

Technology has changed the way we live, the way we conduct business, the way we run our homes, and the way we teach. Technology and the need for us to constantly change and grow with it has become a way of life.

This comprehensive course is designed to equip educators with the skills needed to use a computer as a personal productivity tool and integrate computer technology in the classroom.

The Computer Technology for Educators course is for educators who want to learn how to use a computer as a personal productivity tool, how to integrate computer technology in the classroom and stay ahead in the changing teaching environment.

### Who should attend

This course is for educators who have had limited exposure to computers, MS Office, the Internet and using a computer as a personal productivity tool for learning.

### 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

#### Using a computer as a personal productivity tool

##### Windows

- Using the Windows environment
- Using Windows on-screen help facilities
- Multitasking
- Windows settings and tools
- MS Outlook - electronic diary management
- Email and attachments
- Folder and file handling
- Backup and restore
- Using online help manuals
- Viruses and virus control software
- File extensions
- File compression

- Techniques to find files easily
- Disk maintenance - deleting TMP files and disk defragmentation
- Printer and printer settings

### MS Office

- Word Processing and Desktop Publishing using MS Word
- Using Templates
- Preparing notes, examination papers, newsletters, notices, adverts and flyers using MS Word
- Creating graphics for use in presentations and documents
- Working with different graphic file formats - bitmap, GIF and JPEG
- Scanning and editing scanned images
- Working with photos, bitmaps and vector clipart
- Preparing marking sheets, reports and schedules using Excel
- Creating graphs using Excel
- Creating presentations and slides using MS PowerPoint
- Creating presentations to run on other workstations - Pack and Go using MS PowerPoint
- Creating Internet - friendly documents
- Object linking and embedding
- Using online help manuals and on-screen help tools

### Internet

- How to use the Internet - concepts and jargon
- Electronic research
- Linking to educational sites / sites of interest
- Downloading software and programme updates
- Security settings
- Chat-lines and bulletin boards
- Browser settings
- Creating a web page

### Using the computer as a tool for Learning

#### Networking

- Networking concepts
- How to identify network printers and network drives
- File and printer sharing
- Security and access control
- Email and attachments

## Multimedia

- Working with multimedia - sound, animations, movie files
- Using multimedia in the classroom
- Running and controlling computer classes
- Hardware / software - how it all fits together
- Using computer software tools for school subjects
- Setting research projects
- Evaluating and marking projects
- Creating a web page with links to project files
- Using technology to make different subjects come alive in the classroom
- Fun with computers

## Course examination

The final practical examination is 4 hours. The pass mark for the course 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:** 30 weeks, one afternoon per week  
or Saturday mornings

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

**Price:** R4,900.00

**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.