

Course: *ICT & E- learning 1*

Instructor: *Ms. Samar Msalmi*

SYLLABUS

Course Description

Information and communication technology (ICT) has become an integral part of learning today. Countries across the world are using ICT in facilitating information dissemination and communication in all areas of education and training. It is enabling online designing of courses, online delivery of courses, computer-aided teaching, online assessment, besides management and networking of a large number of educational institutions.

Objectives

Students will discover and learn about:

- The different information technologies.
- E- learning, its usage, its tools, its advantages and limitations.
- Developing skills in information technology and digital communication in a university context.
- Using the internet for academic and scientific purposes.

Recommended Prior Knowledge

- Main components of a computer and their functions.

Evaluation and Grading

- ICT & E- learning is a **100 % TD** course.
- Evaluation covers **Attendance, Effective In class Interaction and Activities, Pop up Quizzes, Test/s and Project work.**

Course Policies

- This course is based on classroom discussion where turn taking should be respected among colleagues.
- Taking notes and pre- class preparation are highly recommended.
- Assignments **MUST** be submitted on due date.
- Learners ought to be accompanied with the required course material for each session.
- Attendance and punctuality are equally emphasized.
- **Mobile phones usage is forbidden during class**
 - ❖ **Silent Mode ON**
 - ❖ **Off hands and Off tables**
 - ❖ **Stored in the pocket / bag**

Course Content

• Information and Communication Technology

- Definition
- Tools of ICT
- Major Components of the ICT System
- Introduction to Word Processing Software (**Word, Power Point, PDF Conversions**)
- Introduction to Google Products and Applications
- Creation of Professional E-mail Addresses
- Techniques of Electronic Correspondence (emailing)

• ICT In Education

- Definition
- ICT Tools In Education
- Merits and Benefits of ICT in Education
- Disadvantages and Problems of ICT Implementation In Education