

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 now almost fully electronic with the delivery of newsletters, price lists, education updates and other communication delivered via Intranets, Extranets and electronic communication tools.

Knowledge Network® offers numerous courses that have been designed especially for educators and for the teaching environment. These courses assist educators in their schooling environment, allowing them to utilize computers for enhanced productivity and results.

Professional Development Workshops for Educators

PD 1 - Interactive Multimedia Presentations

Interactive multimedia presentation with built-in navigation tools, action buttons, links to web sites and other software. Object linking and embedding Excel spreadsheets and graphs, resizing images and windows metafiles. A dynamic interactive tool for school functions and presentations. Experience across all computer disciplines is a prerequisite for this workshop.

Course Dates:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 2 - Tables Extravaganza

Tables extravaganza, all you want to know about tables to make your life easier, assigning styles, updating formulae in tables, create exam papers, inserting graphics, use special effects in PhotoDraw, create exam book covers, use the maths equation editor. Using tables and experience across all computer disciplines is a prerequisite for this workshop.

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 3 - Internet (For Primary School Educators)

Browse the Internet to research articles on child development and child education, use search engines, download freeware, marking schedules and report tables using Excel, create newsletters and other fun activities using Publisher, quick and easy ways to make learning with children hassle free in the computer centre. A good knowledge of tables in Excel and experience across all computer disciplines is a prerequisite for this workshop.

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 4 - Creating Web Pages Using FrontPage

Creating Web Pages (Part 1) - learn how to create web pages using FrontPage for web sites and school Intranets. A basic knowledge of Windows, using tables in MS Word and graphics is a prerequisite for this workshop.

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 5 - 3 Dimensional Spreadsheets

3 Dimensional Spreadsheets for marking sheets and class assessments. A good working knowledge of MS Excel and creating graphs is required for this workshop.

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 6 - Creating a Web Site

Creating Web Pages (Part 2) - learn everything about the layout, graphics, alignment, text and applications used when creating web pages using FrontPage for web sites and school Intranets .

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 7 - Video, sound and graphics

Creating a multimedia presentation including voice, voice overlays, sound, movie, animation and action settings for standard graphics files. Photo enhancement of photos to be included in the multimedia presentation.

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

PD 8 - Graphics using PaintShop Pro

Creating web site banners and web site icons using PaintShop Pro. Enhancing photographs, merging photographs using layers and merge modes, using special effects for photographs, and adding vector graphics and text to photographs.

Course Date:

Duration: 2 Hours
Time: 14h30 - 16h30
Price: R285.00

Computers for Educators - Beginner Level

Course Outline

Windows Environment

- Understand the Windows environment
- Use Windows Accessories
- Multitask between programmes
- Use the online manual
- Shutdown the computer

Spreadsheets

- Create a simple spreadsheet
- Use built-in functions - AutoSum and AutoFill
- Format date - bold, center
- Format cells - apply borders and shading
- Calculate VAT
- Save and retrieve files
- Print and printer settings

Word Processing

- Page set-up, format text
- Use language and spell check
- Insert and edit a table
- Save
- Print and Printer settings

Presentations

- Working with slides, draw AutoShapes
- Edit AutoShapes - lines and fills
- Apply fills, gradient fills, texture fills, pattern fills
- Insert textboxes, insert clipart
- Group and ungroup clipart
- Save and print

Electronic Research

- Browse the Internet, use search engines
- Copy and paste text and graphics
- Integrity of sites

Starting Date:

Ending Date:

Duration: 5 Weeks

Course Times: 14h30 - 16h30

Price: R800.00

Computers for Educators - Intermediate

Course Outline

Internet and scanning

- Scan and re-sample an image
- Browse the Internet
- Use the search engines
- Copy and paste text and graphics
- Save

E-mail

- Send and receive e-mail

- Manage internal mail messages
- Send e-mail messages
- Set up contact cards
- Schedule and manage appointments

Word Processing

- Change settings - text boundaries
- Insert headers and footers
- Wrapping, insert textboxes

Spreadsheets

- Create mark-sheets
- Insert formulae, use absolute cell reference
- Calculate averages
- Use multi-sheets

Presentations

- Working with slides
- Group and ungroup
- Create an organizational chart
- Insert a textbox
- Use the different views
- Create a master slide, create a chart / graph

Starting Date:

Ending Date:

Duration: 6 Weeks

Course Times: 14h30 - 16h30

Price: R960.00

Support

Support is offered via e-mail. The support e-mail address is 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.

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.