

Today's school environment is becoming more and more dependent on the use of computer technology for administration, learning and the delivery of learning programmes.

The communication system within the school, for communication with other schools and suppliers of educational material is almost now fully electronic with the delivery of newsletters, price lists, education updates and other communication delivered via Intranets, Extranets and electronic communication tools.

Systems provided by the school for administration, learning and in the delivery of learning need to be mastered and applied effectively. Educators who present their lessons using computer technology need to apply the school standards and structure. This means that educators now need a much higher level of computer knowledge, general understanding and expertise to be functional and effective in the new computerised administration and learning environment.

In addition, educators need more exposure to a wide range of computer disciplines to be able to learn new systems quickly and apply those systems effectively in learning and in the delivery of learning.

This course provides educators with advanced level skills in the use of Windows, MS Office (MS Word, MS Excel, MS PowerPoint) and beginner to intermediate level skills in the use of MS Access, Front Page, graphics software and other software utilities. Techniques to automate processes, reduce workload and make using computer technology easier are covered during this course.

Educators who attend this course must have completed the Knowledge Network® Computer Technology for Educators course or have the equivalent experience across all computing disciplines covered on an advanced level on this course.

The pace of the course is fast, and the applications used for projects require a good base skill and experience. Educators who attend this course will be equipped to cope with the demands placed on them by their schools.

### Course Format

Theoretical content is learned while practically completing a variety of different projects.

No one topic is covered in isolation. All topics are covered in relation to their function in a particular project / application.

### Course Portfolio

The course is project-based. Projects are real-life applications taken from teaching environments. At the end of the course, these projects form part of your portfolio.

### Course Outline

#### Windows Environment

- Windows settings - control panel, task bars, desktop settings and profiles
- Setting up a post office, setting email accounts in MS Outlook
- MS Outlook diary management - task scheduler
- Printers, printer settings - solving printer problems
- Network drive and file sharing
- Working with shared files
- File and password protection
- Backup and restore
- File, folder and disk management

#### MS Office - advanced level MS Word, MS Excel, MS PowerPoint

- 3 dimensional spreadsheet for marking sheets and graphs using MS Excel
- Sorting, filters and lookups using MS Excel
- Object linking and embedding from MS Excel to MS Word and MS PowerPoint
- Creating HTML files from Excel
- Tables in MS Word
- Numbering in tables and documents
- Creating templates and style sheets in MS Word
- Mailmerge using MS Word, MS Excel and MS Access
- Creating newsletters using MS Word
- Creating HTML, web pages from MS Word
- Creating menu driven and interactive presentations using MS PowerPoint
- Creating HTML, web pages from MS PowerPoint

## Graphics - advanced level

- File compression techniques
- File formats and extensions
- Creating graphics containing maps, diagrams, autoshapes, animations and sound
- Creating graphics for use on the Internet or the school web site
- Creating Acrobat file formats
- Working with images from digital cameras
- Enhancing images from digital cameras or other images

## Internet

- Electronic research
- Sites to use for educational purposes
- Clipart libraries
- Establishing clipart libraries for other educators in the school to use

## Databases using MS Access - beginner / intermediate level

- Introduction to databases and database concepts
- Tables and queries
- Forms and reports

## Webpages

- Creating web pages
- Links to files and projects created by learners
- Creating tables
- Adding web pages to web sites

## Virus Control

- Virus control software
- Scheduling virus updates
- Scheduling virus checks on stations

## Asset register control for software and hardware

### Course examination

The final practical examination is 4 hours. The pass mark is 70%.

### Support

Support is offered via e-mail. The support e-mail address is [ksupport@knowledgenetwork.co.za](mailto:ksupport@knowledgenetwork.co.za). If you have to miss a session during the course, contact the Knowledge Network® Course Coordinator who will tell you what you have missed.

### Course starting dates and fees

**Starting Date:**

**Ending Date:**

**Duration:** 20 Weeks

**Course Times:** 14h30 - 17h30

**Price:** R3,270.00

**Exam Date:**

**Exam Time:** 09h00 - 13h00

### How to register

Complete the registration form and fax it to Knowledge Network® on +27 11 803 9117.

### How to pay

Payment is accepted by cash, cheque or bank deposit. Payment is required before the course starting date. If by bank deposit, the details of the deposit must be faxed or e-mailed to Knowledge Network® on +27 11 803 9117.