



**Name of the Program(s): - Short Courses - Professional Training in ICT (Information & Communication Technology) in Education, Training Course IT in Education, Information & Communication Technology in Education.**

Are you interested in earning your Short Training Certificate in ICT (Information & Communication Technology) in Education, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. This is the ultimate guide to enroll yourself in your desired short course trainings such as in IT/ICT in Education Trainings as well as specific qualifications.

Upon completing the course respective student are usually equipped to plan and engage in effective training practices in the specific career. ICT in education improves engagement and knowledge retention: When ICT is integrated into lessons, students become more engaged in their work. This is because technology provides different opportunities to make it more fun and enjoyable in terms of teaching the same things in different ways.



PROFESSIONAL TRAINING IN ICT (INFORMATION & COMMUNICATION  
TECHNOLOGY) IN EDUCATION,  
TRAINING COURSE IT IN EDUCATION, INFORMATION & COMMUNICATION  
TECHNOLOGY IN EDUCATION.

**SHORT COURSE PROFESSIONAL SKILLS TRAININGS**

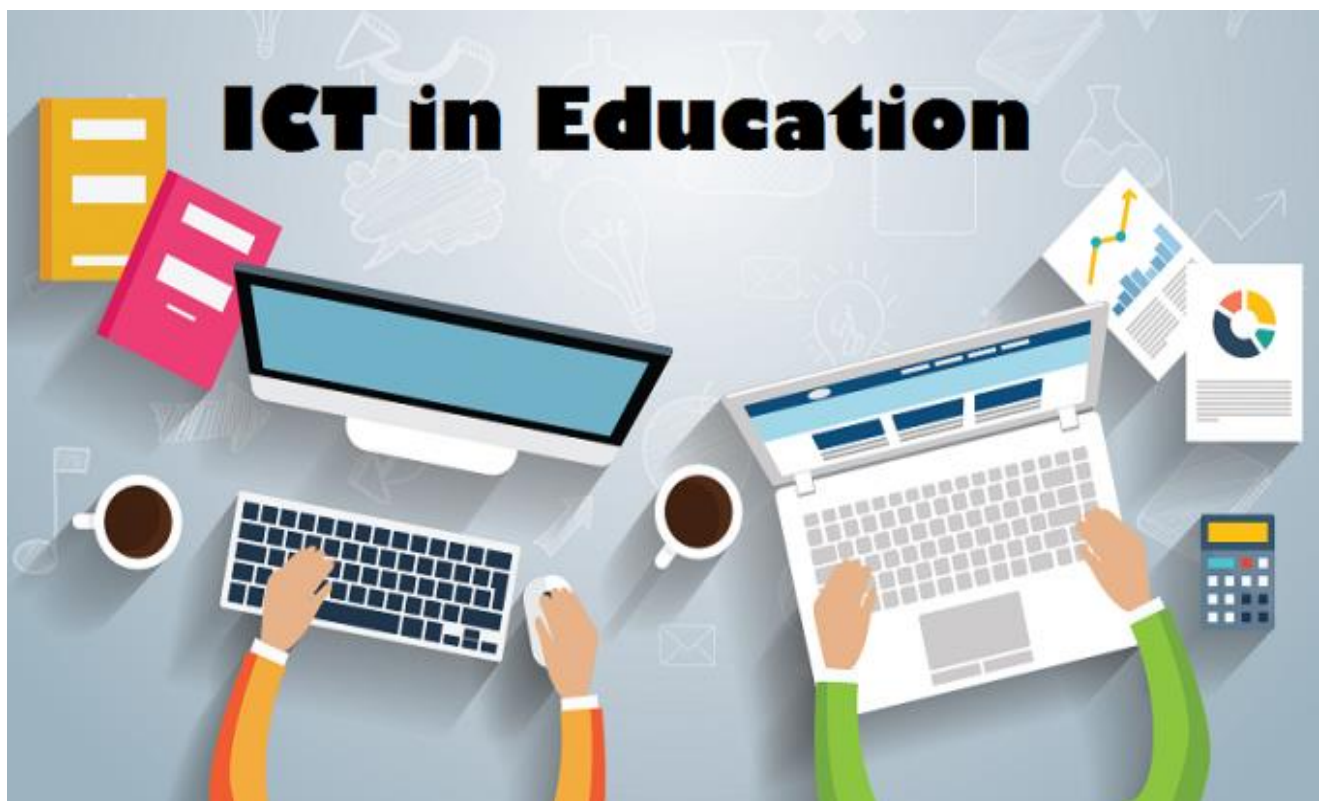
**Training Hours: 4 or 12 GEPEA Credit hours.**

**Program Duration: 1 Month (Fast Track) or 2 Months to 3 Months (For Part Time Home Study-Distance Learning) (Certifications).**

**Admission Requirements:** A high school diploma or an associate degree in general science or science (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent). **Age Limit:** *No age bar or age limit.*

**Other Requirements:** Any related degree are needed to take this course, but have some extra skills using laptop/computer and internet, E-mail for communications will help.

**Training Delivery:** The course duration will comprise 4 or 12 hours of self-study home based or lecture based delivery. The 4 or 12 hours will be delivered in 1 to 3 sessions online distance learning based on given course materials. This 1 month or 2 months or 3 months' course aims to provide an introduction and depth understanding, practical training in the respective field. Even the short course or trade course will develop and enhance trainees a core -basic skills of the concern training and certification areas.



# Syllabus Outline

Serial No.	Syllabus component	Assignment <b>TMA</b> (Tutor Mark Assignment) or <b>Case Study</b>	Board Questions ( <b>OBS</b> = Open Book System) Exam.	<b>MCQ</b> (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	<b>1 session or part will count 4 hours each (1 parts/courses x 4 hours study each = 4 hours total) + Suggested Video Exercises Minimum 8 hours = Grand Total 12 Hours</b>	<b>45</b>	<b>35</b>	<b>20</b>
	<b>Professional Training in ICT (Information &amp; Communication Technology) in Education,</b> <b>Training Course IT in Education,</b> <b>Information &amp; Communication Technology in Education.</b>	<i>4 or 12 Hours (Time)</i>		
<b>1.</b>	<p><b><u>Training Course Certificate Title:</u></b></p> <p><b><u>ICT in Education (Information &amp; Communication Technology in Education):</u></b></p> <p>Unit–1 Introduction to Computer Unit–2 Information and Communication Technology (ICT) Unit–3 Use of ICT Education Unit–4 E-Learning Unit–5 Online Teaching Methods Unit–6 Online Learning Environment Unit–7 Online Resources Unit–8 E-Contents Development Unit–9 Ethical Issues</p> <p><b><u>Suggested Video Exercises:</u></b></p> <ol style="list-style-type: none"> <li><b>Information and communication Technology for education</b> <a href="https://www.youtube.com/watch?v=tXs5O1yGlg4">https://www.youtube.com/watch?v=tXs5O1yGlg4</a></li> <li><b>Information and communication Technology for education</b> <a href="https://www.youtube.com/watch?v=jOKYETVGUwo">https://www.youtube.com/watch?v=jOKYETVGUwo</a></li> <li><b>Active Learning Concepts and Strategies with the Effective Use of ICT in Classrooms</b> <a href="https://www.youtube.com/watch?v=DD5HmHISNM8">https://www.youtube.com/watch?v=DD5HmHISNM8</a></li> <li><b>Impacts of ICT in education</b></li> </ol>	<p><b>45</b></p> <p><i>4 Credit Hours Per Subject</i></p> <p><i>6 or 8 Credit Hours</i></p>	<b>35</b>	<b>20</b>

	<p><a href="https://www.youtube.com/watch?v=lcOCWF9k06g">https://www.youtube.com/watch?v=lcOCWF9k06g</a></p> <p><b>5. Meaning, Concept, need of ICT. Relation between ICT and Education</b></p> <p><a href="https://www.youtube.com/watch?v=1ZQAT5u_Lcw">https://www.youtube.com/watch?v=1ZQAT5u_Lcw</a></p> <p><b>6. Introduction to ICT</b></p> <p><a href="https://www.youtube.com/watch?v=3HMZlb_wBss">https://www.youtube.com/watch?v=3HMZlb_wBss</a></p> <p><b>Suggested Books (For more resources):</b></p> <p><b>ICT in Education</b> by Victoria L. Tinio</p> <p><b>FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:</b></p> <ol style="list-style-type: none"> <li>Training in the respective area and its professional Certification Test MCQ Questions answer practicing</li> <li>Training in the respective area and its professional Test Board Questions/TMA (Tutor Mark Assignment)</li> <li>Training in the respective area and its professional Case Studies (If Case Studies are needed in the respective course then this is required to study)</li> </ol> <p><b>Exercises</b> (<i>After the each of the above mentioned video links are the Suggested Videos from the respective area is advisable to watch attentively in a quiet place in order to complete the short trainings/trade courses in time</i>) <b>and projects</b></p>			
	<p><b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE SHORT TRAININGS AND TRADE COURSES OR PROFESSIONAL CERTIFICATIONS= 1 session or part will count 4 hours each (1 parts/courses x 4 hours study each = 4 hours total) + Suggested Video Exercises Minimum 8 hours = Grand Total 12 Hours</b></p>			

## OBJECTIVE OF THE PROFESSIONAL ICT IN EDUCATION TRAINING?

After successful completion of the course, you will be able to:

- Understand the basic computer terminology.
- Understand the meaning of ICT and its scope in education.
- Comprehend the application of ICT with education and teaching.
- Apply basic concepts of lesson planning in classroom settings.
- Devise and select appropriate teaching materials by using ICT.
- Comprehend ICT enabled learning environments.
- Identify different e-evaluation techniques and e-assessment process.
- Prepare lessons plans, classroom presentation and organize data using computers.
- Use internet and E-mail for educational purposes.

## COURSE MATERIAL

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## EXAMINATION

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## CASE STUDY METHOD & STUDY MATERIAL:

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.



## **BENEFITS AND FETURES:**

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of African, Asian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

### ***GEPEA (Global Educational & Professional Excellence Academy)***

*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*