Camara Skillbuilder for Teachers

TE001 v3.0

1 Introducing Camara Skillbuilder for Teachers

Camara Skillbuilder is the basic ICT course offering for teachers, volunteers and members of the public. Its focus is for participants that have little or no experience in ICT and wish to enhance their skills to enhance their working environment. For teachers, this course is the first essential course in the progression of integration of ICT in the workplace and classroom.

The course aims to introduce teachers and school professionals to the concepts of ICT. Through the course teachers will become familiar with how ICT can be used both within the classroom but also to improve the productivity of their own profession outside the classroom.

1.1 Modules of Skillbuilder

The course covers the following modules:

- Concepts of Information Technology
- Using the Computer and Managing Files
- Word Processor using LibreOffice Writer
- Spreadsheets using LibreOffice Calc
- Presentations Using LibreOffice Impress
- Information and Communication Technology using Firefox and Thunderbird

1.2 Delivery Method

The primary method of delivery of the course is **Instructor Lead Training** (ILT) where the instructor will guide the participants through each module, while balancing a degree of theory with practical experience.

1.3 Assessment Structure

The assessment structure for this course uses:

- Continuous Assessment
  - Focus on practical skills acquired through out the course delivery in the Word Processor, Spreadsheet and Presentation chapters.
- End of Course Final Assessment
  - Investigates the theoretical knowledge gained by all participants through out the exam

1.4 Course Aims

Below are the aims of the Camara Skillbuilder Course

- To provide Teachers who are new to ICT with the competences to introduce ICT into their daily working life

- Introduce basics of the Ubuntu operating system

- Understand how to navigate and effectively utilize the Ubuntu File Management system

- Acquire skills to do basic administration on the Ubuntu operating system.

- To acquire skills to use well known ICT applications such as Word processor, Spreadsheets and Presentation tools

- Acquire skills to develop productivity tools to support their learning and teaching process.

- Introduce a critical awareness of ICT technologies in the educational environment.

- Discuss the incorporation of ICT into the workplace and the classroom.

- Understand the ethical aspect of ICT including concepts on security, ergonomics, environmental management and suitability.

- Introduce the concepts of Internet based resources and communication

1.5 Course Duration

The recommendation duration for this course is 40 hours

1.6 Licence and Acknowledgements

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1.6.1   Acknowledgement

The Student Manuals for the Camara Skillbuilder course were developed and published by Commonwealth of Learning (www.col.org) under the the Creative Commons Attribution-ShareAlike 3.0 Unported License.

The Commonwealth of Learning (COL) conceptualised the Computer Navigator's Certificate (CCNC) in 2006. The CCNC widens the available learning and training options in the Commonwealth by acquiring ICT skills using free open-source software. It furthermore eliminates concerns about the illegal use of proprietary software.

The CCNC materials (Version 1.0) have been developed to the International Computer Driver's Licence (ICDL) International Standard (www.icdl.org.za) using Open Office on either a Linux or Windows Platform. The materials are based on the ECDL/ICDL Syllabus Version 5.0 (www.ecdl.com).

Camara wish to contribute to this growing pool of knowledge and resources by publishing the Camara Skillbuilder on under the same Creative Commons Attribution-ShareAlike 3.0 Unported License.

If any organization wishes to avail of these resources as a whole, or wishes to edit to suit their specific needs, please contact Camara at training@camara.org to request the originals or if you have any questions about any training aspects of our organization

1.7 Use of Icons in the Manuals

While working through these modules you will notice the frequent use of margin icons. These icons serve to "signpost" a particular piece of text, a new task or change in activity - they have been included to help you to find your way around these materials.

A complete icon set is shown below. We suggest that you familiarise yourself with the icons and their meaning before starting your study.

Outcomes	Knowledge	Summary	Study Tips/Skills
Tip	Note	Practice on the computer	Self Assessment

2 About Camara

Camara is an International organisation dedicated to using technology to improve education and livelihood skills in disadvantaged communities around the world. With better education we expect these communities to break the cycle of poverty they find themselves in.

Founded seven years ago in Dublin, Ireland the organisation has built a proven model of 'education delivery' that is both sustainable and highly scalable. Some 340,000 children in poor communities have been made digitally literate by Camara over this period.

To do this, Camara has provided eLearning Centres to 1,650 schools in Africa, Ireland and the Caribbean - installed nearly 30,000 computers and trained over 5,000 teachers how to use the technology for learning purposes.

Camara is a registered charity in the US, Ireland and the UK. It currently operates seven Education Hubs in Africa (Ethiopia, Kenya, Rwanda, Zambia, Uganda, Lesotho, Tanzania), one in Jamaica and one in Ireland. All Hubs operate as social enterprises and are financially sustainable after one year.

Camara has won a number of awards: The Vodafone World of Difference Award; The Arthur Guinness Award; The David Manley Award; The Social Entrepreneurs Ireland Award; The Lord Mayor's Award (Dublin); and The Global Development Network 'Most Innovative Development Project' Award.

2.1 What does Camara Do?

Camara adopts a social enterprise model that sells a wide range of products and services to schools at heavily subsidised prices making them affordable and valued to even the most disadvantaged communities.

2.1.1   Hardware and Educational software packages.

High quality machines that are 3-5 years old and that have been discarded by business, are refurbished by Camara in one of its Service Centres. These computers are sent to our Hubs where they are loaded with relevant educational software before being distributed to the schools.

2.1.2   Teacher training.

A range of training programs designed to meet the individual needs of school teachers. We aim to bring teachers on a progressive continuous development path regarding ICT in Education. Our curriculum covers a range of courses ranging from basic computer literacy skills, ICT in Education, Educational Leadership with ICT, Virtual Learning Environments and the a range of technical courses.

2.1.3   Technical support.

Provided by computer technicians working from our network of Hubs. This support is built

into the sales contract signed by each school with technical backup ranging from 6 to 36 months.

2.1.4 eWaste.

At the end of their useful lives, computers are returned to the Hubs and replaced with a comparable machine. Obsolete equipment is then recycled in an appropriate manner.

2.2 Contacting Camara Education Head Office

For any enquires regarding training materials or about our overall training strategy , Camara can be contacted using the following details:

Address:

Camara Education
Chapelizod Industrial Estate
Dublin 20
Ireland

email:training@camara.org

website: www.camara.org

2.3 Contacting Country Offices

Each Camara office can be contacted using the following details:

Country	Email	Website
Kenya	kenya@camara.org	www.kenya.camara.org
Ethiopia	ethiopia@camara.org	www.ethiopia.camara.org
Tanzania	tanzania@camara.org	www.tanzania.camara.org
Uganda	uganda@camara.org	www.uganda.camara.org
Rwanda	rwanda@camara.org	www.rwanda.camara.org
Zambia	zambia@camara.org	www.zambia.camara.org
Lesotho	lesotho@camara.org	www.lesotho.camara.org