



DEPARTMENT FOR CURRICULUM MANAGEMENT

LETTER CIRCULAR

Information: X **Date:** 15th October 2007
Action Required: X **Ref:** DCM 156/2007
To: All Heads of School (State & Non-State) and Sections
From: Mr Norman Borg **Tel:** 2598 2165
Education Officer **E-mail:** norman.c.borg@gov.mt
ICT Learning Centre
Subject: Courses in ICT

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

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 attached sheets to the attention of all teaching staff.

Applications are to reach the ICT Learning Centre by **NOT LATER than noon of Wednesday, 31st October 2007.**

Raymond J. Camilleri
Director, Curriculum Management

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 and selected schools.

Starting Date: Week starting November 26th 2007 (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 online using the form found at: <http://skola.gov.mt/courses>¹

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

Course availability may depend on the number of applications received. (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 14th November 2007, please do not hesitate to contact us.

¹ (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 | 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 | 6 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 XP |
| Duration | 7 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 | 5 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 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 |

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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 XP and MS Word |
| Duration | 6 sessions of 3 hours each |

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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 XP and Microsoft Office |
| Duration | 5 session of 3 hours each |

Malta Courses only

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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 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 |

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|--------------|---|
| Course 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 |

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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 Book Workshop |
| Requirements | Basic Knowledge of Windows |
| Duration | 6 sessions of 3 hours each |

Malta Courses only

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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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| Course Code | TWN1 |
| Title | Online collaborative projects - eTwinning |
| Description | <p>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.</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, blogs and wikkies, photocomic strips, (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 |

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| Course Code | ProD1 |
| Title | ProDesktop |
| 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. |

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| Course Code | FLH1 |
| Title | Macromedia Flash |
| 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 | Very good Knowledge |
| Duration | 6 session of 3 hours each |

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| Course Code | PSH1 |
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Malta Courses only

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| Title | Photoshop basics |
| 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 |

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| Course Code | MMM1 |
| Title | Producing educational videos using Microsoft Movie Maker (Basic Course) |
| 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 |

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| Course Code | LMT1 |
| Title | Secondary Schools Multimedia Resource Packs using Illuminatus |
| 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 |

Malta Courses only

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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 | 6 sessions of 3 hours each. |

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| Course Code | ECDL IV |
| Title | European Computer Driving Licence |
| 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"> • Basic concepts of IT • Using the computer and managing files • Word processing • Spreadsheets • Databases • Presentation • Information and Communication <p>Candidates have to obtain the skills card listing all the modules. As they pass each module, the accredited testing body 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 |

Malta Courses only

Advanced ECDL Modules – NEW

Candidates who obtain the four ECDL advanced certificates will qualify for the ECDL EXPERT certificate.

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| Course Code | AM3 |
| Title | ECDL Word Processor Advanced Level |
| 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. At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> • Create and manage large, complex word processing projects • Illustrate sophisticated typographical, formatting and layout presentations, including tables, forms and graphics • Use tools such as macros • Carry out more advanced mail merge operations • Work effectively on large collaborative projects |
| Requirements | ECDL Core Certificate |
| Duration | 10 sessions of 3 hours each. |

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| Course Code | AM6 |
| Title | ECDL Presentation Advanced Level |
| 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. At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> • Plan and design more effective presentations with more impact • Use advanced features to customise layout and shows • Use and manipulate pictures, images and drawn objects, charts/graphs in presentations • Add sophisticated multimedia elements to presentations • Use the powerful relating tools to link information to other applications |
| Requirements | ECDL Core Certificate |
| Duration | 10 sessions of 3 hours each. |

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| Course Code | AM4 |
| Title | ECDL Spreadsheets Advanced Level |
| 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. At the end of the course candidates will be able to:</p> <ul style="list-style-type: none"> • Produce higher quality information • Pinpoint key information quicker and more easily • Provide more sharply-defined analysis • Produce more sophisticated reports • Use advanced editing, data handling, functions and analysis features • Use macros within the spreadsheets application |
| Requirements | ECDL Core Certificate |
| Duration | 10 sessions of 3 hours each. |

Malta Courses only

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| Course Code | AM5 |
| Title | ECDL Databases Advanced Level |
| 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">• Produce better reports with deeper data analysis• Produce higher quality management information• Use advanced features in table, query, form and report design• Use macros within the database application• Import, export and link data |
| Requirements | ECDL Core Certificate |
| Duration | 10 sessions of 3 hours each. |

Gozo Courses only

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| Course Code | GOZOECDL IV |
| Title | European Computer Driving Licence |
| 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">• Basic concepts of IT• Using the computer and managing files• Word processing• Spreadsheets• Databases• Presentation• Information and Communication <p>Candidates have to obtain the skills card listing all the modules. As they pass each module, the accredited testing body 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 |



ICT Learning Centre
Education Division
Great Siege Road
Floriana

☎ :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)