



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.*