E-learning Courses from Laser Learning Awards

Produced as part of the Kent and Medway Collaborative Outreach Programme (KaMCOP)

Welcome to this catalogue and guide for the LASER e-learning offer. The courses listed have been specifically developed for use by all partners within the Kent and Medway Collaborative Outreach Project (KaMCOP). Students can be registered free of charge by any institution working as part of the KaMCOP project.

Laser Learning Awards is a national awarding organisation offering regulated qualifications and a range of other educational and training services. Our e-learning courses have been developed to support students who are considering progressing to university. They are focussed on developing the skills needed to make the transition to degree level study. These courses could be used to help students studying for GCSEs, A Levels, BTECs or any other course preparing them for higher level study. We are continuing to develop new e-learning courses, so please visit our website for up to date information.

Our courses are written by subject experts, many of whom who are still active practitioners in education and training. Wherever possible we have taken advantage of links to existing online materials including relevant videos, and links to reputable learning/teaching organisations. They contain a range of formative exercises and quizzes to consolidate student learning. We welcome feedback from colleagues, learners and practitioners to help us improve the quality of our e-learning courses at accessenquiries@Laser-awards.org.uk

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How to use our e-learning courses

USING THE LASER ZNANJA LMS PLATFORM

Our **Znanja LMS platform** is a cloud-based solution which requires no downloading or installation for your organisation or for your learners. Works on PC/Mac/tablets/smartphones. Monitor and communicate with learners as they progress. Simply contact us at the address at the end of this catalogue and we will provide you with the easy to use registration details and we do the rest for you.

USING YOUR OWN SCORM 1.2 COMPLIANT LMS

We can export our e-learning courses and drop them into your own LMS platform such as **Moodle**. Your learners can then use the courses from within your own learning environment. New courses and updates can be provided by LASER to meet your needs.

USE TO SUPPORT YOUR STUDENTS WITH THEIR EXISTING STUDY PROGRAMMES

The KaMCOP suite of e-learning courses can be used with any students to complement their existing study programmes. Teachers/lecturers can login to monitor student progress, but **NO** additional marking or assessment is required as the courses are designed as standalone study programmes.

Students can print or download a certificate of completion which confirms that they have worked through the course.

Key features of our e-learning courses

For full functionality we recommend using a PC or Mac, but most courses can be viewed on tablets and smartphones.

AVAILABLE ON ALL COURSES:

- Can be taken as self-contained learning packages for individual development or to just gain knowledge – no need for externally marked tutor assessments
- Learners progress at their own pace, bookmark their progress and make notes within the LMS or in their own notebooks or devices
- Learners print or download a completion certificate once they have viewed every page and completed all of the exercises/quizzes
- Include a range of quizzes and interactions to test understanding as they progress and make the course engaging
- Contain relevant embedded videos which can be viewed in full screen mode.

AVAILABLE IN SELECTED COURSES:

- Discussion forums with other learners on the course and/or the course tutor
- Audio introductions
- Downloadable assessment materials
- An accredited outcome leading to a LASER unit if the college/school/trainer offers this option
- Readable PDF documents available within the LMS or as downloads.

> **Online learning is not the next big thing, it is the now big thing.**
>
> *Donna J. Abernathy*
> *(education author)*

Courses available

The Study Skills Suite

This suite of courses is suitable for learners of most ages who are preparing for further learning or study whether this is at Level 3 (e.g. Access to HE Diplomas, BTECS and A Levels) or at university degree level.

ESSAY WRITING

Description	Covers: essay question types, academic conventions and styles; essay planning and mind maps; essay structure (including introductions, main body, signposting, conclusions); referencing skills and avoiding plagiarism.
Duration	c. 3.5 hours + optional assessment for credit

RESEARCH SKILLS

Description	Covers: preparing and planning; finding information by type (written web/digital); using information (validity, bias, fact); reading techniques; note-taking.
Duration	c. 4 hours + optional assessment for credit

WRITING (PART 1) PUNCTUATION AND GRAMMAR

Description	Covers: sentences; nouns; plurals; verbs; adverbs; homophones, confusables; spelling; punctuation (commas, apostrophes, and a brief look at colons, semi-colons & speech marks)
Duration	c. 4 hours + optional assessment for credit

WRITING (PART 2) WRITING FOR PURPOSE AND IMPROVING ACCURACY

Description	Covers: similes, puns, idioms, oxymorons, alliteration, hyperbole, figurative speech, persuasive writing techniques, proof reading.
Duration	c. 1.5 hours + optional assessment for credit

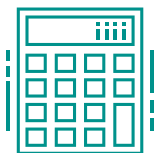## PREPARING FOR AND TAKING WRITTEN EXAMS

Description	Covers: aims and purpose of exams, attitude and past experiences, revision (time management, notes) memory, using, past papers, stress management, types of exams, types of questions (multiple choice, short answers, essays), taking an exam.
Duration	c. 3 hours

CONDUCTING ACCURATE INTERNET RESEARCH

Description	Covers: creating a search plan, expanding the question, where am i going to find the answers? how deep should i go? what is a search engine? how search engines work metasearch engines, graphic search engines, specialized search engines, building a keyword list, sample search, performing an advanced search, about boolean operators, searching for quick facts, weather, stock information, movie information, word tools, flight information, about the deep web, searching the deep web, searching for multimedia techniques, assessing research sites, analyzing your sources, about top-level domains, about wikipedia, understanding primary and secondary sources, double-checking your facts, checking out the site, identify advertisements, staying organized with research tools, understanding the options, organizing information, microsoft onenote, evernote, zotero, citeulike, easybib, advanced software packages, citing sources, plagiarism, information to gather, documentation styles, formulating a personal action plan.
Duration	2-3 hours depending on whether student carries out the suggested tasks

Mathematics Suite

This short suite of courses is primarily designed to support learners who may not have studied maths for some time but will also be useful in building the confidence of learners taking or re-taking GCSE level study. They are mainly aimed at Level 2 study but could support learners on other courses who need to refresh or brush up on the basics.

UNDERSTANDING AND USING MATHEMATICS PART ONE

Description	Covers the concept of numbers and their use and be able to carry out basic numerical operations and apply these processes to everyday practical problems - includes arithmetic (addition, subtraction, multiplication, division); fractions and decimals
Duration	c. 5 hours + optional assessment for credit

UNDERSTANDING AND USING MATHEMATICS PART TWO

Description	Covers: the origins and uses of algebra and be able to follow algebraic rules to find unknown quantities and solve simple and useful equations; simple, practical, geometry to find lengths, areas and volumes using the correct units; recognise, interpret and present data in graphs and tables to illustrate information and draw conclusions.
Duration	c. 5 hours + optional assessment for credit

UNDERSTANDING APPLIED STATISTICS

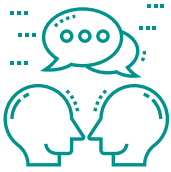|	
Description	Covers: types of statistics, analysing data, presenting data including (terminology, probability, data collection bar & pie charts, graphs, curves, histograms, scatter-plots, mean, median, mode, dispersion, standard deviation, grouped data, central tendency, frequency polygons and ethics.
Duration	c. 3 hours + optional assessment for credit

Broader Skills

These courses will help students to think outside the box and be able to present their ideas to a wider audience. Useful skills for both higher education and the wider world.

CRITICAL THINKING

Description	Covers: what is critical thinking? critical vs. non-critical thinking, characteristics of a critical thinker, common critical thinking styles, left and right brain thinking, whole-brain thinking, circular reasoning, emotional manipulation, negative arguments, omitting facts, overgeneralizing, oversimplifying, using the straw man, the critical thinking process, the problem solving model, the critical thinking model
	The standards of critical thinking, checking credibility and consistency, evaluating arguments, asking questions, closed questions, probing techniques, critical thinking questions, active listening skills, responding to feelings, reading cues, demonstration cues, tips for becoming a better listener, defining explanations, steps to building an explanation, developing hypotheses, dealing with assumptions, the pros and cons of assumptions, techniques for thinking creatively.
Duration	2 – 3 hours

PUBLIC SPEAKING: PRESENTATION SURVIVAL SCHOOL

Description	Although designed for employees in a company – works well for students too: covers: making conversation, speaking well, what to talk about, speaking characteristics, volume, clichés, diction, slang or vulgarities, gender references, acronyms and jargon, tact, positive self-talk, building rapport, concentrating on your message, how to master a meeting, learning names, body language, dealing with tough situations, dressing up, advantages of an oral presentation, the art of persuasion, overcoming nervousness, mastering non-verbal communication, using notes, note-taking tools, managing the question and answer period, responding to questions, preparing an audience profile, tone, pitch, pacing, emphasis, facial expressions, eye contact, posture, body language, vocal variety, paying attention to your voice, mastering your material, visual aids.
Duration	2 – 3 hours

Introductory Academic Subject Suite

SOCIAL SCIENCE

These courses provide an overview and introduction to these academic disciplines. They are ideal for students just starting to study the subjects or who are considering taking these subjects at degree level but would like to find out more before they commit themselves.

INTRODUCTION TO PSYCHOLOGY

Description	Covers: what is psychology; career options; social, cognitive, behavioural, psychodynamic, biological and humanistic psychology; ethics and research.
Duration	Up to 30 hours including final assessments or approximately 4-5 hours if taken without assessment.

INTRODUCTION TO SOCIOLOGY

Description	Covers: what is sociology, key concepts; norms, values, socialisation, status, roles & social control; theoretical perspectives, structuralists, interactionists, functionalists;
Duration	Up to 30 hours including final assessments or approximately 3-4 hours if taken without assessment.

We also have a growing number of academic subject courses in social science, humanities and healthcare some of which are available now and some of which will be available shortly. A selection of courses already available is included on the next page.

Academic Subject Courses

These courses cover a range of subjects in more depth and can be used to support students studying on a range of qualifications or training courses. Contact us for the latest list of new courses .

SOCIOLOGY OF HEALTH

Description	Covers: defining health and illness, social constructions, social inequality, masculinity, sociological perspectives.
Duration	Up to 30 hours including final assessments or approximately 4-5 hours if taken without assessment.

SOCIOLOGY OF THE FAMILY

Description	Covers: what is a family? analysing family diversity in contemporary britain, perspective on the family, family: types and terminology, historical changes to the family, analysis of trends, analysis of functions of the family, analysis of historical changes to the family, sociological perspectives on the family.
Duration	Up to 30 hours including final assessments or approximately 4-5 hours if taken without assessment.

UNDERSTANDING MENTAL HEALTH

Description	Covers: definitions of mental health, factors which contribute to mental wellbeing, mindfulness, theories of mental health, social theory, indices of health & social wellbeing, psychological theory – humanistic, psychological theory - cognitive behavioural, cognitive behavioural therapy, what is mental illness and how can it be treated? defining mental illness, different categories of mental illness, anxiety disorders, mood disorders & psychotic disorders, eating disorders, treatment of mental illness, psychotropic medication for mental health problems, anxiolytics, antipsychotics, mood stabilisers, psychotropic, medication synoptic, arts and creative therapy, drama, music & art therapy, complementary and alternative therapies for mental illness, mental health support services, mind.
Duration	Up to 30 hours including final assessments or approximately 4-5 hours if taken without assessment.

Contact us