



## Curriculum Management and eLearning Department

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### LETTER CIRCULAR

**Information:** X

**Date:** 28<sup>th</sup> May 2008

**Action Required:** X

**Ref:** CMeLD 85/2008

**To:** All Heads of School (State and Non-State) and Sections

**From:** Director, Curriculum Management and eLearning

**Subject:** Courses in ICT

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This circular is also available at : <http://skola.gov.mt/circulars>

Apply for the following courses online at: <http://skola.gov.mt/courses>

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Heads of School are kindly requested to bring the attached information to the attention of all teaching staff.

Applications are to reach the eLearning Centre **by not later than Friday 13<sup>th</sup> June 2008.**

**Raymond J. Camilleri**  
**Director CMeLD**

The eLearning Centre within the Curriculum Management and eLearning Department will be offering a number of courses in ICT for **Teaching Staff only**.

**Venue:** eLearning Centre and selected schools  
**Starting Date:** Week starting Monday 28<sup>th</sup> July 2008  
**Time:** 09.00a.m. – 12.00p.m.  
**Participants:** **All Teaching and School Management Grades in State and Non-State Schools**

*Starting dates, time and course duration may be subject to changes*

Those interested in attending the following courses are kindly requested to:

a) Apply using the form found at: <http://skola.gov.mt/courses><sup>1</sup>

**OR**

b) Fill in a copy of the attached application form and

1. fax it to number 2598 2306

**OR**

2. post it to:  
Mr Dennis Zammit  
eLearning Centre  
Directorate For Quality and Standards in Education  
Great Siege Road  
Floriana FRN 1810

Course availability may depend on number of applications. At least eight (8) participants per course. You may try to form up groups or gather as many participants as possible to ensure course availability.

If you do not receive the course time-table by Friday 18<sup>th</sup> July 2008, please phone on 2598 2324 / 2598 2805 / 2598 2166.

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<sup>1</sup> (type the above web address in the address bar and click on **APPLY NOW**. Thoroughly check that the data you have submitted is correct and click on the **Submit** button to send your form)

## Malta Courses only

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Course Code	WIN1
Title	<b>Computer Awareness for Complete Beginners</b>
Description	This course is intended for complete beginners. The course will focus on basic hardware, the Windows XP Operating System and related software.
Requirements	No computer knowledge
Duration	6 sessions of 3 hours each

Course Code	INT1
Title	<b>Using the Internet Effectively</b>
Description	This course covers most aspects of the internet, including world wide web, email, search techniques, use of resources harvested from the internet, internet in a classroom context, internet as a communications tool.
Requirements	Knowledge of Windows XP
Duration	7 sessions of 3 hours each

Course Code	WRD1
Title	<b>Basic features of MS Word</b>
Description	Would you like to learn how to write professional letters and handouts complete with coloured text and graphics? Come to learn MS Word and become computer literate!
Requirements	No computer knowledge required
Duration	5 sessions of 3 hours each

Course Code	EXC1
Title	<b>Microsoft Excel</b>
Description	At the end of this course you will be able to build number-crunching spreadsheets for recording, analysing and graphing just about any number you can think of. When you discover the power and convenience of spreadsheets you will ask: "How did I ever manage to organise my work or life without Microsoft Excel?!"
Requirements	Basic computer knowledge
Duration	5 sessions of 3 hours each

Course Code	TWN1
Title	<b>Online collaborative projects</b>
Description	Online collaborative teaching is an innovative methodology with many advantages for teachers and students. This course will address related pedagogical as well as technical aspects and participants will have the opportunity to plan their own project and familiarise themselves with the tools they would be likely to use. Have you ever wanted to learn about those interesting things you can do with a computer? If you have, this is the course for you! You can find out about scanning images; using digital cameras; digital video editing; chat; basic webpages; presentations; audio conferencing, blogs and wikkies, photocomic strips, (Skypeing!) etc.
Requirements	Basic Knowledge of Windows XP, Computer awareness.
Duration	6 sessions of 3 hours each

## Malta Courses only

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Course Code	PPT1
Title	<b>Microsoft PowerPoint</b>
Description	PowerPoint is a high-powered multimedia software tool used to present information and to create interactive games for individual study. PowerPoint presentations are very useful resources used during as learning aids during lessons, to exhibit students' work during school events and parents' meetings and to discuss issues during teachers' seminars. During the course will you be creating presentations featuring text, graphics/animated graphics, charts, sound effects, background music, videos, transitions and animations. You will also be creating presentations which can be used for individual student study. These will include navigation buttons to enable students to browse selected sections in the presentation and access hyperlinks to websites and to other files created using different software packages. This enables students to gain further information on the topic topics. You will also be creating quizzes featuring multiple choice activities.
Requirements	Knowledge of Windows XP and MS Word
Duration	7 sessions of 3 hours each

Course Code	GRP1
Title	<b>Computer Graphics</b>
Description	This course is targeted for users already familiar with the computer environment and feel the need to be creative using this powerful digital tool. The course will be of great benefit to those with artistic ability ready to skip to the digital medium of expression. The following software will be covered: Paint, PowerPoint, Paintshop Pro and Freehand 5.
Requirements	Knowledge of Windows XP and Microsoft Office
Duration	5 session of 3 hours each

Course Code	CSW1
Title	<b>Creating a School Website</b>
Description	The course will discuss the rationale behind the creation, use and maintenance of a school website. It will cover basic knowledge of the Internet in general and will involve the participants in the creation of a basic website making use of FrontPage. The course will also cover uploading the website into a SchoolNet account (state schools only).
Requirements	Teachers MUST have a basic knowledge of the Windows Operating System and file handling, plus a basic knowledge of Microsoft Word and PowerPoint.
Duration	6 sessions of 3 hours each

## Malta Courses only

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Course Code	CRP1
Title	<b>Creating Resource Packs for State Schools: Years 1 – 7</b>
Description	<p>This course is aimed at Primary school teachers who want to create learning resources which feature extensive use of ICT. During this course teachers will be creating lesson packages which fully integrate Information and Communications Technology within classroom practice. These will include the following:</p> <p style="margin-left: 20px;">Presentations using Ms PowerPoint          Slideshows created using KidPix Deluxe          Flashcards, handouts, worksheets, charts, booklets and card games created using Print Shop 11          Onscreen Activities created using KidPix Deluxe and Primary Writer          Topic websites which can be created by pupils using Print Shop 11</p>
Requirements	Basic Knowledge of Windows
Duration	7 sessions of 3 hours each

Course Code	ProD1
Title	<b>ProDesktop</b>
Description	<p>ProDesktop is a 3D Computer Aided Design program made specifically for secondary level students. This course is intended mainly for Design and Technology Teachers but Technical Design Teachers are also welcome. Teachers who successfully complete the course shall be licensed to teach students and will be given a copy of the software for school and home use.</p>
Requirements	Basic computer knowledge
Venue	Naxxar
Duration	15 sessions of 2 hours each.

Course Code	PSH1
Title	<b>Photoshop basics</b>
Description	<p>Beginning with a Photoshop environment overview, we go through the basic graphic files and various ways of selecting. Touching on colours will bring us to drawing and painting techniques. We start to edit images while working with layers channels and masks, adding special effects and layer styles. Creating artwork for the web will bring us to animations and producing a gallery of the pictures we have worked on. Finally typography is explained and added to images in different styles.</p>
Requirements	Good knowledge of Windows.
Duration	6 session of 3 hours each

## Malta Courses only

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Course Code	MMM1
Title	<b>Producing educational videos using Microsoft Movie Maker (Basic Course)</b>
Description	The aim of this course is to introduce teachers with Microsoft Movie Maker. This programme, distributed free with Microsoft Windows XP, is a very useful tool for education. Teachers can produce their own educational movies which can be used in class. This course introduces teachers to basic video shooting and video editing. Incorporating hands on sessions, the course final aim is to produce a sample educational video. The course will have a duration of five lessons. The first two lessons will deal with the theory of how to use capture and edit video files with Movie Maker. The third lesson will be on location filming, and the final two lessons will deal with editing and producing the sample video.
Requirements	Teachers need to be versed in the use of Microsoft Office applications especially Microsoft Power Point. Ideally the basic use of a video camera would be an asset.
Duration	5 session of 3 hours each

Course Code	LMT1
Title	<b>Multimedia Resource Packs using Illuminatus</b>
Description	This course is intended for teachers (Primary and Secondary) to enable them to integrate the use of ICT to produce a complete educational multimedia lesson pack that can be used during teaching and learning. Participants will be able to understand the implications of producing multimedia educational material and integrating it within their subject using the authoring package: Illuminatus 4.5. The course will adopt a practical hands-on approach to produce interactive multimedia lessons preferably by making use of their laptops.
Requirements	Must be proficient in the use of Windows XP and Office
Duration	6 session of 3 hours each

Course Code	TCH1
Title	<b>Solving simple Technical PC problems</b>
Description	Have you ever found problems on how to install and configure a printer or a scanner? Do you know how to upgrade your RAM or update your operating system? Are you aware how you could protect your computer from virus threats and Internet related threats? This course will adopt a practical hands-on approach on these frequent problems found in your PC. The objectives are to help course attendees to solve hardware and software problems in no time!
Requirements	Must be proficient in the use of Windows 98/XP and Office Applications.
Duration	6 sessions of 3 hours each.

## Malta Courses only

Course Code	SNR
Title	<b>Creating Multimedia Resources for use with computer access devices and communication for special needs.</b>
Description	<p>Applicants will learn how to set up and use Boardmaker5 (basic), a software package used to facilitate communication for special needs students of all ability levels. They will learn how to set up touch monitors and switches as well as Intellikeys and your regular windows accessibility features.</p> <p>During the course, the participants will create <b>resource packs</b> using : Boardmaker5, Microsoft Word, PowerPoint , Windows recorder and other free resources. Special focus will be given to switch accessible interfaces using PowerPoint. The resources created will be directly useful for and relevant to the Curriculum and will address the problem of producing <b>Maltese literacy teaching resources</b> for special needs, especially through the creation of on-screen activities.</p>
Requirements	Basic Computer Literacy (preferably familiar with windows applications such as Microsoft Word and PowerPoint).
Duration	7 Sessions

Course Code	AM3
Title	<b>ECDL Word Processor Advanced Level</b>
Description	<p>With the ECDL Advanced Word Processing certification, Candidates can demonstrate their ability to use the advanced features of word processing applications to enhance their work, improve productivity and save time.</p> <p>At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> <li>• Create and manage large, complex word processing projects</li> <li>• Illustrate sophisticated typographical, formatting and layout presentations, including tables, forms and graphics</li> <li>• Use tools such as macros</li> <li>• Carry out more advanced mail merge operations</li> <li>• Work effectively on large collaborative projects.</li> </ul>
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each.

Course Code	AM6
Title	<b>ECDL Presentation Advanced Level</b>
Description	<p>The ECDL Advanced Presentation certification is a vital tool for Candidates who wish to create effective, high-impact presentations using advanced features and who need to be able to prove their skills in this area.</p> <p>At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> <li>• Plan and design more effective presentations with more impact</li> <li>• Use advanced features to customise layout and shows</li> <li>• Use and manipulate pictures, images and drawn objects, charts/graphs in presentations</li> <li>• Add sophisticated multimedia elements to presentations</li> <li>• Use the powerful relating tools to link information to other applications.</li> </ul>
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each.

## Malta Courses only

Course Code	AM4
Title	<b>ECDL Spreadsheets Advanced Level</b>
Description	<p>The ECDL Advanced Spreadsheets certification presents Candidates with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information.</p> <p>At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> <li>• Produce higher quality</li> <li>• Pinpoint key information quicker and more easily information</li> <li>• Provide more sharply-defined analysis</li> <li>• Produce more sophisticated reports</li> <li>• Use advanced editing, data handling, functions and analysis features</li> <li>• Use macros within the spreadsheets application.</li> </ul>
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each.

Course Code	AM5
Title	<b>ECDL Databases Advanced Level</b>
Description	<p>Anybody who works with databases on a regular basis already knows just how useful they can be for managing and analysing large quantities of information. Thanks to database applications we can structure and manage large amounts of data and manipulate it to extract valuable information. But did you know that most database applications have advanced features that allow one to carry out more complex functions that can further enhance the quality of one's work and save time – if one has the skills to use them!</p> <p>At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> <li>• Produce better reports with deeper data analysis</li> <li>• Produce higher quality management information</li> <li>• Use advanced features in table, query, form and report design</li> <li>• Use macros within the database application</li> <li>• Import, export and link data.</li> </ul>
Requirements	ECDL Core Certificate
Duration	10 sessions of 3 hours each.

## Gozo Courses only


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Course Code	GZWIN1
Title	<b>Computer Awareness for Complete Beginners</b>
Description	This course is intended for complete beginners. The course will focus on basic hardware, the Windows XP Operating System and related software.
Requirements	No computer knowledge
Duration	6 sessions of 3 hours each

Course Code	GZINT1
Title	<b>Using the Internet Effectively</b>
Description	This course covers most aspects of the internet, including world wide web, email, search techniques, use of resources harvested from the internet, internet in a classroom context, internet as a communications tool.
Requirements	Knowledge of Windows XP
Duration	7 sessions of 3 hours each

Course Code	GZWRD1
Title	<b>Basic features of MS Word</b>
Description	Would you like to learn how to write professional letters and handouts complete with coloured text and graphics? Come to learn MS Word and become computer literate!
Requirements	No computer knowledge required
Duration	5 sessions of 3 hours each

Course Code	GZEXC1
Title	<b>Microsoft Excel</b>
Description	At the end of this course you will be able to build number-crunching spreadsheets for recording, analysing and graphing just about any number you can think of. When you discover the power and convenience of spreadsheets you will ask: "How did I ever manage to organise my work or life without Microsoft Excel?!".
Requirements	Basic computer knowledge
Duration	5 sessions of 3 hours each

 :2598 2324

FAX :2598 2306

## ICT Courses for Teachers

### Courses being applied for\*:

**Course 1 Code:** (from Circular)

**Course 2 Code:** (from Circular)

*\*Due to organisational restrictions, we might not always be able to accommodate you according to your preference*

I.D. Card Number :

Title (Mr, Ms) :

Name :

Surname :

Age last birthday:

Teaching Grade :   
 (Regular Teacher, Instructor...etc)

Home Address:

Home Telephone Number:

Mobile Number:

email Address\*:

*\*Please supply an address which you use regularly.*

School Name

College

School Level:

Primary

Secondary

Post-Secondary

Special School

School Type:

(Please tick as appropriate)

State

Church

Independent

School's Telephone Number:

Applicant's Signature:

Date :

Head's Signature :   
 (Include School's stamp)