



Know your Laptop : Exploring the important features of laptops and the resources that make it the heartbeat of a digital age classroom.



This **self-paced on-line course** is intended to give teachers the knowledge, ideas and skills to successfully operate and apply the massive potential of a laptop within a classroom setting and therefore content will range over:

- Files, folders, menus, submenus etc.
- Laptop peripherals and purchasing considerations
- Essential laptop applications
- Connecting to and using the vast resources of the internet
- Introduction to the superb educational software packages

Course participants will have a greater understanding and operational knowledge of the standard features of a laptop including the many peripheral attachments that can be usefully connected to a laptop and purchasing considerations for same.

Participants will be exposed to the vast amount of excellent curriculum software that can be installed on a laptop to support teaching and learning and will be able to connect to the treasure trove of resources to be found online.

The on-line format of the course enables you to **study when and where you want** to learn. Content is divided into 5 modules which you can complete in any order **between July 1st and August 27th 2010**.

Participants are encouraged to interact with one another using the communication tools (forum, chat, e-mail) provided by the CPD College learning system. Active facilitation throughout the course provides expert interaction, guidance and feedback for all participants. Assignments and questions which call for critical reflection, self-analysis and a reasoned response punctuate this highly interactive web based course.

On completion of the course the participant will be presented with their own time record, exercise content and approval by the course facilitator as their CPD record to keep.

How to register: enrolments opening soon - [click here to register your interest](#)

Cost: €99



Learning outcomes:

Through engagement with the course content participants will better understand and utilise the many features of their laptops. They will know the range and specification of add-on peripherals for their laptops, make better and more extensive use of the internet, and know the extent of and quality of available educational software. Course participants will ultimately have many more creative ideas for using their laptops to organize and drive teaching and learning in their classrooms.

Modules:

01 - Knowledge and understanding the **functional parts of a laptop** from menus and file structures to ports and keyboard shortcuts.

02 - Knowledge and understanding of the **essential laptop applications and peripheral** attachments

03 - Familiarisation with a **wide range of ideas for using the laptop in the classroom** for teaching and learning

04 - Connecting to the internet using various search engines, acquiring web search techniques and **beginning to use the vast array of available on-line resources**.

05 - Introduction to the wealth of available software from **content free to content rich, PowerPoints, software central and more**.

Course duration: 20 hours

Accrediting body: Department of Education and Science

Type of accreditation: 3 EPV Days

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