

DIVIŻJONI TA' L-EDUKAZZJONI
FLORIANA
MALTA



EDUCATION DIVISION
FLORIANA
MALTA

DEPARTMENT FOR CURRICULUM MANAGEMENT

LETTER CIRCULAR

Information: X **Date:** 21st May 2007
Action Required: X **Ref:** DCM 78/2007
To: All Heads of School (State & Non-State) and Sections
From: Mr. N. Borg **Tel:** 2598 2164
f/Director Technology in Education **Fax:** 2598 2165
E-Mail: norman.c.borg@gov.mt
Subject: Courses in ICT – Summer 2007

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 enclosed sheets to the attention of all teaching staff.

Applications are to reach the ICT Learning Centre **by not later than noon of 15th June 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 & Selected schools.
Starting Date: Week starting July 16th 2007 (depending on Number of Applicants)
Time: Mornings (09.00-12.00)
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>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

- Please note that late applications may NOT be considered.
- Please avoid submitting the same form twice.
- 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 6th July 2007, please do not hesitate to contact us.

¹ (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

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

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

Course Code	MDB1
Title	MS Access
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	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	8 sessions of 3 hours each

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

Malta Courses Only

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

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

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 XP
Duration	6 sessions of 3 hours each

Malta Courses Only

Course Code	INT3
Title	Using the Internet for creating online resources
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	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	7 sessions of 3 hours each

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

Malta Courses Only

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

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

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 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

Course Code	CAD1
Title	AutoCAD Foundation Course
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	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.

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	Basic Computer Literacy (preferably familiar with windows applications such as Microsoft Word).
Duration	7 session of 3 hours each

Course Code	PSH1
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

Malta Courses Only

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

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

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.

Malta Courses Only

Course Code	CMRS
Title	Creating Multimedia Resources for special needs
Description	<p>The course aims to teach applicants to learn</p> <ol style="list-style-type: none"> 1. how to set up and use Boardmaker5, (a software package used to facilitate communication for special needs students of all ability levels). 2. how to use of Power Point as an educational tool 3. how to evaluate and use touch monitor software and install touch monitors 4. how to make Windows accessible for persons with special needs 5. how to use internet resources in order to meet the needs of students with special needs. <p>During the course, the participants will have the chance to do hands on practice. A set of notes will be given to each applicant. The course is open to all teachers, facilitators, KGAs and speech therapists currently working in a special school and Trainee Inclusion Coordinators (INCOs).</p>
Requirements	Basic Computer Literacy
Duration	5 sessions of 3 hours each

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. 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

GOZO Courses Only

Course Code	GOZOWIN1
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 (venue: Gozo)

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

Course Code	GOZOWRD1
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 (venue: Gozo)

Course Code	GOZOEXC1
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	6 sessions of 3 hours each (venue: Gozo)

Course Code	GOZOPPT1
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 (venue: Gozo)

GOZO Courses Only

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. 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 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 & 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)