

ICT in Teaching and LEARNING

40 HOURS

Module 1: Introduction to ICT in Education (4 hours)

1. Introduction to ICT (1 hour)

- Definition and scope
- Historical development
- Importance in education

2. Impact of ICT on Education (1 hour)

- Enhancing teaching and learning
- Promoting engagement and collaboration
- Supporting diverse learning needs

3. ICT Tools and Resources (1 hour)

- Overview of common tools
- Introduction to educational software
- Online resources and digital libraries

4. Ethical and Responsible Use of ICT (1 hour)

- Digital citizenship and online safety
- Addressing cyberbullying and privacy
- Intellectual property and copyright

Module 2: Basic Computer Skills and Applications (8 hours)

1. Operating System Fundamentals (2 hours)

- Basic functions of operating systems
- File management

2. Word Processing (2 hours)

- Creating and formatting documents
- Using templates and incorporating multimedia

3. Spreadsheets (2 hours)

- Introduction to spreadsheet software
- Basic spreadsheet functions and data analysis

4. Presentation Software (2 hours)

- Designing presentations
- Incorporating multimedia elements

Module 3: Integrating ICT into the Curriculum (8 hours)

1. Planning with ICT (2 hours)

- Aligning ICT with curriculum objectives
- Developing technology-integrated lesson plans

2. Interactive Learning (2 hours)

- Using interactive whiteboards and digital projectors

- Incorporating online quizzes and polls

3. Collaborative Tools (2 hours)

- Utilizing collaborative platforms
- Facilitating group projects and peer feedback

4. Educational Apps and Websites (2 hours)

- Exploring educational apps and games
- Evaluating and selecting tools

Module 4: Classroom Management and ICT (8 hours)

1. Classroom Technology Management (2 hours)

- Setting up and maintaining ICT equipment
- Troubleshooting common issues

2. Engaging Students with Technology (2 hours)

- Strategies for maintaining attention and participation
- Addressing digital distractions

3. Assessing Student Work (2 hours)

- Using digital tools for assessment
- Collecting and analyzing performance data

4. Creating a Technology-Enhanced Learning Environment (2 hours)

- Designing classroom layout for ICT use
- Establishing rules and procedures

Module 5: Exploring Emerging Technologies (6 hours)

1. Introduction to Emerging Technologies (2 hours)

- Overview of trends (AI, VR/AR, blockchain)
- Potential applications

2. Virtual and Augmented Reality (2 hours)

- Understanding VR and AR
- Exploring educational applications

3. Artificial Intelligence and Education (1 hour)

- AI applications in personalized learning
- AI tools for grading and feedback

4. Future Trends and Innovations (1 hour)

- Predicting future developments
- Preparing for new technologies

Module 6: Professional Development and ICT (4 hours)

1. Continuing Education (1 hour)

- Opportunities for further learning

- Online courses and certifications

2. Building a Professional Learning Network (1 hour)

- Connecting with educators
- Participating in organizations and conferences

3. Reflective Practice (1 hour)

- Evaluating personal ICT use
- Setting goals for improvement

4. Staying Current (1 hour)

- Keeping up with new technologies
- Evaluating and adapting new tools

Assessment and Evaluation (2 hours)

1. Practical Assignments (1 hour)

- Creating lesson plans with ICT integration
- Developing a multimedia presentation

2. Quizzes and Tests (1 hour)

- Assessing understanding of concepts

Resources and Wrap-Up (2 hours)

1. Resources Review (1 hour)

- Textbooks, articles, online platforms
- Workshops and webinars

2. Course Summary and Q&A (1 hour)

- Recap of key concepts
- Addressing any remaining questions

This plan ensures a comprehensive introduction to ICT in education, with a balance of theoretical knowledge and practical skills. Adjustments can be made based on learner needs and feedback.

ICT Classes



