



Online | Offline | Design



**TABLET
ACADEMY**
SOUTHERN
AFRICA

Customer Course Catalogue

April - June 2022

Training teachers of today for tomorrow's world.





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ACADEMY**
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As an organization that values empowering people through education, the TTA & TASA believes that attending our training courses and workshops will lead to the upskilling and enhancing of your individuals and institute.

Training Solutions

The Technology Training Academy and TASA are pleased to offer a variety of training solutions to help your organisation meet its needs.

Our training sessions are convenient, affordable and available for all experience levels.

Our training sessions are designed to help you do the following:

- Discover what your technologies can do .
- Integrate the capabilities of your technologies with the work you do.
- Make sure your technology investment pays off.
- Empower your teachers .

Our training courses and workshops are SACE accredited and you will receive your points for our courses, as we diligently submit our attendee forms to SACE.

This catalogue will provide you with the details for the following types of training that we offer:

- On Site Training
- Training Level Agreement
- Training Workshops
- Our Online Training Platform

On Site Training

These tailored training courses are held at your school on your technology in your environment, the sessions are on average 2 - 2.5hrs. Typically these face-to-face courses are aimed at the basic to beginner level unless otherwise stated in the pre-requisite, however we have delivered many differentiated courses for all levels of teachers. We look at groups of up to 35 teachers per session, but if the technology and connectivity at your premises is good enough to support more, we will train more.

Training Level Agreement (TLA)

The TLA is an ongoing CPD program that is a minimum of 12 sessions (averaging once a month, except during holidays). This program is designed around your needs and can be made up of training focused on one technology or made up of several. We look at taking your participants from beginners to advanced users and getting all of your teachers onto the same level - we look at groups of up to 35 teachers per session for face-to-face training, and more if we go through the live streaming option.

We deliver training on all the previously mentioned on-site trainings and if you have a different technology or training needs, please let us know so we can see if we can assist and build it into our offering.

Live Streaming

All of the above onsite training can be delivered via live streaming. This will be conducted on a platform that suites your school. Please reach out to let us know which course you are interested in having delivered online to your teachers.

Online Training

Our online training offering gives ALL your staff access to our online CPTD bundle @ <https://course.after-school.co.za>, where teachers can log on in their own time and on their own device in their own space and work through our workshops. All our online course are SACE accredited and teachers will receive SACE points and a certificate of completion.

Our current course include;

- Introduction to Minecraft Education Edition
- Using PowerPoint effectively for Interactive Lessons
- Flipped Classroom 101
- Flipgrid 101
- Plickers 101
- Wakelet 101
- Using iPads in the Classroom as a novice
- eBeam Basic Button Workshop
- Excel 2016 Essentials
- PowerPoint 365 Essentials
- Microsoft Forms Essentials
- Using technology to support literacy
- Learn to teach Scratch Jr.
- Creative Design using Colour
- Hybrid Hacks with MS365

Our up and coming courses are;

- micro:bit beginners
- Blue Bots for Coding and Robotics
- and more

Our Workshops

Interactive TECHNOLOGIES

Basic Button Training

Increase your effectiveness with an introduction to the Hardware, Software and Pedagogy of the following technologies, learn how to construct basic lessons, integrate multimedia and deliver more effective lessons.

Technologies: SMARTBoard, Notebook, eBeam, Mimio, Promethean, eInstruction, edu-board, Samsung, Cleverboard & Teamboard

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Refresher courses

Already received training on your technology but want to know what the latest updates are in the latest version you are allowed to use. Want to learn how other software and apps are working with your current technology, our refresher courses bring you up to speed with your technology and how to integrate it with new trends.

Technologies: SMARTBoard, Notebook, eBeam, Mimio, Promethean, eInstruction, edu-board, Samsung, Cleverboard & Teamboard

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Have already had some form of training delivered on your technology.

SACE CPTD: 10 Points

Content Creation

This course focuses on helping teachers discover how to find, create and share content used for delivering professional, interactive and collaborative lessons with various forms of multimedia and apps.

Technologies: SMARTBoard, Notebook, eBeam, Mimio, Promethean, eInstruction, edu-board, Samsung, Cleverboard & Teamboard

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

On Site Training (cont.)



Google - Classroom — Beginners

Learn how to setup and begin using Google classroom, start teaching using the basic four sections of Google Classroom.

Learn about the teachers and students perspectives of Google Classroom, and how it works on different devices.

Deliver your first lessons with just Classroom or with Meet and Classroom.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account

SACE CPTD: 10 Points

Google - Classroom— Advanced

Learn how to use Google Classroom along side a plethora of Applications from G-Suite and external apps to support Google Classroom and make it more engaging and interactive.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account and a basic understanding of Google Classroom

SACE CPTD: 10 Points

Google - Forms

This course looks at how you can plan events, make a survey or poll, give students a quiz, or collect other information in an easy, streamlined way with Google Forms. Learn how you can mark simple assessments instantly without even lifting a pen.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account

Reply slips made easy

This course looks specifically at how we can use forms to create efficiency and simplification within the daily collections of reply slips.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Having a Google/Microsoft account is preferable but not necessary.

SACE CPTD: 10 Points



Microsoft Excel — Beginner

Learn how to use the basics of Microsoft Excel to use in your classroom to better support not only your teaching but your marking, grading and even attendance registers. We visit features like Flash fill, Quick Analysis, Charts, Basic sums right up to CountIF

Technologies: Microsoft Excel

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Microsoft Excel — Advanced

Learn how to use the Microsoft Excel on a more advanced level, to support your teaching, marking and grading. We look at Data Analysis, Excel Charting and Pivot Tables plus a few Extras.

Technologies: Microsoft Excel

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: A basic understanding of Microsoft Excel

SACE CPTD: 10 Points

Microsoft PowerPoint — Beginner

Learn how to use the basics of Microsoft PowerPoint. We go right from the beginning looking at simple slide design, adding content, saving and presenting your PowerPoints in class.

Technologies: Microsoft PowerPoint

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Microsoft PowerPoint — Advanced

This workshop takes PowerPoint users into the advanced features of Master Slide Design, recording your PowerPoints and presenting PowerPoints live. We look at the add-ons that are available to enhance your presentations and delivery there of.

Technologies: Microsoft PowerPoint

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

On Site Training (cont.)



Microsoft Teams — Beginner

Learn how to use the basics of Microsoft Teams, we show you what Teams is, explain the difference between the app and Desktop versions. You will learn how to create a Team, add teachers and students, create channels, chat, collaborate, set up meetings and video calls and deliver and receive assignments. You will see it from the teachers and students perspectives.

Technologies: Microsoft Teams

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: A Microsoft Account

SACE CPTD: 10 Points

Microsoft Teams — Advanced

In this workshop we look at all the supported add-ons, applications and software that work with Microsoft Teams to enhance the Teams experience .

Technologies: Microsoft Teams

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: A Microsoft Account and a basic understanding of Microsoft Teams

SACE CPTD: 10 Points

Microsoft OneNote — Beginner

Learn how to use the basics of Microsoft OneNote, we show you what Class Notebook is, explain the difference between the app , online and Desktop versions. You will learn how to create a OneNote, create sections pages, collaborate, and distribute pages and sections. You will see it from the teachers and students perspectives.

Technologies: Microsoft OneNote

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: A Microsoft Account

SACE CPTD: 10 Points

Microsoft OneNote — Advanced

In this workshop we look at all the supported add-ons, applications and software that work with Microsoft OneNote to enhance the OneNote experience. We look at integration into Teams, feedback and immersive reader.

Technologies: Microsoft OneNote

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: A Microsoft Account and a basic understanding of Microsoft OneNote

SACE CPTD: 10 Points

Using PowerPoint effectively for Interactive Lessons

This looks at how teachers with only PowerPoint can make their lessons more interactive for their students. We explore the multimedia content that can be added to PowerPoint , we focus on; Images, video and Sound. We look at how we can find them, import them, edit them and use them effectively in your lessons. This course is by far our most trained on course and we guarantee you will learn time saving tricks for creating your interactive content in PowerPoint.

Technologies: PowerPoint

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Flipped Classroom 101

This introduces teachers who are interested in Flipping their classroom, this trend is sweeping across education allowing for teachers to make the teaching time spent in the classroom a lot more effective, a great introduction to schools who have technology and want to reach and support their learners in the 21st Century.

Technologies: All Technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Augmented Reality

Transform your classroom or training to make learning come alive using a highly engaging technology. Augmented reality turns static documents and images into short engaging videos, pictures or 3D objects using your smartphone or tablet device. This course will take your lessons way into the 22nd Century, and make your lessons come ALIVE. We focus on QR Codes and AR apps that are currently available.

Technologies: Smart phones and Tablets

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Explain Everything

Create and share ideas as videos and more with easy-to-use tools and integrations. Animate and record, share with teachers and students and put them on your LMS. Explain Everything is a unique interactive screencasting whiteboard app.

Technologies: Smart phones and Tablets

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Formative Games

This introduces teachers to interactive games that can be used with their students. These games are interactive and allow for the teachers who have only one device in the class, to classes where every student has a device, to conduct formative games to assess their students.

Technologies: All Technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD: 10 Points

Pricing

Face-to-Face

Any of our courses delivered face-to-face at your school will cost R3,000.00. This will be available to all your staff, we ask that you have the correct equipment and connectivity (if needed) available for all staff to participate completely in our workshops. Any resource materials are supplied digitally for staff. This price excludes any travel, further than a 100km circumference from our offices (Randpark Ridge, Gauteng). Travel costs can be discussed separately through direct email or telephonically.

Live Streaming

Any of our courses can be delivered via live streaming. And will cost R2,000.00. This will be available to all your staff, we ask that you have the correct equipment and connectivity (if needed) available for all staff to participate completely in our workshops.

Online Platform

Teachers can access the individual courses independently, or a school can sign up their school for the course. Pricing is an Annual Subscription:

- Individual subscription: R200.00
- School subscription (50 teachers and below): R2500.00
- School subscription (51 teachers and above): R5000.00



Contact the Technology Training Academy
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