

## **Integrated ICT Learning Units Overview of activities and software**

**Orientation, Essential and Supplementary Courses**



## Orientation Course



### O1. Getting to know the computer

Reconstruct and label a computer workstation

**Skills:** Drag and drop; computer parts



### O2. Recognising Hardware

Identify and arrange basic computer hardware

**Skills:** Drag and drop; sizing graphics; deleting graphics; computer hardware



### O3. Our Computerized World

Identify everyday scenarios where computers are used

**Skills:** Text entry; copy and paste; formatting text; computers in everyday life

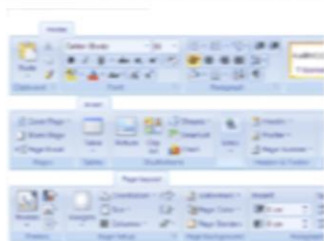


### O4. Special Keys

Identify the function of 10 special keys on the keyboard

**Skills:** Drag and drop; worksheets; special keys

## Essential Course



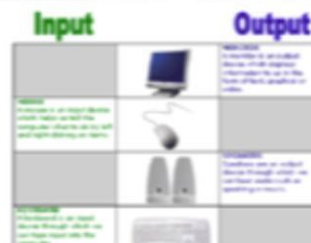
### E1. Talking about Toolbars

Recreate the toolbars they use in a word processor.



### E2. Key Functions

Identify and mark the location of various special keys on the keyboard.



### E3. PC Peripherals

Identify and describe devices as being input or output.



### E4. Safety in my Surroundings

Using Microsoft Word students create a safety awareness brochure.



### E5. Digital Safety

Using Microsoft Word students create a poster with tips on computer safety and security.



### E6. Files and Media

Allocate various sized files to a variety of storage devices.



### E7. Studying Stats - HIV / AIDS

Research information about HIV/AIDS statistics and create spreadsheets and graphs. Analyse the information.



### E8. Getting the Job!

Students create a step-by-step PowerPoint presentation on how to prepare for a job interview.

## Essential Course



### E9. Business Essentials

Create an animated presentation which outlines how to write up a successful business plan.



### E10. Business Stationery

Students create a business logo using Shapes and WordArt.

### ALFRED MANDLA

alfred@mandla.com  
200 West Street, New York, New York, 10011  
(212) 455-1234

**OBJECTIVES**  
To be part of a position where I can continuously be challenged, work hard and contribute to the organization.

**EDUCATION**  
Varsity College  
November 2011 Diploma in Business & Human Resources Management

- Worked as Varsity Press Manager
- Archived & Publications

### E11. Creating a CV

Using Microsoft Word create a Curriculum Vitae for a job you would like to apply for.



### E12. Basic CPR

Create a presentation for the basic steps on how to perform CPR.



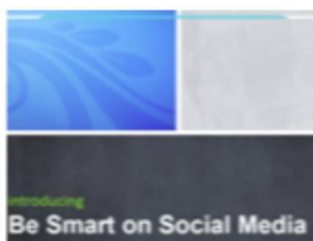
### E13. Cover Letter

Using Microsoft Word create a cover letter for a job you would like to apply for.



### E14. What is the Internet?

Students make use of bookmarks and hyperlinks to navigate through their content about the internet.



### E15. Be Smart About Social Media

Students create a PowerPoint presentation outlining the safety tips to protect yourself online.



### E16. Backing Up Your Data

Students place pictures into the correct order to show how to back up a computer.

## Essential Course

## Supplementary Course

### My Daily Water

tap/start shower = 5l	5
tap/start with hair wash = 20l	0
minute shower = 20l	0
longer bath (basin) = 3l	0
the normal flush = 5l	5
the normal flush = 5l	0

#### E17. Water Footprint

Students calculate their daily water consumption.

### My Dream Car

20,000	
10,000	
12	
4	
8,200 (17,14)	
8,70 (14,00)	
10,000	
10,000	
12	

Compound Interest

- Is interest amount on that the interest.

Simple Interest

- Is the interest on a loan multiply the principal period.

#### E18. My Dream Car

Using a spreadsheet programme students work out the compound and simple interest on their dream car.

How to earn money without a job

#### E19. Make an Opportunity

Create a PowerPoint presentation showing ways of earning money without a job.



Standard Bank **Cash withdrawal**

Fee Amount	Per R100	Cash withdrawn	Fee
R 1,00	R 1,25	R 10,00	R 1,25
R 2,00	R 2,50	R 20,00	R 2,50
R 3,00	R 3,75	R 30,00	R 3,75
R 4,00	R 5,00	R 40,00	R 5,00
R 5,00	R 6,25	R 50,00	R 6,25
R 6,00	R 7,50	R 60,00	R 7,50
R 7,00	R 8,75	R 70,00	R 8,75
R 8,00	R 10,00	R 80,00	R 10,00
R 9,00	R 11,25	R 90,00	R 11,25
R 10,00	R 12,50	R 100,00	R 12,50

### S1. Bank Charges

Using a spreadsheet programme students distinguish the various charges implemented by their bank.



### S2. Funeral Policy

Using the provided template, students create a comparative chart of various funeral plans.



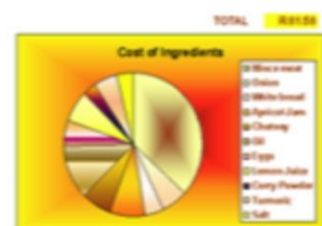
### S3. Our Company

Students create a flow chart such as a company organisational chart using SmartArt in Microsoft Word.



### S4. Tax - What, When and How

Students create a PowerPoint presentation which gives a brief introduction to tax along with a few examples of how tax is worked out.



### S5. Calculating Costs

Create a conversion table for recipes using the mathematical and logical functions in a spreadsheet programme.



### S6. Monthly Expenses

Students create a personal budget in a spreadsheet programme.



### S7. Health Insurance Email

Using Microsoft Outlook, students email health insurance companies asking for quotations.



### S8. My Will

Students create their living will using tabs and leader lines.

## Supplementary Course

### Travel Expense Calculator

	Sepho Buhle
	87945
on	31-Jan-18
on	12-Feb-18
	Holiday

#### S9. Booking my Flight Online

Students compare the price of flight costs between 5 different airlines and then "book" their tickets online.



#### S10. QR Codes in Business

Students create their own QR code to link to their personal website/CV/digital portfolio.

### 2018 FEBRUARY

Monday	Tuesday	Wednesday
25	26	
05	06	
12	13	

#### S11. Sticking to a Schedule

Students create their own monthly calendar.

### Process of Online Shopping



#### S12. Stop.Think.Purchase Online

Students create a presentation about the process and safety of online shopping.



#### S13. Depart Smart

Students create a public transport safety awareness poster.

Dearest Wendy,

Thank you for the lovely gift of flow

Your gift brightened

It was so nice to be  
much to me.



#### S14. Feeling Grateful

Students use the correct etiquette to write a thank you letter.

#### S15. Application Dedication

Students annotate an incorrectly filled out application form.

e-Learner Uganda Ltd P.O.Box 20042, Kampala

Legacy towers, Ministry of education & sports

4th floor, Basic Department, Kyandodo road

Tell: +25702725303, Mobile: +256780566688

Email: [uganda.elearner@gmail.com](mailto:uganda.elearner@gmail.com) [info@elearner.education](mailto:info@elearner.education)

[www.elearner.education](http://www.elearner.education)