



**DEPARTMENT FOR CURRICULUM MANAGEMENT**

**LETTER CIRCULAR**

**Information: X**

**Date: 10<sup>th</sup> October 2006**

**Action Required: X**

**Ref: DCM 105/2006**

**To: Heads of State and Non-State Schools and Sections**

**From: Mr. N.Borg  
f/Director Technology in Education**

**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 contents of this circular and the enclosed sheets to the attention of all teaching staff.

Applications are to reach the ICT Learning Centre by NOT LATER than noon of 27<sup>th</sup> October 2006.

**Raymond J. Camilleri  
Director, Curriculum Mangement**

As part of its plan to develop ICT in education and in view of the National Curriculum Framework the ICT Learning Centre within the Department of Technology in Education will be offering a number of courses in ICT for **Teaching Staff only**.

**Venue:** ICT Learning Centre & Selected schools.  
**Starting Date:** Week starting November 20th 2006 (depending on Number of Applicants)  
**Time:** **Afternoons (15.30 – 18.30)**  
**Participants:** **All Teaching and School Management Grades in State, Church and Independent 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 online form 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 25982306

**OR**

2. post it to:

Mr Dennis Zammit  
Department of Technology in Education  
ICT Learning Centre  
Education Division  
Floriana

- Please note that late applications will NOT be considered.
- Please avoid submitting the same form twice. Online registrations will be acknowledged by return email.
- 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 the 15<sup>th</sup> November 2006, please do not hesitate to contact us.

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<sup>1</sup> (type the above web address in the address bar and fill in the online form. 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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### Malta Course List – Summer 2006

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	MDB1
Title	<b>MS Access</b>
Description	Create and manage records using MS Access. This is a powerful tool that allows users to create collections of information and retrieve required details.
Requirements	Basic Knowledge of Windows XP, Computer awareness
Duration	6 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	8 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

## Malta Courses Only

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Course Code	PPT1
Title	<b>Microsoft PowerPoint</b>
Description	Introduction to MS PowerPoint, covering creation of slides, inserting graphics, sound and movies, as well as slide show animation.
Requirements	Knowledge of Windows XP and MS Word
Duration	6 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	INT2
Title	<b>Use of the Internet in the Primary Classroom and Creating Web pages using Print Shop 10/11</b>
Description	This course aims to expose teachers to the necessary tools and features to be able to create web pages. The software package Print Shop 10/11 provided within year 5 and 6 classrooms in the primary school will be utilised to create a classroom web page during the course. The course will expose teachers to the methods used to harvest images and information necessary to create the web page from the Internet. Teachers will also be exposed to the schoolnet primary school portal so as to gain access to necessary classroom teaching resources. They will also make use of the schoolnet mail both to communicate with other teachers with the aim of starting internet email communication with other schools, and to send classroom resources they may create to share these with teacher colleagues. Teachers will also have the opportunity to upload the web page they will be creating within the course so as to gain the necessary skills to upload web pages created by their classroom later on.
Requirements	Basic knowledge of Windows XP
Duration	6 sessions of 3 hours each

## Malta Courses Only

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Course Code	INT3
Title	<b>Using the Internet for creating online resources</b>
Description	This course aims to familiarise teachers with various Internet utilities to create online resources that can be used in Internet related projects. Practical sessions will help teachers to create web quests, crossword puzzles, multiple choice questions, quizzes and digital stories.
Requirements	Teachers must be familiar with the basic Internet tools and must have basic knowledge of Microsoft Word and Microsoft PowerPoint.
Duration	7 sessions 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

Course Code	CRP1
Title	<b>Creating Resource Packs for State Schools: Years 1 – 3</b>
Description	This course is suited to Primary School Teachers. During this course teachers will be trained in creating complete packages which make full use of Information Technology and which can be used within the classroom situation. A package will include the following resources: Requirements <ul style="list-style-type: none"> <li>• Slide Show presentations created using Ms PowerPoint and KidPix Deluxe</li> <li>• Flashcards/handouts/charts/booklets/card games created using Print Shop Ensemble</li> <li>• Onscreen Activities created using KidPix Deluxe</li> </ul>
Requirements	Basic Knowledge of Windows
Duration	6 sessions of 3 hours each

## Malta Courses Only

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Course Code	CRP2
Title	<b>Creating Resource Packs for State Schools: Years 4</b>
Description	<p>This course is intended for Primary School Teachers. During this course teachers will be trained in creating complete packages which make full use of Information Technology and which can be used within the classroom situation. A package will include the following resources:</p> <ul style="list-style-type: none"> <li>• Slide Show presentations created using MS PowerPoint and KidPix Deluxe</li> <li>• Flashcards/handouts/charts/booklets/card games created using Print Shop Premier 5</li> <li>• Onscreen Activities created using KidPix Deluxe and Book Workshop</li> </ul>
Requirements	Basic Knowledge of Windows
Duration	6 sessions of 3 hours each

Course Code	CRP3
Title	<b>Creating Resource Packs for State Schools: Years 5 and 6</b>
Description	<p>This course is intended for Primary School Teachers. During this course teachers will be trained in creating complete packages which make full use of Information Technology and which can be used within the classroom situation. A package will include the following resources:</p> <ul style="list-style-type: none"> <li>• Slide Show presentations created using MS PowerPoint.</li> <li>• Flashcards/handouts/charts/booklets/card games created using Print Shop 10</li> <li>• Onscreen Activities created using Primary Writer</li> </ul>
Requirements	Basic Knowledge of Windows
Duration	6 sessions of 3 hours each

Course Code	TWN1
Title	<b>Online collaborative projects - eTwinning</b>
Description	<p>Online collaborative teaching is an innovative methodology with many advantages for teachers and students. This course will tackle 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.</p> <p>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 (Skypeing!) etc.</p>
Requirements	Basic Knowledge of Windows XP, Computer awareness. Teachers who have registered for eTwinning will be given preference – kindly indicate this in your application.
Duration	6 sessions of 3 hours each

## Malta Courses Only

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Course Code	CAD1
Title	<b>AutoCAD Foundation Course</b>
Description	Introduction to Computer Aided Draughting and Design principles using AutoCAD. On completion participants will be able to create complex 2 dimensional drawings. Preference will be given to Technical Design teachers/instructors.
Requirements	Knowledge of conventional Draughting techniques and basic computer skills
Duration	8 session of 3 hours each

Course Code	ProD1
Title	<b>ProDesktop</b>
Description	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.
Requirements	Basic computer knowledge
Venue	Naxxar
Duration	15 sessions of 2 hours each.

Course Code	FLH1
Title	<b>Macromedia Flash</b>
Description	Flash is an authoring tool that allows you to create anything from a simple animation to a complex interactive web page. You can make your Flash applications media rich by adding pictures, sound, and video. This course will take to another dimension of authoring software development.
Requirements	Basic Knowledge of Windows XP, Computer awareness
Duration	6 session of 3 hours each
Requirements	Basic Computer Literacy (preferably familiar with windows applications such as Microsoft Word).
Duration	6 session of 3 hours each

Course Code	PSH1
Title	<b>Photoshop basics</b>
Description	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.
Requirements	Good knowledge of Windows.
Duration	6 session of 3 hours each

## Malta Courses Only

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>Secondary Schools Multimedia Resource Packs using Illuminatus</b>
Description	This course is intended for Secondary School teachers and especially for Subject Co-ordinators to support the ICT Across the Curriculum in their schools. Participants will be able to produce a complete educational multimedia pack that can be used during teaching and learning. Participants will be able to understand the implications of producing education material and integrating it within their subject using the authoring package: Illuminatus 4.5. The course will adopt a practical hands-on approach.
Requirements	Must be proficient in the use of Windows XP and Office
Duration	5 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	ECDL IV
Title	<b>European Computer Driving Licence</b>
Description	<p>The European Computer Driving Licence is an internationally recognised qualification, certifying that the holder has the knowledge and skills needed to use the most common computer applications efficiently and productively. This is a one scholastic year course intended to prepare participants to undertake the ECDL exam.</p> <p>To gain the ECDL, the applicant must pass one theoretical and six practical tests, which are administered throughout Europe by accredited Test Centres. The ECDL syllabus is broken down into seven modules, each of which must be passed before the ECDL certificate is awarded. The seven modules that make up the ECDL are:</p> <ul style="list-style-type: none"><li>• Basic concepts of IT</li><li>• Using the computer and managing files</li><li>• Word processing</li><li>• Spreadsheets</li><li>• Databases</li><li>• Presentation</li><li>• Information and Communication</li></ul> <p>Candidates have to obtain the skills card listing all the modules. As they pass each module, the <a href="#">accredited testing body</a> will sign the skills card. When all the modules have been successfully completed, the skills card is exchanged for a certificate.</p>
Requirements	Knowledge of Windows XP, Computer awareness
Duration	25 sessions of 3 hours each

## Gozo Courses Only

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Course Code	GOZOWIN1
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 (venue: Gozo)

Course Code	GOZOINT1
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	6 sessions of 3 hours each (venue: Gozo)

Course Code	GOZOWRD1
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	6 sessions of 3 hours each (venue: Gozo)

Course Code	GOZOEXC1
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 spreadsheet you will ask: "How did I ever manage to organise my work or life without Microsoft Excel?!".
Requirements	Basic computer knowledge
Duration	6 sessions of 3 hours each (venue: Gozo)

Course Code	GOZOPPT1
Title	<b>Microsoft PowerPoint</b>
Description	Introduction to MS PowerPoint, covering creation of slides, inserting graphics, sound and movies, as well as slide show animation.
Requirements	Knowledge of Windows XP and MS Word
Duration	6 sessions of 3 hours each (venue: Gozo)

## Data Protection Policy

The Data Protection Act, 2001 regulates the processing of personal data whether held electronically or in manual form. The **Department of Technology in Education** which in terms to the Act is the Data Controller is set to fully comply with the Data Protection Principles as set out in the Act.

The Department, which functions under the **Education Act** needs to process information about its clients.

All data subjects are entitled to know what information the Department holds and processes about them and why; how to gain access to it; how to keep it up to date; what the Department is doing to comply with its obligations under the Data Protection Act, 2001.

All data subjects have the right to access any personal information kept about them by the Department, either on computer or in manual files. Request to access to personal information by data subjects must be made in writing and addressed to the Data Controller of the Ministry/Department:

**Department of Technology in Education**  
**Education Division**  
**Floriana CMR02**

An identification document such as a photocopy of the Identity Card, photocopy of passport, etc of the data subject making the request must be submitted with the request. Such identification material will be returned back to the data subject.

The Department aims to comply as quickly as possible with requests for access to personal information and will ensure that it is provided within a reasonable time unless there is good reason for delay. When a request for access cannot be met within a reasonable time, the reason will be explained in writing to the data subject making the request.

All data subjects have the right to request that their information be amended, erased or not used in the event the data is incorrect.

The Data Protection Act, 2001 sets down a formal procedure for dealing with data subject access requests, which the Department of Technology in Education follows.



## 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:

School Name &amp; Address:

School Level:

(Please tick as appropriate)

 Primary 

 Secondary 

 Post-Secondary 

 Special School 

School Type:

(Please tick as appropriate)

 State 

 Church 

 Independent 

School's Telephone Number:

School's email address:

Applicant's Signature:

Date :

Head's Signature :

(Include School's stamp)