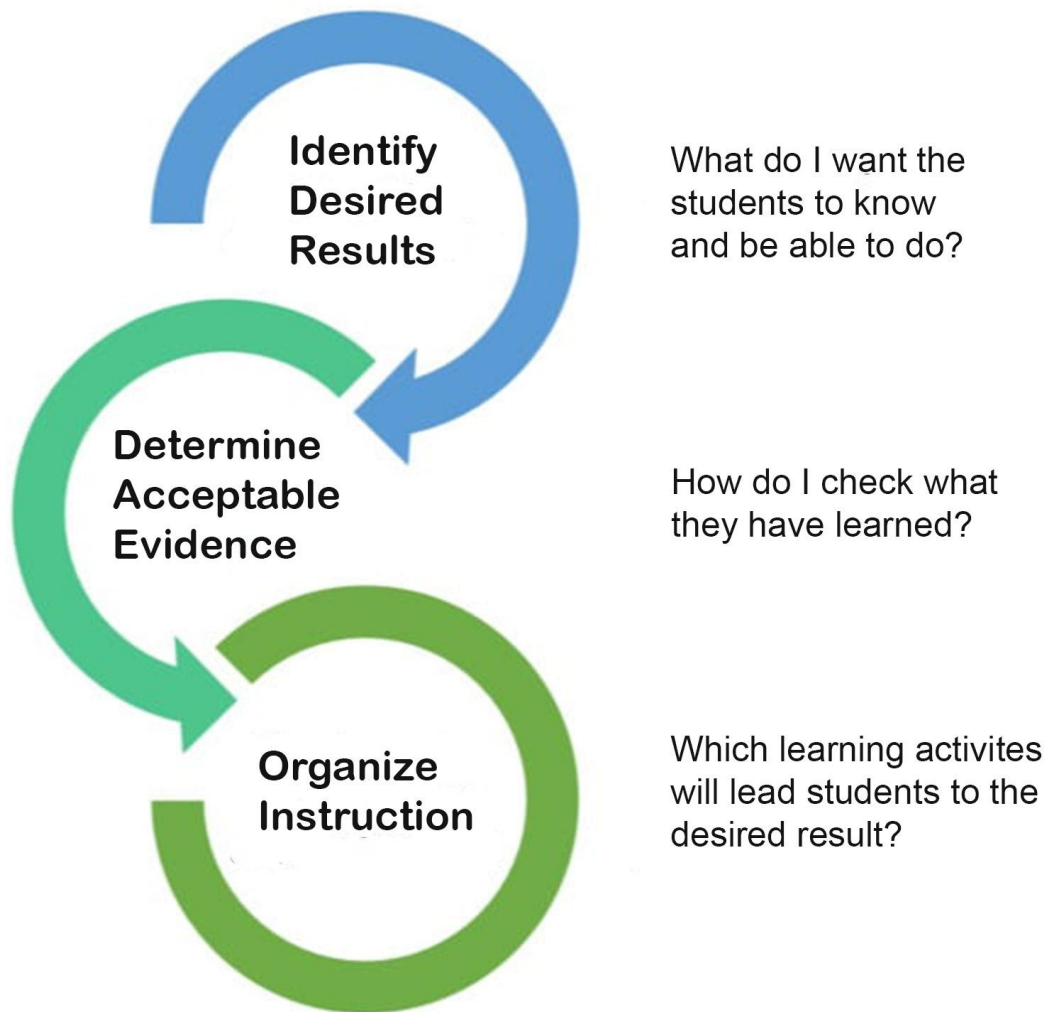
How will you approach a spreadsheet as a tool to identify and consider variables?

What are your key takeaways from how your group and groups would approach this activity?

# **Session 3: 2:00 - 3:30**

---

## The backward design process



Wiggins and McTighe (1998)

By exploring the skills, competencies and prior knowledge needed for students to manipulate and use spreadsheets, we also considered the importance of a student-centred authentic real life approach to learning which encompasses transdisciplinary links to other LCA subjects.

What opportunities does this present for planning for your students?

## Planning a unit of learning: Spreadsheets

**Before you begin your plan, consider:**

Are there links to other LCA subjects?

What do you want your ICT students to learn at this point?

How can you connect this learning to previous key learning?

What skills, values, knowledge and dispositions would you like your ICT students to demonstrate having engaged with these learning outcomes?

**This activity can be recorded in images, text, orally or blended**

Unit learning outcome(s):

Your three LCA students and class profile

Prior knowledge

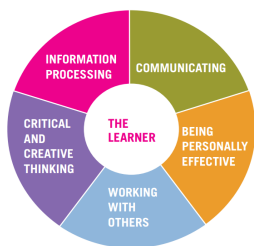
Learning activity/activities:

Success criteria:

Transdisciplinary links to other LCA subjects:

Opportunities for effective use of questioning:

Skills activated:



**Additional space to record your plan or observations about others plans**

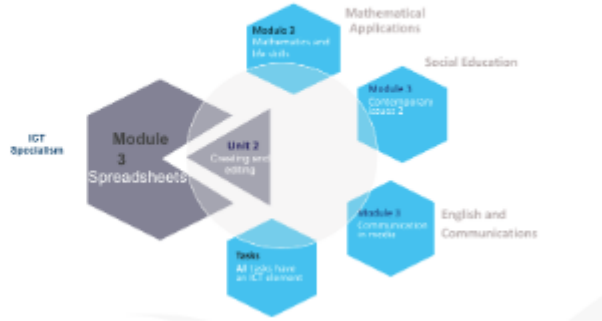
A large, empty rectangular box with a thin black border, occupying most of the page below the header. It is intended for recording plans or observations about others' plans.



# Reflecting on today's learning

**Key Message 1,**  
Subjects in LCA are inherently transdisciplinary, authentic and relevant to the current and future needs of all students.

Sourcing data for spreadsheets,  
Transdisciplinary links within the LCA programme



What new learning have I come to?

What are the implications for my teaching?

What will I do differently to maximise learning for ALL learners in my class?

**Key message 2**

LCA courses support the use of a wide range of inclusive, differentiated, experiential teaching and learning approaches.



What new learning have I come to?

What are the implications for my teaching?

What will I do differently to maximise learning for ALL learners in my class?

### Key message 3

LCA ICT, Mathematical Applications, and English and Communications modules are strategically designed to support one another providing opportunities for rich and integrated learning experiences.

### Transdisciplinary Links to support student learning

#### ICT Specialism - Module 5 UNIT 1: BASIC SPREADSHEET THEORY

2. Understand the uses and functions of spreadsheets.

#### UNIT 2: CREATING AND EDITING

3. Create spreadsheets involving different types of data such as text, percentages, currency, time and dates, and enter formulas to generate results.

#### Mathematical Applications

Final 3 Weeks  
Weeks 13-15

#### Learning outcome 4

Communicate findings in words, tables, charts or graphs.



Sam wants to have enough money for his city and holidays.



He also wants to have money saved up for college.

What new learning have I come to?

What are the implications for my teaching?

What will I do differently to maximise learning for ALL learners in my class?

#### Key message 4

Students centred activities should be used to highlight and develop the interdisciplinary nature and functionality of spreadsheets created in ICT with relevance to daily life and throughout other subjects in the the LCA programme.

#### Further possible skills acquisition through use of spreadsheets

##### Shared

They tend to be interactive, participatory and collaborative .

##### Purposeful

To the student.

##### Generative

Involving sense-making and creativity.

##### Agentic

Students tend to have responsibility within these practices. **Self determined** in terms of activity, time and place.

##### Non-linear

Dipping in to sections of data, flicking through, rather than following a linear route from the beginning to the end of the text.

##### Multimedia

Students' uses of literacy combine the uses of paper-based and electronic media.

##### Multimodal

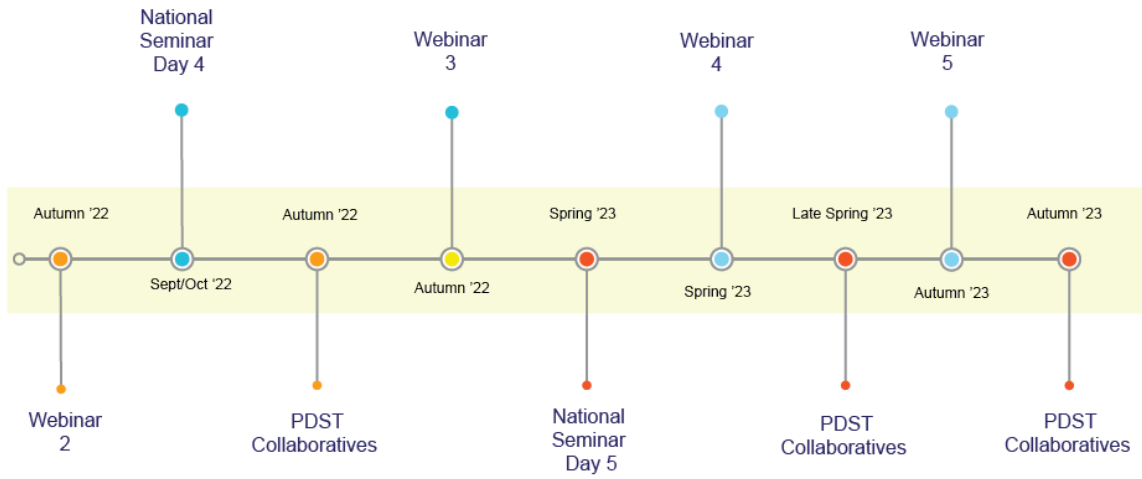
On the whole, students reading and writing combines the use of symbols, numbers, colour, etc.

What new learning have I come to?

What are the implications for my teaching?

What will I do differently to maximise learning for ALL learners in my class?

# CPD for the revised module descriptors



## Useful websites

<https://tinyurl.com/LCAICTRESOURCES>

<https://teachercpd.ie/>

<https://www.pdsttechnologyineducation.ie/en/Training/Courses/Introduction-to-Digital-Portfolios-Post-Primary.html>

<https://www.pdst.ie/DistanceLearning/DigTech>

<https://events-emea4.adobeconnect.com/content/connect/c1/4712923634/en/events/catalog.html?folder-id=5858033856&from-origin=ncse.adobeconnect.com>

<https://www.w3schools.com/EXCEL/index.php>

<https://www.analyticsvidhya.com/blog/2016/12/cheatsheet-excel-functions-keyboard-shortcuts/>

<https://www.sli.do/>

<https://www.mentimeter.com/>

<https://education.ec.europa.eu/focus-topics/digital-education/about/digital-education-action-plan>

<https://www.scoilnet.ie/>

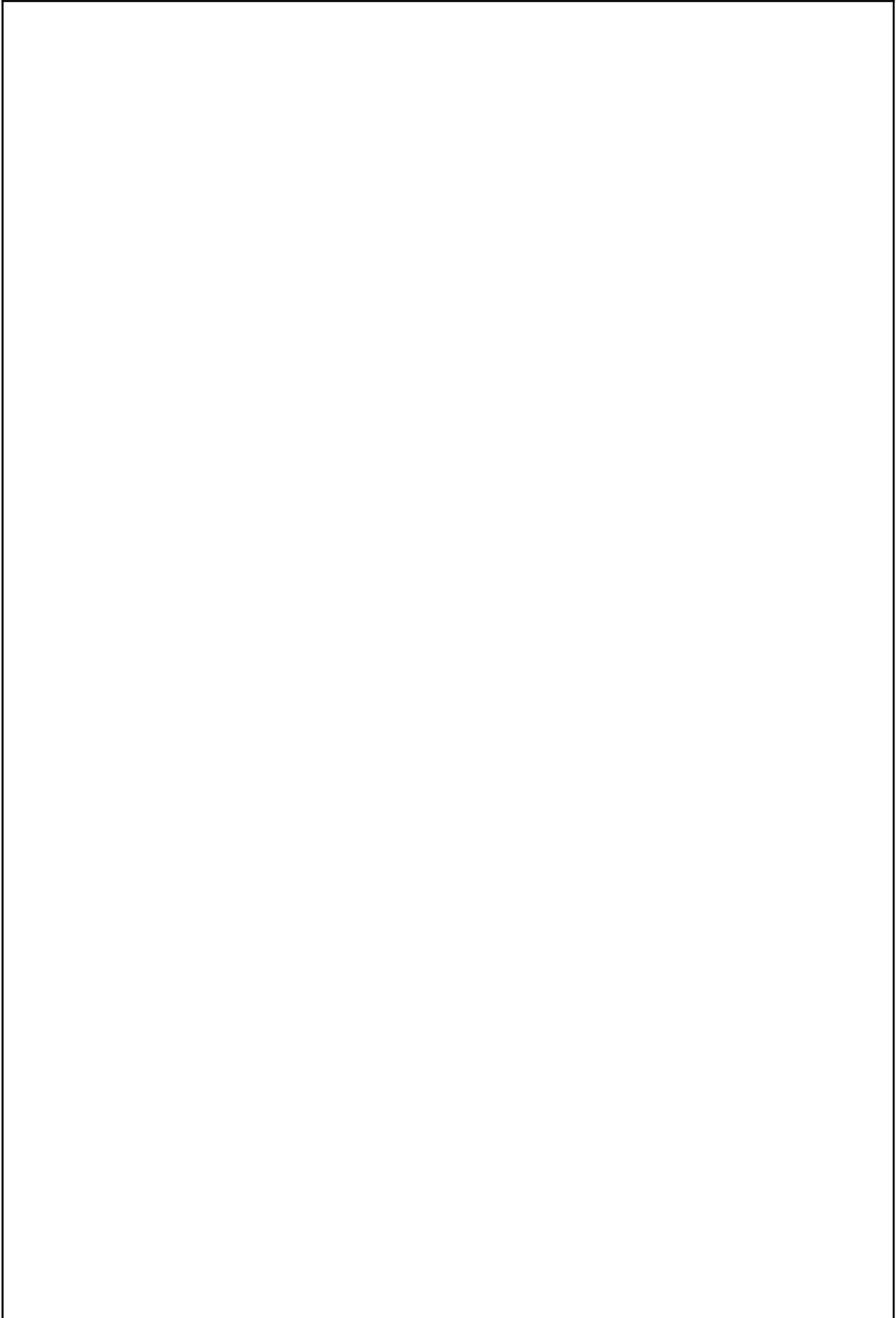
[http://www.teach-ict.com/gcse\\_new/spreadsheets/spreadsheets/home\\_spreadsheets.htm](http://www.teach-ict.com/gcse_new/spreadsheets/spreadsheets/home_spreadsheets.htm)

[http://www.teach-ict.com/gcse\\_new/spreadsheets/formula\\_function/home\\_formula\\_functions.htm](http://www.teach-ict.com/gcse_new/spreadsheets/formula_function/home_formula_functions.htm)

<https://sites.google.com/pdst.ie/digitalportfolios/home?authuser=0>

<https://www.digitaltechnologieshub.edu.au/search/?keywords=spreadsheets&p=1&items=8>

## Notes

A large, empty rectangular box with a thin black border, intended for taking notes. It occupies most of the page below the 'Notes' header.



**info@pdst.ie | pdst.ie**  



**An Roinn Oideachais**  
Department of Education



Dublin West Education Centre  
Ionad Oideachais Bhaile Atha Cliath Thiar

The PDST is funded by the Teacher Education Section (TES) of the Department of Education (DE) and is managed by Dublin West Education Centre