



Department of Curriculum Development Implementation and Review

LETTER CIRCULAR

Information: X

Date: 21st May 2004

Action Required: X

Ref: DCM 59/2004

To: Heads of State and Non State Schools and Sections

**From: Mr. L. Zammit
Director Technology in Education**

Tel: 25982324

Subject: Courses in ICT

This circular is also available at : <http://schoolnet.gov.mt/dtie/circulars.html>

You can apply for the following courses online at: <http://skola.gov.mt/courses>

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 14th June 2004.

Raymond J. Camilleri
Director, Currciulum Management

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

Venue: Selected schools.
Starting Date: 12th July 2004 – 16th July 2004
Starting Time: Mornings and Afternoons
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:

- a) Fill in an online form at: <http://skola.gov.mt/courses>
(type the above web address in the address bar and fill in the online form. Check accurately the data you have submitted is correct and click on the send Form button to submit your form)

OR

- b) 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 avoid submitting the same form twice. Select your method and submit once. Online registrations will be acknowledged by return email. *(only if you enter your email address in the form)*
- Please do NOT post, fax or fill in the online form for the same application form.
- Course availability may depend on number of applications.
- Applications are processed on a first come first served basis.
- *If you do not receive the course time table till the 28th June, please do not hesitate to contact us.*

Courses offered in Gozo Only

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| Course Code | ECDL Version IV (New Version) |
| 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.</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"> • 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 (or skills card) listing all the modules. As they pass 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/XP, Computer awareness |
| Duration | Approximately 24 sessions of 3 hours each |

Courses offered in Malta and Gozo

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| Course Code | WIN1 |
| Title | Computer Awareness for Complete Beginners |
| 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 | 4 sessions of 3 hours each |

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| Course Code | INT1 |
| Title | Using the Internet Effectively |
| 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 98/XP |
| Duration | 6 sessions of 3 hours each |

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| Course Code | WRD1 |
| Title | Basic features of MS Word |
| 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 |

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| Course Code | EXC1 |
| Title | Microsoft Excel |
| 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 | 4 sessions of 3 hours each |

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|--------------|--|
| Course Code | PPT1 |
| Title | Microsoft PowerPoint |
| Description | Introduction to MS PowerPoint, covering creation of slides, inserting graphics, sound and movies, as well as slide show animation. |
| Requirements | Knowledge of Windows 98/XP and MS Word |
| Duration | 5 sessions of 3 hours each |

Courses offered in Malta Only

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| Course Code | GRP1 |
| Title | Computer Graphics |
| 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 98/XP and Microsoft Office |
| Duration | 5 session of 3 hours each |

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| Course Code | WIN2 |
| Title | Managing your computer effectively |
| Description | The basic building blocks of successful computer usage is the effective management of files and folders. If you've ever felt sure that you've saved a file but you cannot find it, this course is for you. |
| Requirements | Basic computer Knowledge required |
| Duration | 4 sessions of 3 hours each |

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| Course Code | INT2 |
| Title | Use of the Internet in the Primary Classroom and Creating Web pages using Print Shop 10/11 |
| 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 98/XP |
| Duration | 6 sessions of 3 hours each |

Courses offered in Malta Only

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| Course Code | WRD2 |
| Title | Intermediate Level MS Word |
| Description | This course is intended for those who already have a good working knowledge of MS Word. During the course more advanced features of MS Word will be covered such as styles, index, tables, mail merge and graphics. |
| Requirements | Working knowledge of MS Word is required for this course |
| Duration | 4 sessions of 3 hours each |

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| Course Code | CSW1 |
| Title | Creating a School Website |
| 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 basic creation of a Website making use of FrontPage 2000. The course will also cover uploading the Website into a Schoolnet account. |
| Requirements | Knowledge of MS Word / Internet Explorer /Windows 98/XP |
| Duration | 5 sessions of 3 hours each |

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|--------------|---|
| Code | CRP1 |
| Title | Creating Resource Packs for State Schools: Years 1 – 3 |
| Description | <p>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</p> <ul style="list-style-type: none"> • Slide Show presentations created using Ms PowerPoint and KidPix Deluxe • Flashcards/handouts/charts/booklets/card games created using Print Shop Ensemble • Onscreen Activities created using KidPix Deluxe |
| Requirements | Basic Knowledge of Windows |
| Duration | 6 sessions of 3 hours each |

Courses offered in Malta Only

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|--------------|---|
| Course Code | CRP2 |
| Title | Creating Resource Packs for State Schools: Years 4 |
| 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"> • Slide Show presentations created using MS PowerPoint and KidPix Deluxe • Flashcards/handouts/charts/booklets/card games created using Print Shop Premier 5 • Onscreen Activities created using KidPix Deluxe and Bookworkshop |
| Requirements | Basic Knowledge of Windows |
| Duration | 6 sessions of 3 hours each |

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| Course Code | CRP3 |
| Title | Creating Resource Packs for State Schools: Years 5 and 6 |
| 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"> • 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 | 6 sessions of 3 hours each |

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Courses offered in Malta Only
New Courses

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| Course Code | LMT1 |
| Title | Educational Multimedia Production using Illuminatus |
| Description | Supporting the use of ICT across the curriculum, this course exposes teachers to the concepts and the practical issues of multi-media courseware for Primary and Secondary school teachers. Participants will be able to understand the implications of producing educational material and integrating it within the curriculum using a multi-media authoring package (Illuminatus 4.5/Opus). The course will adopt a practical hands-on approach with the main objective of producing an educational interactive pack to be used by teachers during their lesson delivery. |
| Requirements | Must be proficient in the use of Windows 98/XP and Office Applications. |
| Duration | 5 sessions of 3 hours each. |

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| Course Code | TCH1 |
| Title | Solving simple Technical PC problems |
| 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 | 5 sessions of 3 hours each. |

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<http://skola.gov.mt/courses>

*(type the above web address in the address bar and fill in the online form. Check accurately the data you have submitted is correct and click on the **Send Form** button to submit your form)*