DepEd ORDER
No: __18__, S. 2002

MAY 0 8 2002

DepEd-STI SUMMER TEACHER TRAINING PROGRAM IN BASIC INFORMATION TECHNOLOGY

To :   Regional Directors
         Schools Division Superintendents
         Public Elementary and Secondary School Principals/Head Teachers/TICs
         Public School Teachers

1.   The Department of Education (DepEd) and STI have entered into a Memorandum of Agreement that will provide free hands-on training in basic information technology to public school teachers this May 20 - 31, 2002.

2.   STI will provide at no cost to the Department their venues nationwide to conduct the training; a customized two-day program per batch designed specifically for the public school teachers, class handouts and materials, certificates of attendance, faculty to conduct the program and possible enhancements for continuous learning.

3.   DepEd, specifically the schools divisions, will ensure that no less than 20 and no more than 40 participants per batch will attend the training. As STI will run the training for two weeks, excluding weekends, schools division superintendents must ensure the participation of five batches of participants. The transportation and food during the training shall be borne by the participants.

4.   Therefore, schools division superintendents must coordinate with the contact person in STI sites in their areas (list attached) before the training dates. A list of the participants must also be kept for future reference, copy furnished the Office of the Secretary.

5.   This Order, together with the attached Course Content must be posted in a visible place for the teachers. For immediate and wide dissemination.

DepEd-RSR 0000634

RAUL S. ROCO
Secretary

DCV/c:DepEd Order/DepEd Order STI

"Bawat Graduate, Bayani at Marangal"

Encl.:
    As stated

Reference:
    N o n e

Allotment: (D.O. 50-97)

To b e indicated in the <u>Perpetual Index</u>
        under the following subjects:

        INFORMATION TECHNOLOGY
        TEACHERS
        TRAINING PROGRAMS

DEPARTMENT OF EDUCATION – STI
SUMMER TEACHER TRAINING PROGRAM IN
BASIC INFORMATION TECHNOLOGY

COURSE CONTENT

STANDARD / FOUNDATION LEVEL

MODULE CODE	MODULE TITLE	HOURS		
		Lec	Lab	Total
PUSH11A	Windows 98		3	3
PUSH12A	Basic Word 2000		3	3
PUSH13A	Basic Excel 2000		3	3
PUSH14A	Basic PowerPoint 2000		3	3
PUSH15A	Basic Internet		3	3
PBPT10	PC Troubleshooting		3	3
	TOTAL		18	18

MODULE DESCRIPTION

I.   Windows 98

Starting Windows 98; Viewing the Desktop; Opening Windows Help; Starting a Program; Using the Taskbar; Arranging Windows on the Desktop; Using the Recycle Bin; Creating a Shortcut Icon; Finding Files or Programs; Using Windows Explorer; Creating a Folder; Using the Run Command; Using the Control Panel

Hours :   3 hours

II.   MS Word 2000

Creating a New Document; Entering Text; Saving and Naming a Document; Printing Documents; Opening Files; Selecting Text; Moving and Copying Text; Inserting and Overtyping Text; Undoing and Redoing Commands; Automatic Spelling and Grammar Checking; Using AutoCorrect; Character Formatting; Closing Documents; Quitting Word

Hours :   3 hours

III. MS Excel 2000

Creating a Worksheet; Highlighting Cells; Entering Data; Entering Formulas; Undo and Redo; Saving a Worksheet; Closing and Exiting Excel; Opening a Worksheet; Selecting Cells; Editing Cell Content; Moving and Copying Data; Drag and Drop; Aligning Cell Entries; Adjusting Column Width; Preview and Print Worksheets

Hours :   3 hours

IV. MS PowerPoint 2000

Starting PowerPoint; Creating a Blank Presentation; Saving and Closing a Presentation; Opening a Presentation; Exiting PowerPoint; Using AutoContent Wizard; Using Templates; Creating a Title Slide; Creating a Bulleted List; Creating a Slide with Charts; Creating a Slide with Organizational Chart; Inserting a Table; Navigating among Different Views; Adding Slide Transitions; Showing a Presentation; Using Pack and Go

Hours :   3 hours

V. Internet

Hypertext Links; Navigating using Hypertext Links; The Status Area; Accessing a Specific Web Site; URLs; Bookmarks, Navigation toolbar; Directory Buttons; Copy and Paste Methods; Downloading Files; Printing a Web Page; Saving a Web without Images; Mailing a Web Page

Hours :   3 hours

VI. PC Troubleshooting

Opening and Shutting Down of PC; PC Parts Familiarization: Identify the different parts of a computer system, Identify the different Handtools and equipments; assembly and disassembly demonstration; Power Supply Voltage measurement; Formatting / renaming / labeling Floppy Disks; Setting up default printer; Using Norton anti virus

Hours :   3 hours

INTRODUCTION TO INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) FOR HIGH SCHOOL STUDENTS

COURSE CONTENT

STANDARD / FOUNDATION LEVEL

MODULE CODE	MODULE TITLE	HOURS		
		Lec	Lab	Total
PUSH11A	Windows 98		3	3
	TOTAL		3	3

MODULE DESCRIPTION

I. Windows 98

Starting Windows 98; Viewing the Desktop; Opening Windows Help; Starting a Program; Using the Taskbar; Arranging Windows on the Desktop; Using the Recycle Bin; Creating a Shortcut Icon; Finding Files or Programs; Using Windows Explorer; Creating a Folder; Using the Run Command; Using the Control Panel

Hours :   3 hours

d:/obl/flile/deped/teachcoursecontent2/7May02