

Name of the Module: ICT for Education

- Objective of the Module: At the end of module teachers shall be able to use ICT in Teaching and Learning process effectively
- Expected Learning outcomes: Use ICT as a teaching tool

Course Content

Session No	Topic	Content	Quality inputs / Resources	Methodology	Duration (Hours)
1.	Computer Essentials	a. Basic components of a computer, types of computers (Micro computers) b. On and Off a computer c. Create a folder in desktop d. Open a program -Paint (minimize, Maximize, Restore) e. Create – save in Desktop using default name f. Close a program	Computer	Discussions Demonstrations Concept maps Practical	02

2.	Word Processing	<ul style="list-style-type: none"> • Open the word processing software • Menu, Creating a document, Formatting • Introduction to Unicode • Spell & Grammar Checking • Editing (Copy, Cut, Paste) • Inserting a picture • Inserting & Formatting a table (merge, split, insert, delete) • Save and Save As • Print 	Computer and other devices Stationaries	Discussions Demonstrations Concept maps Practical	06
3.	Spreadsheets	<ul style="list-style-type: none"> • Introduction to spreadsheets (work sheet , workbook, Menu) • Creating a Mark sheet (SUM, AVERAGE) • Creating a Chart • Save and Save As • Print 	Computer and other devices Stationeries	Discussions Demonstrations Concept maps Practical	04
4.	Online Essentials	<ul style="list-style-type: none"> • Introduction to INTERNET & Connect to Internet 	Computer and other devices		04

		<ul style="list-style-type: none"> • Introduction to Browser Interface • Browsing, Downloading, Searching through • Introduction to E-MAIL, Creating an Email Account • Sending, Receiving, Replying, Forwarding and Attaching an object, 		Discussions Demonstrations Concept maps Practical	
5.	Presentations	<ul style="list-style-type: none"> • Introduction to presentation • Creating a Presentation (Inserting a Slide, Deleting, Style, Sound) • Transition , Animating an Object • Slide Show • Save and Save As 	Computer and other devices	Discussions Demonstrations Concept maps Practical	04

Course Outline

01.Computer Essentials

- Basic components of a computer, types of computers (Micro computers)
- Switch on the computer by using the correct procedure
- Introducing the desktop and it's components (Desktop, Start, Icons, Taskbar, Recycle Bin)
- Introduction to files and folders
- Creating, Renaming and Deleting a Folder
 - Open a program (Paint / My paint)
- Create a simple drawing, Save in Desktop using default name.
- Close the program

02. Word processing

- Open the word processing software
- Introduce the Word Processing Interface
- Introduce the key board skill (Shift, Caps lock, Space, backspace, Enter, Delete, Tab)
- Type a simple sentence& Check for spelling and Grammar
- Introduction to Unicode. (Activation of Unicode font)
- Selecting a block of text
- Text Formatting (Bold, Italic, Underline, Font size, Font color)
- Paragraph Formatting (Alignments, Bullets & Numbering, Borders)
- Page number, Header and Footer
- Editing (Copy, Cut, Paste, Undo, Redo)
- Inserting a picture

- Inserting & Formatting a table (merge, split, insert, delete)
- Save the file in a selected location
- Close and Open the file
- Opening the New Document
- Printing a document

03.Spreadsheets

- Open the Spreadsheet
- Introduce the Spreadsheet Interface
- Introduce to Workbook, Worksheet, Rows, Columns, Cells and Cell Address
- Insert, Delete and Rename a worksheet
- Entering and deleting a data
- Using Fill handle
- Selecting cell range
- Use of Formulas (+, - , * , /)
- Use of Functions (SUM, AVERAGE, MIN, MAX)
- Save the file in a selected location
- Close and Open the file
- Printing

04. Online Essentials

- Introduction to INTERNET & Connect to Internet
- Introduction to Browser Interface
- Browsing, Downloading, Searching through Internet(e-government applications eg- gov.lk)
- Introduction to E-MAIL, Creating an Email Account (Demonstration)
- Sending, Receiving, Replying, Forwarding and Attaching an object,
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05.Presentations

- Introduction to Presentations
- Creating a Presentation (Blank / Templates)
- Inserting a Slide, Deleting, Applying a Style

- Inserting objects to a slide
- Slide Transition (On Click , Automatic, Setting the time, Sound)
- Custom Animation
- Slide Show
- Save and Save As