



# ***e-Learner***

## **Integrated ICT Learning Units**

Overview of activities, software and required templates  
Orientation, Essential and Supplementary  
e-Learner for Educators  
Version 11

ENDORSED  
BY



**ICDL**  
Africa

Name	Vol no	Integrated Activity	Resources Used	e-Learner Skills
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<b>Getting to know the computer</b>	<b>O.1</b>	Educators reconstruct and label a computer workstation	<b>Software:</b> Flash <b>Prerequisite:</b> None <b>Template:</b> mycomputer.html <b>WWW:</b> None	Unit 1 IT Basics Unit 2 Files and Folders
<b>Recognising Hardware</b>	<b>O.2</b>	Educators identify and arrange basic computer hardware	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> hardware_hunt.doc <b>WWW:</b> None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing
<b>Our Computerized World</b>	<b>O.3</b>	Educators identify and itemise common occurrences of computers in everyday life	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> using_a_pc.doc <b>WWW:</b> None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing
<b>Special Keys</b>	<b>O.4</b>	Educators identify the function of 10 special keys on the keyboard	<b>Software:</b> Microsoft Excel <b>Prerequisite:</b> None <b>Template:</b> special_keys.xls <b>WWW:</b> None	Unit 1 IT Basics Unit 2 Files and Folders Unit 5 Spreadsheets
<b>Getting to know your OS</b>	<b>E.1</b>	Educators are introduced to the Windows operating system and how to find their way around the computer	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> windows.doc <b>WWW:</b> None	Unit 1 IT Basics Unit 2 Files and Folders Unit 4 Word Processing
<b>Talking about Toolbars</b>	<b>E.2</b>	Educators recreate the toolbars they use in a word processor	<b>Software:</b> Flash <b>Prerequisite:</b> None <b>Template:</b> my toolbar.swf <b>WWW:</b> None	Unit 2 Files and Folders
<b>EQ in the classroom</b>	<b>E.3</b>	Educators create an Emotional Intelligence face representing their emotional feelings for a week at school	<b>Software:</b> Tux Paint <b>Prerequisite:</b> None <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 3 Drawing

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<b>My Class Timetable</b>	E.4	Educators create a class timetable to use at school	<b>Software:</b> Browser; Microsoft Word <b>Prerequisite:</b> Website Linx; existing school timetable; school logo / school badge in digital format <b>Template:</b> None <b>WWW:</b> Various	Unit 2 Files and Folders Unit 4 Word processing
<b>My Class List</b>	E.5	Educators draw up a class list made up of names, surnames and admission numbers and manipulate the data entered.	<b>Software:</b> Microsoft Excel <b>Prerequisite:</b> Website Linx <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
<b>Governing Body Elections</b>	E.6	Create a presentation about yourself to motivate why you should be voted onto the school Governing Body or PTA Committee.	<b>Software:</b> OpenOffice Impress <b>Prerequisite:</b> Digital or scanned individual photos of Educators <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 6 Presentation
<b>Everyday Email</b>	E.7	Educators email parents asking for additional parent email addresses and then attach the Agenda for the upcoming school AGM.	<b>Software:</b> Microsoft Word; Email <b>Prerequisite:</b> (Any email client) <b>Template:</b> email_list.doc <b>WWW:</b> None	Unit 2 Files and Folders Unit 4 Word Processing Unit 7 Web Browsing and Email
<b>Folders and Paths</b>	E.8	Educators allocate files to folders and note their paths	<b>Software:</b> Microsoft Excel <b>Prerequisite:</b> None <b>Template:</b> folders_files.xls <b>WWW:</b> None	Unit 1 IT Basics Unit 2 Files and Folders Unit 5 Spreadsheets
<b>Creating Worksheets – Soil Layers</b>	E.9	Educators create a diagram of the different layers of soil and make a screenshot of it to complete a worksheet for their learners.	<b>Software:</b> Tux Paint, Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 3 Drawing Unit 4 Word Processing

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<b>Creating Worksheets – Maths</b>	E.10	Educators create a Maths worksheet using various table and drawing tools	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 4 Word processing
<b>My School Tuckshop</b>	E.11	Graph and analyse data from a survey. Research the costs of items and compare prices to decide on how to stock your school tuckshop.	<b>Software:</b> Browser; Microsoft Excel <b>Prerequisite:</b> None <b>Template:</b> Tuckshop Survey.xls <b>WWW:</b> None	Unit 2 Files and Folders Unit 5 Spreadsheets Unit 7 Web browsing and Email
<b>Planning Ahead</b>	E.12	Educators create an action plan for their goals for the year in the form of a presentation	<b>Software:</b> Microsoft PowerPoint <b>Prerequisite:</b> Planning My Year folder <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 6 Presentations
<b>Social Networking in Education</b>	E.13	Educators create a presentation to familiarise themselves with the five main Social Networking sites; explain how they work and how they are different so that they can incorporate Social Networking into their lessons	<b>Software:</b> Microsoft PowerPoint <b>Prerequisite:</b> None <b>Template:</b> Social Networking.ppt <b>WWW:</b> Various	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web Browsing and Email
<b>Learner Portfolios</b>	S.1	Educators create a presentation outlining how they will create a folder structure for learners to store their digital portfolios in.	<b>Software:</b> Microsoft PowerPoint <b>Prerequisite:</b> None <b>Template:</b> portfolio.ppt <b>WWW:</b> None	Unit 2 Files and Folders Unit 6 Presentations

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<b>Birthday Chart</b>	S.2	Educators create a birthday chart for the learners in their class using tables and graphics	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> birthday_chart.doc <b>WWW:</b> None	Unit 2 Files and Folders Unit 4 Word processing
<b>Creating Worksheets – English</b>	S.3	Educators create an English language worksheet for their learners using advanced formatting techniques	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> worksheet.doc <b>WWW:</b> None	Unit 2 Files and Folders Unit 4 Word processing
<b>My Marksheet</b>	S.4	Educators create a marksheet and manipulate the data using basic spreadsheet functions	<b>Software:</b> Microsoft Excel <b>Prerequisite:</b> None <b>Template:</b> marsheet.xls <b>WWW:</b> None	Unit 2 Files and Folders Unit 5 Spreadsheets
<b>My Own Business</b>	S.5	Educators draw up a marketing proposal and create an accompanying presentation outlining a basic business venture which they hope to implement in their school	<b>Software:</b> Microsoft Word; PowerPoint <b>Prerequisite:</b> None <b>Template:</b> business.doc <b>WWW:</b> Various	Unit 2 Files and Folders Unit 4 Word processing Unit 6 Presentations
<b>Internet and Email Safety</b>	S.6	Educators create an informative presentation relating to safety procedures when using online facilities	<b>Software:</b> Email; Browser; PowerPoint <b>Prerequisite:</b> None <b>Template:</b> None <b>WWW:</b> Various	Unit 2 Files and Folders Unit 6 Presentations Unit 7 Web Browsing and Email
<b>Files and Media</b>	S.7	Educators identify various storage media and allocate files to them	<b>Software:</b> Microsoft Excel <b>Prerequisite:</b> None <b>Template:</b> storage.xls <b>WWW:</b> None	Unit 2 Files and Folders Unit 5 Spreadsheets

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<b>Uniform Design</b>	<b>S.8</b>	Educators design a sports uniform incorporating their school branding which they proposed to be used for the upcoming school sports tour	<b>Software:</b> Tux Paint <b>Prerequisite:</b> None <b>Template:</b> None <b>WWW:</b> None	Unit 2 Files and Folders Unit 3 Drawing
<b>My Report Format</b>	<b>S.9</b>	Educators design a report layout which they will use at the end of the year	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> report.doc <b>WWW:</b> None	Unit 2 Files and Folders Unit 4 Word processing
<b>Library Book Reference</b>	<b>S.10</b>	Educators create a basic catalogue system for the books in the classroom library	<b>Software:</b> Microsoft Excel <b>Prerequisite:</b> None <b>Template:</b> librarybooks.xls <b>WWW:</b> None	Unit 2 Files and Folders Unit 5 Spreadsheets
<b>Lesson Presentation</b>	<b>S.11</b>	Educators research and offer ideas as to implementing various lesson presentation techniques which will enhance their lesson delivery	<b>Software:</b> Microsoft Word <b>Prerequisite:</b> None <b>Template:</b> my_lessons.doc <b>WWW:</b> None	Unit 2 Files and Folders Unit 4 Word processing
<b>Web 2.0 Tools in the Classroom</b>	<b>S.12</b>	Educators create a presentation which researches various web 2.0 tools and provides suggestions as to how they can be used in a classroom scenario	<b>Software:</b> Microsoft PowerPoint <b>Prerequisite:</b> None <b>Template:</b> web2.odp <b>WWW:</b> Various	Unit 2 Files and Folders Unit 6 Presentations