General Topic: Digital Literacy and ICT Concepts

Lesson Overview:

Digital literacy is the ability to use digital tools and technologies effectively, responsibly, and safely. **ICT concepts** cover the fundamentals of computing, communication, and information management.

Key Concepts and Subtopics:

1. Digital Literacy Skills – Information search, online communication, file management

2. ICT Components – Hardware, software, networks, peopleware

3. Benefits & Risks – Speed, efficiency, but also cybersecurity threats

Real-Life Example:

A student uses search engines and cloud storage to research and store files for a school project.

Remember This!

- *Digital literacy is not just knowing how to use devices—it's knowing how to use them wisely and safely.*

General Topic: Photo, Audio, and Video Editing

Lesson Overview:

Multimedia editing involves enhancing and combining visual, sound, and motion elements to communicate ideas creatively.

Key Concepts and Subtopics:

1. Photo Editing – Cropping, color correction, layering

2. Audio Editing – Cutting, mixing, noise reduction

3. Video Editing – Sequencing clips, adding effects, transitions

Real-Life Example:

Creating a vlog for school requires combining edited photos, background music, and video clips.

Remember This!

- *Good editing doesn't just make media look nice—it tells a clearer, more engaging story.*

General Topic: Desktop Publishing

Lesson Overview:

Desktop publishing (DTP) is the **creation of documents** using page layout software to combine text and graphics. It is widely used in making brochures, newsletters, and posters.

Key Concepts and Subtopics:

1. DTP Software – MS Publisher, Canva, Adobe InDesign

2. Design Principles – Alignment, contrast, balance, proximity

3. Output Types – Print and digital publications

Real-Life Example:

The school's journalism club uses DTP software to design their annual magazine.

Remember This!

- *Effective desktop publishing blends design skills with technical tools for professional-looking outputs.*

General Topic: Introduction to Coding

Lesson Overview:

Coding is **writing instructions that a computer can understand** to perform specific tasks. It is the foundation of software development and automation.

Key Concepts and Subtopics:

1. Programming Languages – Python, Java, C++ basics

2. Logic & Syntax – Sequence, selection, iteration

3. Problem-Solving Approach – Algorithm creation, debugging

Real-Life Example:

A student writes a simple program in Python to calculate the average of grades entered by the user.

Remember This!

- *Coding teaches you how to think logically, solve problems, and create tools that make life easier.*