

Contents

INTRODUCTION.....	5
1. WHAT IS COMPUTER LITERACY?	5
2. WHY HAVE COMPUTERS IN SCHOOLS?	5
PART A: PREPARE FOR COMPUTER LITERACY	6
1. COMPUTERS (ICT) AS A FORMAL LEARNING AREA	6
2. CHALLENGES IN TEACHING ICT	6
3. ICT INTEGRATION.....	7
4. TIMETABLE.....	7
5. COMPUTER REQUIREMENTS.....	8
6. NOTES ON COMPUTER HARDWARE	8
7. NOTES ON COMPUTER SOFTWARE.....	8
8. CLASSROOM SETUP.....	9
9. DIFFERENT SEATING ARRANGEMENTS	10
10. NETWORKING OF COMPUTERS	13
11. INTERNET CONNECTION	14
12. VISUAL DISPLAY	14
PART B: GETTING READY FOR YOUR FIRST LESSON	16
1. PRINTING POLICY.....	16
2. RULES OF THE COMPUTER ROOM.....	17
3. SECURITY.....	22
4. PLANNING.....	23
5. ASSESSMENT	27
6. STATIONERY: LEARNERS.....	27
7. PHOTOCOPYING OF WORKSHEETS.....	27
PART C: THE COMPUTER LITERACY LESSON.....	29
1. DIFFERENT FACTORS THAT AFFECT LEARNING AND TEACHING.....	29
2. TEACHING STRATEGIES	30
3. THE COMPUTERS	31
One computer classroom.....	31
Some computers, many learners.....	32
Types of Groups.....	32
How to facilitate a lesson with some computers for many learners.....	33
Computer for each learner	36
4. TIME MANAGEMENT.....	36
5. POWER FAILURES.....	36

PART D: PRESENTIT COMPUTER LITERACY LESSONS.....	37
1. LESSON PLANS GRADE 1 - 9	37
The Teacher's Guide	37
How you can make a lesson longer or shorter	38
How to use the teacher's guide	39
Transparencies	41
How to display the transparencies	41
Worksheets.....	42
CD	43
Other	44
Practice Files	44
Shareware	44
Transparencies on CD	44
Presentations	45
Reasons for using presentations	45
Deliver the presentation.....	45
Display Problems (OHP and Data Projector)	46
Presentation Broadcasting.....	46
Presentation broadcasting.....	47
Example Lesson	53
2. OTHER PRODUCTS	64
Lesson Plans for Grade R	64
CD	66
Grade R Poster Catalogue	71
3. PRACTICAL COMPUTER ACTIVITIES (GRADE 10 - 12).....	74
Applications for the activities.....	76
4. COMPUTER ACTIVITIES WITHOUT COMPUTERS.....	78
Computer Activities without a computer - Summary	79
5. TIME FILLING EXERCISES.....	82
6. POSTERS	83
7. CROSSWORD PUZZLES	88
8. HOW TO GUIDES FOR TEACHERS	89
Examples of documents.....	90
9. PRODUCT SUMMARY	93
Products suitable for Adults.....	93
Products suitable for Secondary School Learners	93
Products suitable for Primary School Learners.....	94
Products suitable for Teachers.....	94

PART D: ASSESSMENT	95
1. TYPES OF ASSESSMENT	95
Baseline Assessment	95
Formal Assessment with assessment rubric	95
Observation of group work skills	95
Demonstration	95
Self-assessment	96
Peer assessment.....	96
Portfolio of work done.....	96
2. ADVANTAGES OF ASSESSMENT.....	96
Monitoring of quality.....	96
Communication and feedback	96
New topics or skills	97
Recording of assessment	97
PART E: MAINTENANCE.....	118
What do I need to clean the computers?	120
General Cleaning Tips.....	120
Case cleaning.....	121
CD-ROM or other disc drive cleaning	121
CD / DVD cleaning	121
Headphones cleaning	122
Keyboard cleaning.....	122
LCD cleaning.....	123
Monitor cleaning.....	123
Mouse cleaning.....	124
Printers	124
Cleaning the Outside of Your Printer.....	125
Cleaning a Laser Printer	125
Cleaning an Inkjet Printer	126
Scanner cleaning	126
Hard Drive Cleaning.....	126
PART F: GENERAL	128
1. LEARNERS WITH SPECIAL NEEDS	128
2. HOW TO ACTIVATE THE ON-SCREEN KEYBOARD.....	133
3. CHANGE KEYBOARD SETTINGS.....	134
PART G: APPENDIXES.....	136
Microsoft and Symantec.....	136
Paper Sizes.....	136
Abbreviations Used In Text Messages	136
File Formats	137
File Sizes	137
Shortcut Keys.....	138
Websites.....	138
EVALUATION FORM.....	142
CONTACT DETAILS	143