



# PresentIT

## ICT Training Course for Teachers

This distance course is the solution for teachers in need of ICT didactics training.

### 1. What is ICT?

ICT stands for Information and Communication Technology and may include Computer Classes, Computer Literacy and IT (Information Technology in the Primary School).

### 2. Who would benefit from the course?

- ICT/ Computer Literacy/ Computer Teachers
- Other Learning Area teachers
- First time CAT (Computer Applications Technology) Teachers Gr 10 – 12
- Primary School Teachers
- Secondary School Teachers
- Student Teachers

### 3. What can I expect from the course?

The course consists of self-study material (textbook), supported by visual material as well as an audio CD. The study material provides for reading, reflecting and synopsis for self-use.

You will have the opportunity to work through each study unit in your own time. Study units include activities where you will apply the course material to your own situation.

Self-tests at the end of the units give time to reflect and to assess your own progress. To make the commitment easier, you will have to submit a Work Progress Answer Sheet, based on every completed unit.

Should any questions or issues arise during your study, you may clarify via e-mail with your study coordinator at PresentIT.

The final project will serve as assessment and you will have to apply knowledge and skills gained.

4. How long will it take to complete the course?

The course material will take between 15 and 20 hours to complete. You have 2 months to work through the course material.

The final assignment will take between 2 and 3 hours to complete. You have 2 weeks to complete the assignment.

5. Tell me more about the course content

The course consists of 7 units:

- Unit A: Prepare for ICT (includes computer requirements and classroom setup).
- Unit B: Classroom Administration (policies, rules and security).
- Unit C: The ICT Lesson (didactics of ICT; teaching and learning).
- Unit D: PresentIT Computer Literacy Curriculum and methodology
- Unit E: Assessment of ICT skills in the classroom
- Unit F: Maintenance of the ICT classroom and computer network
- Unit G: Learners with Special Education Needs

6. Tell me more about the final assignment

The assignment consists of 2 parts.

- The first part includes a set of short questions, as well as multiple choice.
- In the second part the material is applied and matched to your own situation.
- You complete the final assignment in your own time, but within 2 weeks.
- Upon successful assessment you will be awarded a Certificate of Proficiency.

7. How do I enrol?

- Complete the enrolment form in full.
- Pay the course fee and send deposit slip with the form to 011 507 5648.
- We will send the course material via postal mail.
- Work through the course material and complete the study units. You will have a maximum of 2 months to complete the course.
- Complete the Work Progress Schedule while studying the course material.
- E-mail your completed work progress schedule to [training@presentit.co.za](mailto:training@presentit.co.za).
- You will receive the final project via e-mail.
- Complete the final project. You have 2 weeks to complete it.
- E-mail your project back to [training@presentit.co.za](mailto:training@presentit.co.za).
- A Certificate of Proficiency will be issued in your name upon successful assessment of the final project.

8. Why is the certification important?

Your commitment to the course will result in optimal benefit and you will be empowered to manage and administer the computer room.

The course will build your confidence in ICT Didactics and you will be able to easily administer and handle learning area related topics in the classroom.

Certification as a PresentIT Accredited Teacher is a guarantee, your school is ensured of having a qualified ICT teacher who can optimise the application of PresentIT Lesson Material in the classroom.

You will also be able to advise the school on setting up and managing the computer room.

9. What costs are involved?

### Individual Registration (per enrolment) – Contact us for fees

Includes:

- Course material (textbook and CD)
- E-mail support
- Checking of Work Progress Schedule
- Final Assignment
- Assessment of Work Progress and assignment
- Certificate

### Schools and Institutions

- Two or more enrolments: Contact us for fees
- Ten or more enrolments: Contact us for fees

Includes Masters of Course Material for duplicating by school/institution.

10. Enrol for Training for ICT Teachers

Fax completed form to 011 507 5648

Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
ID Number: \_\_\_\_\_ School's Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Postal Address: \_\_\_\_\_

Registration:  Individual  School/Institution\*

\* Registration for School/Institution: Each participant completes his/her individual enrolment form. Make sure the School's Name is the same for each participant.

I hereby enrol for above course. I have read and understand the terms and conditions as specified on the website ([www.presentit.co.za](http://www.presentit.co.za)).

\_\_\_\_\_  
Signature: Participant

\_\_\_\_\_  
Signature: Principal (only School/Institution Enrolment)

\_\_\_\_\_  
Date

## Terms and Conditions

By enrolling, I undertake to respect the copyright on all material that may include, textbooks, video films, audio lectures, presentations and study guides.

I acknowledge and fully understand that I am liable for full repayment of my study fee, irrespective if I complete my studies or not.

I acknowledge that the registration fee is non-refundable. In the event that I do not complete my studies or wish to cancel my registration for whatever reason, I am fully aware that I will not be entitled to any refund from PresentIT of study fees or the registration fees applicable.

I understand that I have the obligation to complete the course and submit the Work Progress Report within two (2) months from date of receipt.

I understand that I have the obligation to complete and submit the Final Assignment within two (2) weeks from date of receipt.

I understand that the Final Assignment will only be dispatched upon receiving of Work Progress Report.

I understand that the replacement of study materials will be for my account.

Study material supplied to users may not be passed on or access given to anyone other than the registered user.

Unless otherwise indicated, PresentIT will dispatch all course material per mail within the borders of South Africa. Course materials can be couriered to you at your own expense.

## Banking Details

PresentIT

FNB Cheque: 62174029952

Branch Code: 210114

## PresentIT Contact Details

Client Consultant Mariaan Lens: Tel 034 980 7627 or Cell 082 643 2056

E-mail: [admin@presentit.co.za](mailto:admin@presentit.co.za)