

Diviżjoni ta' l-Edukazzjoni
Dipartiment tat-Teknoloġija f
Edukazzjoni

Telefon: 25982164



Malta

Education Division
Department of Technology in
Education

Fax: 21249872

LETTER CIRCULAR

Information: X
Action Required: X
Ref: DCM 34/2003
From: Director Technology in Education
To: All Heads of Schools (State and Non-State)
Subject: Courses in ICT
Date: 7th April 2003

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 13th June 2003

Charles Mizzi, Director General (Education).
In the absence of the Director Curriculum Management.

As part of its plan to develop ICT in education and in view of the new National Minimum Curriculum the ICT Learning Centre within the Department of Technology in Education will be offering a number of morning courses in ICT.

Venue: ICT Learning Centre, Floriana and selected schools.
Starting Date: 14th July 2003
Starting Times: 9.00 am
Participants: All Teaching and School Management Grades in State, Church and Independent Schools.

Those interested in following any of the listed ICT courses are kindly requested to fill in a copy of the attached application form and

1. fax it to number 21249872
- OR
2. post it to:

Mr Franco Costa
Department of Technology in Education
ICT Learning Centre
Education Division
Floriana

- Please note that late applications will NOT be considered.
- Please do NOT post and fax the same application form.
- Course availability may depend on number of applications.
- Applications are processed on a first come first served basis.

Course Code WIN1

Title Computer Awareness for Complete Beginners

Description This course is intended for complete beginners. The course will focus on basic Windows 98 Operating System and related software.

Requirements No computer knowledge

Duration 4 sessions of 3 hours each

Course Code INT1

Title Using the Internet Effectively

Description This course covers most aspects of the internet, including world wide web, email techniques, use of resources harvested from the internet, the internet within a context, internet as a communications tool.

Requirements Knowledge of Windows 95/98

Duration 4 sessions 3 hours each

Course Code INT2

Title Use of the Internet in the Primary Classroom and Creating Web pages using Print Shop

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 in the primary school will be utilised to create a classroom web page during 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 expected to use schoolnet primary school portal so as to gain access to necessary classroom 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. Teachers will also have the opportunity to upload the web page they will be creating with so as to gain the necessary skills to upload web pages created by their classroom.

Requirements Basic knowledge of Windows 95/98

Duration 5 sessions of 3 hours each

Course Code WRD1

Title Basic features of MS Word

Description Introduction to Word Processing, covering basic keyboard skills, formatting of text, use of graphics, Word Art, creating, saving and printing documents.

Requirements No computer knowledge required

Duration 5 sessions of 3 hours each

Course Code PPT1

Title Microsoft PowerPoint

Description Introduction to MS PowerPoint, covering creation of slides, inserting graphics, sound, movies, as well as slide show animation and transitions

Requirements	Knowledge of Windows 98 and MS Word
Duration	5 sessions of 3 hours each
Course Code	GRP1
Title	Computer Graphics
Description	This course is targeted for users already familiar with the computer environment. They need to be creative using this powerful digital tool. The course will be of great interest to those with artistic ability ready to skip to the digital medium of expression. The following topics will be covered: Paint, PowerPoint, Paintshop Pro and Freehand 5.
Requirements	Knowledge of Windows and Microsoft Office
Duration	5 session of 3 hours each
Course Code	GRP2
Title	Intermediate Computer Graphics
Description	This course is targeted for users who have already covered the Computer Graphics course offered by the ICT learning Centre or are already conversant with graphics programs. This course focuses on the use of Paint Shop Pro/Freehand
Requirements	Familiarity with computer graphics
Duration	5 session of 3 hours each
Course Code	ECDL
Title	European Computer Driving Licence for Teachers
Description	<p>The European Computer Driving Licence is an internationally recognised qualification certifying that the holder has the knowledge and skill needed to use the most common computer applications efficiently and productively. This course is 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 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"> • Basic concepts of IT • Using the computer and managing files • Word processing • Spreadsheets • Databases • Presentation • Information and Communication <p>Candidates obtain, usually from a test centre, a logbook listing all the modules. For each module, the accredited testing body will sign the logbook. When all the modules have been successfully completed, the logbook is exchanged for a certificate.</p>
Requirements	Basic Knowledge of Windows 98, Computer awareness

Duration	Approximately 24 sessions of 3 hours each (3 sessions per week)
Course Code	CSW1
Title	Creating a School Website
Description	The course will discuss the rationale behind the creation, use and maintenance Website. It will cover basic knowledge of the Internet in general and will involve participants in the basic creation of a Website making use of FrontPage 2000. It also covers uploading the Website into a Schoolnet account.
Requirements	Knowledge of MS Word and Internet Explorer
Duration	5 sessions of 3 hours each
Course Code	CRP1
Title	Creating Resource Packs for State Schools: Years 1 – 3
Description	This course is intended for Primary School Teachers. During this course teachers are trained in creating complete packages which make full use of Information Technology which can be used within the classroom situation. A package will include the following resources: <ul style="list-style-type: none"> • Slide Show presentations created using Microsoft PowerPoint and KidPix Deluxe • Flashcards/handouts/charts/booklets/card games created using Print Shop Express • Onscreen Activities created using KidPix Deluxe
Requirements	Basic Knowledge of Windows
Duration	5 sessions of 3 hours each
Course Code	CRP2
Title	Creating Resource Packs for State Schools: Years 4
Description	This course is intended for Primary School Teachers. During this course teachers are trained in creating complete packages which make full use of Information Technology which can be used within the classroom situation. A package will include the following resources: <ul style="list-style-type: none"> • Slide Show presentations created using Microsoft PowerPoint and KidPix Deluxe • Flashcards/handouts/charts/booklets/card games created using Print Shop Express • Onscreen Activities created using KidPix Deluxe and Bookworkshop
Requirements	Basic Knowledge of Windows
Duration	5 sessions of 3 hours each
Course Code	CRP3
Title	Creating Resource Packs for State Schools: Years 5 and 6
Description	This course is intended for Primary School Teachers. During this course teachers are trained in creating complete packages which make full use of Information Technology which can be used within the classroom situation. A package will include the following resources:

resources:

- Slide Show presentations created using MS PowerPoint.
- Flashcards/handouts/charts/booklets/card games created using Print Shop 10
- Onscreen Activities created using Primary Writer

Requirements Basic Knowledge of Windows

Duration 5 sessions of 3 hours each

Course Code CAD1

Title AutoCAD 2D Foundation Course (beginners)

Description Introduction to Computer Aided Draughting and Design principles using AutoCAD. Computer-aided design and drafting helps prepare drawings, specifications, and other design-related elements using special graphics and calculations. The tech for a wide variety of products in such fields as architecture, electronics and aut engineering. Although CAD systems originally dealt with automated drafting, they include three-dimensional modeling and computer-simulated operation of the machine rather than having to build prototypes and change components to determine the effective ranges, engineers can use computers to simulate operation to determine loads. On completion, participants will be able to create complex 2D dimensioned drawings.

Requirements Knowledge of conventional draughting techniques and basic computer skills

Duration 8 session of 3 hours each