Nelson Mandela Metropolitan University

for tomorrow

REGISTRATION OF A
SHORT LEARNING PROGRAMME (SLP)

1. Registration number: ....
2. Short Learning Programme Name: **Basic Computer Literacy for educators**

Short Course	**X**	Skills Programme	
(Non-credit bearing and not linked to a formal qualification)	**X**	(Credit bearing and linked to a formal qualification)	

3. SHORT LEARNING PROGRAMME DETAILS

3.1 NSB (See Annexure A1) : **NSB 05**

3.2 SGB (If applicable) : ....

3.3 Specialisation : **Computer Literacy for educators**

3.4 Field : **Technology**

3.5 Sub-field : **Basic Computer Skills**

3.6 NQF Level : **N/A**

3.7 Duration : **50 hours**
(Notional hours: total hours to be spent on the SLP: contact hours + self study)

3.8 Credit value (10 notional hours = 1 credit): **Not applicable (Non-credit bearing)**
(Complete only if linked to a formal qualification)

3.9 Learning to be in place for this Short Learning Programme

NONE

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3.10   Purpose of the Short Learning Programme

The purpose of this SLP is to empower *educators* (e.g. principals, HOPs, SMTs, classroom teachers, education support staff including education departmental officials) with basic computer skills in:

- Typing skills: Keyboard typing skills – an introduction
- MS-Word: Schools letters, test and exam papers and learner assignments
- MS-Excel: Class lists, Absenteeism and Mark list
- MS-PowerPoint: Classroom presentation for teaching and learning
- Internet Explorer: Searching for topics for teaching and learning purposes
- MS-Outlook Email: Communication with Department of Education and peers, sharing of information and attachments
- Social network sites – Facebook etc.

3.11   Short Learning Programme layout:

UNIT 1: TYPING SKILLS (KEYBOARD SKILLS) and EMAIL.

Duration: 4 hours

Purpose of the unit

In this unit participants will be introduced to typing and keyboard skills as well as email as a tool. The participants will learn how to use the keyboard and mouse, send email messages, how to reply to messages, how to insert attachments, etc. They will also be assisted to create own email account in either Gmail or Hotmail account that will enable them to communicate with other educators, university staff members, etc.

Specific outcomes of unit 1

1.1 Explore the keyboard by making use of a freeware keyboard tutor development software

1.2 Log in to http://email.nmmu.ac.za or equivalent webmail site

1.3 Compose an email message

1.4 Reply to an email message

1.5 Forward an email message

1.6 Attach a file to an email message

1.7 Open and save a file attached to an email message.

1.8 Delete unwanted email messages

1.9 Navigate between your folders: inbox, sent items and deleted items and be able to move messages between them

1.10   Sort email messages

1.11   Create own email account in GMAIL www.gmail.com and/or Microsoft Live www.live.com

UNIT 2: INTERNET EXPLORER TO SEARCH FOR TEACHING AND LEARNING MATERIAL

Duration: 6 hours

Purpose of the unit

In this unit participants will be guided on how to use the Internet by making use of Internet Explorer. Participants will also be shown how the Internet can be used for teaching and learning in the school context.

Specific Outcomes of Unit 2

2.1 Open the browser and know the use of the back, forward, stop, refresh, and print buttons.

2.2 Access educational web sites from given URLs

2.3 Use a search engine (www.google.co.za) to find useful educational sites on the Internet

2.4 Email hyperlinks of interesting web sites to peers

2.5 Read online education related documents, e.g. from Tuthong and the Department of Education's online web repository

2.6 Explore YouTube: Search for educational videos that can be used at school

2.7 Explore online newspapers

2.8 Visit and explore academic websites e.g. www.nmmu.ac.za

2.9   Visits and explore the university's library online

2.10   Explore library web site in greater detail: Online databases and theses

2.11   Create and explore a social network e.g. www.facebook.com

2.12   Copy text and a picture from a web site into MS-Word (understand what copyright and plagiarism are)

2.13   Introduction to favourites or bookmarks to manage the browsing experience

2.14   Compile a list of web-sites that are useful for teaching and email it to peers

2.15   Security settings and MS Security essentials

UNIT 3:   MSWORD FOR EDUCATORS

Duration: 8 hours

Purpose of the unit

In this unit participants will be taught how to use MS Word for education purposes, e.g. how to type school letters, school class tests and examination papers as well as how to create assignments.

Specific Outcomes

3.1 Format text: Font, size and colour

3.2 Format text: superscripts and subscripts

3.3 Enhance text: Bold, Underline, Italic

3.4 Paragraph alignment: Left, Centre, Right and Justify

3.5 Create bulleted and numbered lists

3.6 Cut, copy and paste text in a document.

3.7 Cut, copy and paste text between documents.

3.8 Create a table and:

3.9 Insert/delete rows and columns

3.10 Adjust column widths/row heights

3.11 Add or remove borders from rows, columns, cells.

3.12 Insert and resize a picture: From clip art

3.13 Check the spelling of a document

3.14 Save a document

3.15 Open a saved document

3.16 Change the page orientation and margins

3.17 Print a document

UNIT 4: MS-EXCEL for educators

Duration: 8 hours

Purpose of the unit

In this unit participants will be empowered to use MS-Excel to create (and save) education-related spread sheets, such as class lists, absenteeism list and marks calculation lists.

Specific Outcomes

4.1 Format cells: font, size and colour, bold, underline, italic

4.2 Format Cells: lines and borders, shading.

4.3 Format cells: percentage, number, decimal places, etc.

4.4 Format columns and rows: adjust width/height.

4.5 Cell alignment: Left, Centre, Right and Justify

4.6 Understand absolute and relative cell references and when to use them

4.7 Create spread sheet formulas using fundamental spread sheet functions:

   SUM, AVERAGE, COUNT/COUNTA, COUNTIF, MAX, MIN

4.8 Copying formulas

4.9 Cut, copy, paste cells.

4.10 Sort a spread sheet.

4.11 Change the page orientation and margins.

4.12 Save, open and print a spread sheet

4.13 Copy to MSWord

UNIT 5: MS-POWERPOINT PRESENTATION FOR THE CLASSROOM

Duration: 8 hours

Purpose of the unit

In this unit participants will be required to make a PowerPoint presentation for the classroom related to a curriculum topic for the grade in which they teach.

Specific Outcomes

5.1 Create a slideshow to be used in the classroom on a curriculum related topic

5.2 Select different slide layouts

5.3 Apply text alignment and formatting as required in MS-Word above

5.4 Apply standard templates to a slideshow

5.5 Insert and resize a picture

5.6 Use custom animation to enhance a slideshow

5.7 Cut, copy, paste slides using the slide sorter.

5.8 Save, open, print a slideshow

5.9 View and present a slideshow

3.12   Range statement (Complete only if linked to a formal qualification)

      Not applicable

3.13   Critical Cross-Field Outcomes (CCFOs) embedded in this SLP

CCFO 1:

All the ACs will require participants to 'identify and solve problems by using critical and creative thinking'

CCFO 2:

Due to the nature of the lecture presentations – which will be interactive - participants will be required to 'work effectively with others as a group'.

CCFO 3:

All the ACs will in essence require participants to 'organise and manage themselves' as they engage with the work. In particular, this will be assessed in their portfolios.

CCFO 4:

All the ACs will in essence require participants to 'collect, analyse, organise and critically evaluate' new information.

CCFO 5: Since this SLP is primarily about communication, all the ACs will enable the participant to 'communicate effectively' – in this case, electronically via the use of ICT.

CCFO 6:

Due to the nature of this SLP, this CCFO will be achieved as participants will be enabled to "use technology effectively and critically'.

CCFO 7:

All the ACs will in essence require participants to understand that the world is a related set of systems and that the problems that they need to solve do not exist in isolation.

CCFO 8:

The essence of this SLP is about adopting a variety of strategies to learn about and apply ICT more effectively.

CCFO 9:

Due to the nature of this SLP, this CCFO will be achieved as participants' ability to act as responsible citizens, due to the ICT competences acquired, will be improved.

CCFO 10:

This will be achieved specifically via ACs 2.1 – 2.15

CCFO 11:

Due to the nature of this SLP, this CCFO will be achieved as participants will be able to explore career opportunities in education due to their increased ICT competences.

CCFO 12:

Due to the nature of this SLP, this CCFO will be achieved as participants will be able to develop entrepreneurial abilities, due to their increased ICT competences.

3.14   How is this SL programme linked to the formal qualification? (Complete only if linked to a formal qualification)

   Not applicable

3.15   To which other related qualifications can this SL programme be linked? (Complete only if linked to other formal qualifications)

   Not applicable

3.16   Assessment practice (Give a short description of how this SLP will be assessed)

At the end of the SLP, the participants will be formally assessed by means of a practical examination / test, constituting 80% of their final mark. They will need to demonstrate their skills in:

- Outlook Express (Email)
- Word (Word Processing)

- Excel (Spreadsheet)
- PowerPoint (Presentation)

Participants will also be asked to submit a portfolio (20% of the final mark). The portfolio will include:

- A letter to the parents
- Test on a topic from the curriculum for a class
- Spread sheet: Class list
- Spread sheet: Mark list
- A Powerpoint presentation on a curriculum topic of their choice.

3.17   Moderation of the Assessment (Complete only if linked to formal qualifications)

Not applicable

3.18   Recognition of Prior Learning (RPL) statement pertaining to this short learning programme

Not applicable

3.19   Copyright Declaration

I hereby confirm that all material used in the SLP complies with South African and NMMU copyright requirements. Further copyright clarity may be obtained from the NMMU Copyright Officer, tel: 041 504 2741

Surname: **Du Plessis** Initials: **Andre** Signature:

4.   CONTACT DETAILS

4.1   Name of Programme Leader(s):   **Dr Andre du Plessis**

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5. OFFICIAL APPROVAL OF SLP

5.1 Faculty Committee resolution: ....

5.2 ECS resolution   :   ....