
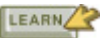













Training content

Modules	Assessment standards	Assessment tasks (portfolio of evidence)
 <p>Introduction</p>	<ul style="list-style-type: none"> • Cover training programme, dates, outcomes, training methodology • Explain portfolio requirements • Complete pre-assessment of educators • Explain Khanya lab network set-up • Ensure all educators are registered on the network • Let educators log on with their usernames and passwords, and log off 	<p>Prepare educators for e-lesson session</p>
 <p>E-lesson competence</p>	<ul style="list-style-type: none"> • E-lesson Planning <ul style="list-style-type: none"> ○ Select subject, outcome(s), AS ○ Decide on teaching method ○ Decide on e-resources required ○ Decide on assessment method, tools • Deliver e-lesson 	<p>Educators must complete a Lesson Planning Sheet in preparation for an e-lesson. The completed template must be printed and filed in the portfolio.</p>
 <p>Basic Computer Concepts</p>	<ul style="list-style-type: none"> • Using the mouse and keyboard • System Components • Computer terminology 	
 <p>Windows Operating Systems</p>	<ul style="list-style-type: none"> • Examine and identify objects on the Windows desktop • Use the Start button and taskbar to access Windows features • Work with an open window • Work with Toolbars • Work with the Menu Bar and dialog boxes • Use the Help Contents and the Help Index Features of Windows • Create and use shortcuts 	<p>Short test (40 marks) to test the educators' knowledge of basic concepts and Windows Operating Systems. Pass mark is 70%. The results must be printed and filed in the portfolio.</p>

 <p>File management</p>	<ul style="list-style-type: none"> • Create, and save a file and folder • Open a files and folder • Name and rename a files and folder • Delete a file and folder • Copy and paste files and folders • Print files • Save documents/files in folders 	<p>Educators must create the following folders in their My Documents folder:</p> <p>Training</p> <ul style="list-style-type: none"> • Resources (pictures, websites) • Activities • Portfolio <p>Trainer must complete an assessment checklist per educator.</p>
 <p>Word Processing (MS Word)</p>	<ul style="list-style-type: none"> • Open/launch Microsoft Word • Open an existing document • Create and delete text • Format font – size, style, colour, alignment • Insert WordArt and ClipArt • Insert, format and move pictures • Change line spacing • Insert headers and footers, page numbers, date and time. • Using the drawing tool • Insert and format tables • Exit Microsoft Word 	<p>Educators must produce a Worksheet as an assessment task for the e-lesson. The worksheet must be printed and filed in the portfolio.</p>
 <p>Excel spreadsheets</p>	<ul style="list-style-type: none"> • Launch Microsoft Excel • Cells referencing • Insert and delete rows and columns • Hide and unhide rows and columns • Copy and paste cells • Format cells – <ul style="list-style-type: none"> ○ Numbering – decimals, currencies, percentages ○ Alignment – text wrapping, cell merging, text orientation • Auto fill and auto complete • Formulas – add, subtract, multiply, divide • Functions – sum, averages, percentages • Absolute and Relative referencing • Data Analysis – insert tables, sort data, insert charts • Print Spreadsheet <ul style="list-style-type: none"> ○ Set print area ○ Preview document to be printed 	<p>Educators must produce a Mark Sheet where the marks of the worksheet (created in Word) will be recorded. The mark sheet must be printed and filed in the portfolio.</p>

 <p>PowerPoint presentations</p>	<ul style="list-style-type: none"> • Open Microsoft PowerPoint and examine features • Use Slide Layout • Use Slide Design • Insert and format text • Slide Views • Insert pictures, WordArt and ClipArt • Insert shapes and text boxes • Add animation and slide transition • Save and print slide show 	<p>Educators must produce a Slide Show as part of an e-lesson. It can serve as an introduction to the e-lesson; it can be part of the body of the e-lesson or be a form of consolidation/assessment. The slide show must be printed and filed in the portfolio.</p>
 <p>Internet</p>	<ul style="list-style-type: none"> • Start Internet Explorer • Acquire internet terminology – modem, browser, search engine etc. • Examine different search engines • Composition of a URL • Search techniques • Navigating a websites • Evaluate the website resource • Download/Save information from a website • Social websites – Facebooks, YouTube, blogs 	<p>Educators must demonstrate competence to search the WWW – particularly for educational websites. Educators must evaluate an educational website, print out the completed Evaluation Sheet and file it their portfolios.</p>
 <p>E-mail (Pegasus Mail)</p>	<ul style="list-style-type: none"> • Open Pegasus Mail • Write and send an e-mail message • Receive an e-mail message • Send and receive attachments • Create a mailing list/distribution list • Close Pegasus Mail 	<p>Educators must print out an e-mail received that was a response on an e-mail sent. Both e-mails must have attachments. The attachments need not to be printed. The printed e-mails must be filed in the portfolio.</p>
 <p>Scanner</p>	<ul style="list-style-type: none"> • Switch on scanner • Scan pictures/images from books • Scan text • Scan document to be edited • Save scanned documents 	<p>Educator must scan pictures or text to be used in producing the worksheet (in Word) or slide show.</p>