



Online | Offline | Design

Customer Course Catalogue

October — December 2017

Training teachers of today for tomorrow's world.





Online | Offline | Design

As an organization that values empowering people through education, the TTA 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 is 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. For more information on the training opportunities that we offer, please contact info@techtacademy.com.

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

Please visit our website to find the latest dates for our workshops in Johannesburg, Cape Town and Durban. www.techtacademy.com

Our training courses and workshops are being evaluated by SACE and CPTD points have and are being allocated, if you have done a course or workshop before and want to see if you can get points for it, please contact info@techtacademy.com

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

- Training Level Agreement (TLA)
- Workshops
- Our Online Training (TTA Portal)
- Design

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Online Training (TTA Portal)

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Offline 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 courses are aimed at the basic to beginner level unless otherwise stated in the pre-requisite. There is a maximum of 25 participants and a course costs R2,400.00

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, elnstruction, edu-board, Samsung, Cleverboard / Definitive & Teamboard

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD Points: 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, elnstruction, edu-board, Samsung, Cleverboard / Definitive & 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 Points: 10 points

Content Creation

These courses are designed to help 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, elnstruction, edu-board, Samsung, Cleverboard / Definitive & Teamboard

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD Points: 10 points

Make your class interactive

This looks at the various types of content that can be found already loaded on your software, and how you can make the lessons interactive for your students. We also show you the various interactive multimedia content that you can use to get your students up to the board and make your class interactive and collaborative.

Technologies: SMARTBoard, Notebook, eBeam, Mimio, Promethean, elnstruction, edu-board, Samsung, Cleverboard / Definitive & Teamboard

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD Points: 10 points

Offline Training (cont.)

TEACHING TRENDS

Flipped Classroom .01

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 Points: 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 21st Century, and make your lessons come ALIVE. We focus on QR Codes and Aurasma, we introduce other applications and software.

Technologies: Smart phones and Tablets

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD Points: 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. And a must for capturing and delivering that all important content.

Technologies: Smart phones and Tablets

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Need to have the app

SACE CPTD Points: 10 points

Formative Assessment Games (with a single teacher device in the class)

This course looks at using technology to get real-time live feedback from your students, when you only have access to one device in your classroom. This short, fun course looks at Plickers & VotAR , two of the best online instant formative assessment tools making lessons fun and exciting whilst including every child in your class.

Technologies: Plickers (iPad & Android) VotAR (Android)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Need to have access to a single device and wifi in your class to support it.

Formative Assessment Games (with multiple student devices in the class)

This course looks at using technology to get real-time live feedback from your students, using multiple devices with your students. This short, fun course looks at Kahoot & Quizizz, two of the best online instant formative assessment tools making lessons fun and exciting whilst including every child in your class.

Technologies: Any technology that can connect to the internet

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Need to have multiple devices and wifi in your class to support them.

Offline Training (cont.)

MICROSOFT

Microsoft PowerPoint Beginner

Learn how to create PowerPoint presentations, Beginner takes you through the PowerPoint interface and shows you how to create unique and interesting presentations using the software. By the end of this course, you'll be familiar with most of the features of the program and should be able to create PowerPoint presentations for your classroom.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account

SACE CPTD Points: 10 points

Microsoft PowerPoint Advanced

Here we look at specific functions you will need to make an advanced PowerPoint presentation that will be effective, interactive and collaborative. We look at the format features for everything you insert into PowerPoint, we cover Slide, handout and Notes Master Views. We look at the add-ins and how multiple teachers can work on one presentation at the same time, we finally wrap up with inking.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Microsoft Word Beginner

Microsoft Word Beginner looks into the practical application of its numerous functionalities. There are several topics such as text formatting, working with objects, inserting section breaks and page numbering. Besides that, we will discuss how to insert footnotes and endnotes, improve the layout of text documents, worksheets, test and exams.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Microsoft Word Advanced

In this workshop you will learn advanced skills in using Microsoft Word , you will be able to create, manage, and distribute professional documents for a variety of specialized purposes and situations. You will cover, preparing documents, set tracking options, advanced editing features, protecting and designing advanced documents, applying advanced formatting and styles.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

Microsoft Excel Beginner

In this workshop you will be introduced to Microsoft Excel starting with the absolute basics of creating your very first worksheet. It then slowly works you up through learning the various capabilities of this very powerful program, and covers topics such basic to advanced formula and functions.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Microsoft Excel Advanced

In this workshop you focus on formula and functions used within a classroom to save you time with excel spreadsheets. We focus on classroom scenario's that teachers use everyday.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Microsoft OneNote Beginner

New to Microsoft OneNote? Wondering what it does, or whether it can help, this workshop will take you through the basics and leave you feeling confident and ready to use OneNote for everything you do.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Microsoft OneNote Advanced

This workshop looks at OneNote in the classroom and will give you the skills and knowledge to harness the power of OneNote to organize both your professional and personal lives. Learn how to utilize and expand upon OneNote's practical uses and enhanced features to your advantage.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Offline Training (cont.)

Interactive Lessons with only PowerPoint

This looks at how teachers with only PowerPoint can make their lessons more interactive for their students. We explore the multi-media content that can be added to PowerPoint and how we can incorporate other technologies to control and run our PowerPoint lessons.

Technologies: [PowerPoint](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: None

SACE CPTD Points: 10 points

Building a collaborative classroom with OneNote

Delve into the world of Microsoft OneNote and learn about the application this has for students and for teachers. This course introduces you to the basics of OneNote and is beneficial for users that are new to OneNote or who require an introduction to this Microsoft application.

Technologies: [Microsoft OneNote](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Need to have the Microsoft OneNote

SACE CPTD Points: awaiting

Introduction to the Microsoft Teams for Education

Explore how Microsoft Teams uses Office 365 to provide a platform for learning, collaboration, and resource management within the modern teaching environment. This workshop presents Microsoft Teams and shows how this application is able to streamline work by giving teachers the ability to distribute, collect, and grade assignments within Office 365. With features like conversations, class notebooks, shared files, and embedded content, Microsoft Teams is available anywhere, anytime through any web browser.

Technologies: [Microsoft Teams](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have Microsoft Office 365

SACE CPTD Points: awaiting

Blended learning with Microsoft

In this introductory workshop, you learn about the powerful, digital toolbox that helps teachers incorporate blended learning best practices into their classrooms. Using Microsoft Classroom, Office Online, and OneNote Class Notebooks, you can build a robust learning environment that fosters student success. Let's explore blended learning, its impact on teaching and learning, and the full suite of tools provided within Office 365.

Technologies: [Microsoft Office 365](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have Office 365

SACE CPTD Points: awaiting

Collaborative learning with Skype

Using Skype, you can bring in industry experts, take virtual field trips, or connect students from across town to around the world. Playing Mystery Skype, you can promote geography skills as well as global citizenship. Learn how you can connect with other educators, get lesson plans, start a project and more with Skype in the Classroom.

Technologies: [All technologies](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: awaiting

Harnessing BYOD using Microsoft apps

Create a dynamic BYOD learning environment using the Microsoft Office mobile apps for iOS, Android, and Windows devices. Empower learners by leveraging the devices they have in their pockets and using the tools we all love. Explore the Office you are familiar with plus the latest Office apps like Sway and Office Mix and see how they work seamlessly on any device in any classroom, even on the go!

Technologies: [The Microsoft Suite](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Need a Microsoft device

SACE CPTD Points: awaiting

Artificial intelligence in the classroom

Leveraging every aspect of your device can lead to increased efficiency, productivity, and a higher comfort level. Discover tools that energize and engage teachers and students by exploring the artificial intelligence of Cortana, an improved web experience with Edge, and other features such as touch, gestures, apps and inking. Join us as we demonstrate how Windows 10 can unleash 21st century teaching and learning, empowering you and your students to do more.

Technologies: [Windows 10 and AI features](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have Windows 10

SACE CPTD Points: awaiting

Offline Training (cont.)

Class hacks and SWAY

Would you like to hack your classroom and gain more instructional time with your students? Come learn 10 tricks and tips for using Microsoft Office more efficiently so that you can hack your classroom, save time, and gain more time to spend on what matters the most - your students! Want to help students develop their most creative and innovative abilities? Introduce them to digital storytelling, regardless of their digital device! Students can use digital tools to create and share their own stories or experiences, or reflect on what they've learned. Join us as we learn about how you can use Sway, a NEW innovative web-based learning tool that can be used on any device your students may have access to in the classroom. Kids love to be creative and share stories about themselves...digital storytelling is the perfect way to let them do it!

Technologies: [Microsoft SWAY](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Microsoft SWAY account

SACE CPTD Points: awaiting

Personal learning and feedback

Using the OneNote Class Notebook, you can make every learning experience personal. Learn how you can set up areas for group collaboration activities that encourage peer support and interaction. Then, scaffold individual learning with student notebooks viewable only by the teacher and the student. Track goals, manage student progress, and provide support, feedback, and encouragement from one simplified location. Providing students with timely, quality feedback is one of the single most important factors for improving student learning. Learn how you can utilize built-in features within OneNote to easily guide students through assignments, scaffold learning opportunities and provided quality feedback to immediately enhance the level of understanding and clarify misconceptions. Use Inking and Draw features to script fluidly over any existing file, or add audio to simply say what you mean. Better yet, embed a quick video tutorial on the student page for immediate, anytime assistance. Increase the quality of your feedback, and watch as students rise to the occasion.

Technologies: [Microsoft Office OneNote](#)

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Microsoft Office OneNote

SACE CPTD Points: awaiting



Offline Training (cont.)

GOOGLE

Google - Docs, sheets & slides.

This course looks at how to write, edit, and collaborate wherever you are. Add comments to give feedback to students in real time. See how you can plan a lesson together with other teachers, whilst learning how to view revision history to see how student writing has evolved.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account

SACE CPTD Points: 10 points

Google - Drive

Learn how to manage, organize and share within Google Drive, maximize your understanding and learn to store your documents, photos, videos, and more online. Learn how to use Google Drive as a learning management system.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Google - Forms

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

Technologies: Computers and laptops

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Google - Forms (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: Computers and laptops

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a Google account

SACE CPTD Points: 10 points

Google - YouTube

Learn how to navigate around YouTube and where to look for safe, educational and informative videos. Learn how to download the correct format of video for your lesson. This course covers how to create, maintain and upload videos to your YouTube account, whilst being able to edit your videos and share with your colleagues or students.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account

SACE CPTD Points: 10 points

Google - Classroom

In this workshop you will receive an introduction to the app and learn why it was developed. You'll move immediately into creating your first class. Then, go step by step into creating, distributing, collecting and grading assignments. Discover the advanced tools like drafts, invitations, calendars, and email notifications. Finally, learn how to properly communicate with students individually, or via posts, announcements and questions.

Technologies: All technologies

Duration: 2 - 2.5 hours

Numbers: Up to 25 people

Pre-requisites: Must have a google account

SACE CPTD Points: 10 points



Training Level Agreement (TLA)

WE ARE TAKING BOOKINGS FOR 2018

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 25 teachers per session. Session duration is 2 - 2.5hrs, and the cost per session is R2,250.00.

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

Workshops

Full Day Workshops

Flipped Classroom 101

This workshop is a hands-on experience of learning the basics, throughout the workshop you will learn the methodology and understanding the pedagogical value behind this trend is discussed and shown. Plenty of hands-on and resources given during this workshop.

Duration: 6 hours including lunch

Pre-requisites: None

Price: R700.00 per person

SACE CPTD Points: 10 points

Inclusive of lunch and manual.

TouchCast

This workshop is a hands-on experience of learning the leading interactive video platform, selected by Apple as "App of the Year" for 2013. TouchCast is an authoring app for the iPad and PC desktops that thousands of educators and students have used since we launched in June 2013. It is a great content creation tool for teachers that elevate the flipped classroom concept, active learning and online learning to a new level

Duration: 6 hours including lunch

Pre-requisites: You need an iPad or Windows PC to create on.

Price: R700.00 per person

SACE CPTD Points: 10 points

Inclusive of lunch and manual.



Workshops (cont.)

Half Day Workshops

Formative

This workshop is a hands-on and shows you how to use this amazing program that assigns questions to students and has them answer on their laptops or tablets in real-time. Students are able to literally draw responses to your questions, whilst you are able to give students feedback in real-time. The ability to add existing assessments (PDF, Word, Docs) and make them interactive is changing the way formative assessment can be done.

Duration: 3 hours

Pre-requisites: Students in your class need access to multiple devices and wifi to support them.

Price: R350.00 per person

SACE CPTD Points: 10 points

Reply Slips made easy for administrators and teachers

This workshop is an interactive session and looks specifically at how we can use forms to create efficiency and simplification within the daily collections of reply slips. Together we will create a reply slip system that gives you instant feedback as well as a central location where their daily work.

Duration: 2 - 2.5 hrs

Pre-requisites: None

Price: R350.00 per person

SACE CPTD Points: 10 points

Reply Slips made easy for sports and culture departments

This workshop is an interactive session and looks specifically at how we can use forms to create efficiency and simplification within the daily collections of reply slips. Together we will create a reply slip system that gives you instant feedback as well as a central location where their daily work.

Duration: 2 - 2.5 hrs

Pre-requisites: None

Price: R350.00 per person

SACE CPTD Points: 10 points

Explain Everything

This workshop is an interactive session and looks specifically at how to create and share ideas as videos with this tablet app. Animate and record, share with teachers and students and put them on your LMS.

Duration: 2 - 2.5 hrs

Pre-requisites: None

Price: R350.00 per person

SACE CPTD Points: 10 points

PowerPoint Office Mix

Are you currently using PowerPoint to deliver your lessons, are you using Powerpoint 2013 or higher? This workshop is an interactive session and looks at this free add-in and how it has everything you need to record audio or video of yourself presenting, write on your slides as you speak to them, insert quizzes, polls, online videos, and more.

Duration: 2 - 2.5 hrs

Pre-requisites: Must be working with Powerpoint 2013 or higher.

Price: R350.00 per person

SACE CPTD Points: 10 points

Augmented Reality

This workshop focuses on two current applications been used in classrooms around the world that are making lessons engaging and interactive. Aurasma and the QR code. This hands on workshop will show you how to create deliver and design lessons around your augmented reality applications. Teachers and students are raving about the fun they are having whilst learning.

Duration: 2 - 2.5 hrs

Pre-requisites: None

Price: R350.00 per person

SACE CPTD Points: 10 points

Workshops (cont.)

Formative Assessment Games (with a single teacher device in the class)

Would you like to use technology to get real-time live feedback from your students, do you only have your smartphone or tablet in your class with your pc? No worries, this short, fun workshop looks at Plickers (iPad and Android) & VotAR (Android only), two of the best online instant formative assessment tools making lessons fun and exciting whilst including every child in your class.

Duration: 2.5 - 3 hrs

Pre-requisites: Need to have access to a single device and wifi in your class to support it.

Price: R350.00 per person

SACE CPTD Points: 10 points

Formative Assessment Games (with multiple student devices in the class)

Would you like to use technology to get real-time live feedback from your students, do you have multiple devices where every student or groups of students have access to a device. This short, fun workshop looks at Kahoot & Quizizz, two of the best online instant formative assessment tools making lessons fun and exciting whilst including every child in your class.

Duration: 2.5 - 3 hrs

Pre-requisites: Need to have multiple devices and wifi in your class to support them.

Price: R350.00 per person

SACE CPTD Points: 10 points

Pre-requisites: None.

Price: R350.00 per person

SACE CPTD Points: 10 points

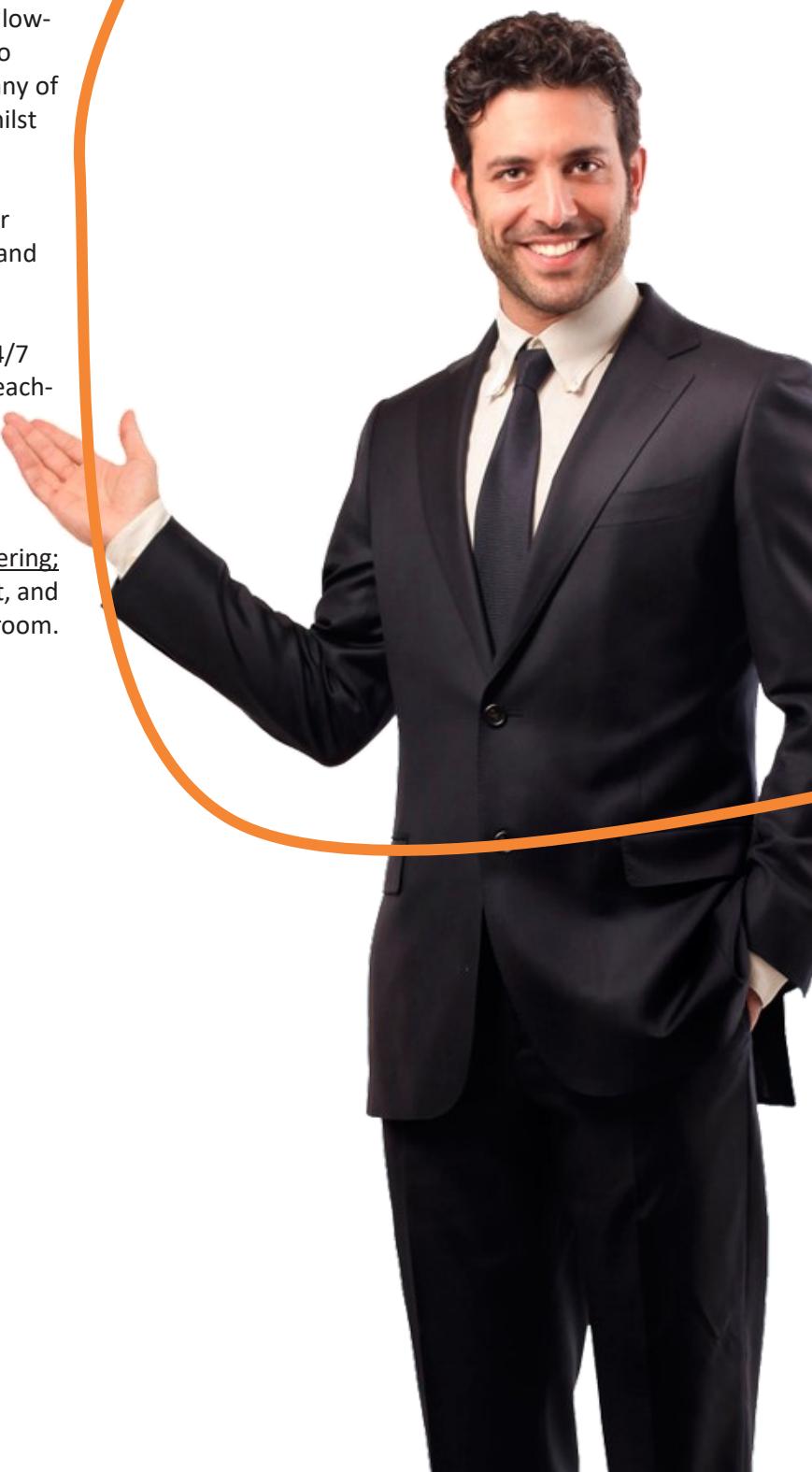
Online Workshops

Our online training offering gives ALL your staff access to all our online workshops, this means you do not have to send your teachers for training or have someone sub for them. Your teachers can access all our courses from any device, however using a pc will ensure that they can work through most of the activities at the same time.

This blended approach supports the teachers after they have been to one of our trainings or on a workshops, thus allowing them to revisit, research and find trainings specific to their needs. Better still if they are unable to make it to any of our workshops they are able to now do them online, whilst still getting their SACE CPTD points.

The annual site license fee of ONLY R5,000.00 gives your entire staff access to all the content currently available and the content being added continually.

That works out at less than R167.00 per teacher for a 24/7 365 day PD training program (at a school with only 30 teachers).



Our current OnlineWorkshop offering;
SMART, eBeam, YouTube, Google Forms, PowerPoint, and
Flipped Classroom.

Design

We work with schools, institutes, resellers and distributors to help set up Professional development and training programs to suit their needs, products and clients.

The TTA designs bespoke training content and materials to be used by institutes implementing technology into their environment, all be it educational institutions, technology resellers or suppliers, contact us at info@techtacademy.com to find out more information.

Contact the Technology Training Academy

We are currently offering our training in South Africa,
Botswana and Zimbabwe.

Let us know if you are interested in having our training in
your country.

010 590 0740

or info@techtacademy.com



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