e-Learner

Integrated ICT Learning Units
Overview of activities and software
Orientation, Essential and Supplementary Courses
e-Learner Community
Version 1.3

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Name	Integrated Activity	Software Used
Orientation Course		
Getting to know the computer	Learners reconstruct and label a computer workstation.	**Software** : Flash
Recognising Hardware	Learners identify and arrange basic computer hardware.	**Software** : Microsoft Word
Our Computer World	Learners identify and itemise common occurrences of computers in everyday life.	**Software** : Microsoft Word
Special Keys	Learners identify the function of 10 special keys on the keyboard.	**Software** : Microsoft Excel

Name	Integrated Activity	Software Used
Essential Course		
Talking About Toolbars	Learners recreate the toolbars they use in Microsoft Word.	**Software** : Flash
Key Functions	Learners identify and mark the location of various special keys on the keyboard.	**Software** : Microsoft Word
PC Peripherals	Learners identify and describe devices as being input or output.	**Software** : Microsoft Word
Safety in my surroundings	Using Microsoft Word learners create a safety awareness brochure.	**Software** : Microsoft Word; Internet Explorer
Digital Safety	Using Microsoft Word learners create a poster with tips on computer safety and security.	**Software** : Microsoft Word; Internet Explorer
Files and Media	Learners identify various storage media and allocate files to them.	**Software** : Microsoft Excel

Name	Integrated Activity	Software Used		
Studying Stats – HIV / AIDS	Research information about HIV/AIDS statistics and create spreadsheets and graphs. Analyse the information.	**Software**	**:**	Microsoft Excel; Internet Explorer
Getting the Job!	Learners create a step-by-step PowerPoint presentation on how to prepare for a job interview.	**Software**	**:**	Microsoft Power Point
Business Essentials	Create an animated presentation which outlines how to write up a successful business plan.	**Software**	**:**	Microsoft Power Point; Internet Explorer
Business Stationery	Learners create a business logo using Shapes and WordArt.	**Software**	**:**	Microsoft Word
Creating a CV	Using Microsoft Word create a Curriculum Vitae for a job you would like to apply for.	**Software**	**:**	Microsoft Word
Basic CPR	Create a presentation for the basic steps on how to perform CPR.	**Software**	**:**	Microsoft Power Point; Internet Explorer

Name	Integrated Activity	Software Used	
Supplementary Course			
Bank Charges	Using a spreadsheet programme learners distinguish the various charges implemented by their bank.	**Software**	: Microsoft Excel; Internet Explorer
Funeral Policy	Using Microsoft Excel, learners create a comparative chart outlining the various funeral plans and their costs offered by varying companies.	**Software**	: Microsoft Excel
Our Company	Learners create a flow chart such as a company organisational chat using SmartArt in Microsoft Word.	**Software**	: Microsoft Word
Tax - What, When and How	Learners create a PowerPoint presentation which gives a brief introduction to tax along with a few examples of how tax is worked out.	**Software**	: Microsoft Power Point; Internet Explorer
Calculating Costs	Learners create a conversion table for recipes using the mathematical and logical functions in a spreadsheet programme	**Software**	: Microsoft Excel; Internet Explorer
Monthly Expenses	Learners create a personal budget in a spreadsheet programme.	**Software**	: Microsoft Excel; Internet Explorer
Health Insurance Email	Using Microsoft Outlook, learners email health insurance companies asking for quotations.	**Software**	: Microsoft Outlook
My Will	Learners create their living will using tabs and leader lines	**Software**	: Microsoft Word