

# Postgraduate Certificate

## Use of ICT for Management in Education





## Postgraduate Certificate Use of ICT for Management in Education

- » Modality: online
- » Duration: 12 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/in/education/postgraduate-certificate/use-ict-management-education](http://www.techtute.com/in/education/postgraduate-certificate/use-ict-management-education)

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# 01

# Introduction

UNESCO shares knowledge on the various ways in which technology can facilitate universal access to education, reduce learning gaps, support teacher development, improve the quality and relevance of learning, strengthen inclusion, and improve educational management and administration. Information and communication technologies (ICT) can complement, enrich and transform education.





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*This Postgraduate Certificate in Use of ICT for Management in Education will generate a sense of confidence in the performance of your profession, which will help you to grow personally and professionally"*

Knowledge of what ICT is, its objectives and its use in education will provide the teacher with a solid foundation to continue learning more ways to adapt this valuable knowledge for teaching, adapted to the digital age.

With the introduction of ICT, teachers and educators have had to enter fully into a new way of teaching and adapt quickly to this ever-growing technology.

Nowadays, educators face a great challenge because they have to be ahead of their students, those who have been born in the digital era, for which it is essential to acquire new knowledge about *e-Learning* and the technological advances that are changing the teaching system completely.

Educators need to acquire basic knowledge in a wide range of areas related to programming, gamification and robotics. All this will help to make the classes more interesting and attract the student's attention.



*Update your knowledge through the Postgraduate Certificate in Use of ICT for Management in Education"*

This **Postgraduate Certificate in Use of ICT for Management in Education** contains the most complete and up to date program on the market. The most important features include:

- ♦ More than 75 practical cases presented by experts in Use of ICT for Management in Education
- ♦ The graphic, schematic, and practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- ♦ Latest information on Use of ICT for Management in Education
- ♦ Practical exercises where the self evaluation process can be carried out to improve learning
- ♦ Algorithm-based interactive learning system for decision-making in the situations that are presented to the student
- ♦ Special emphasis on evidence-based methodologies in Use of ICT for Management in Education
- ♦ All of this will be complemented by theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Content that is accessible from any fixed or portable device with an Internet connection

**“** *This Postgraduate Certificate may be the best investment you can make when selecting a refresher program, for two reasons: in addition to updating your knowledge in Use of ICT for Management in Education, you will obtain a qualification from TECH Technological University”*

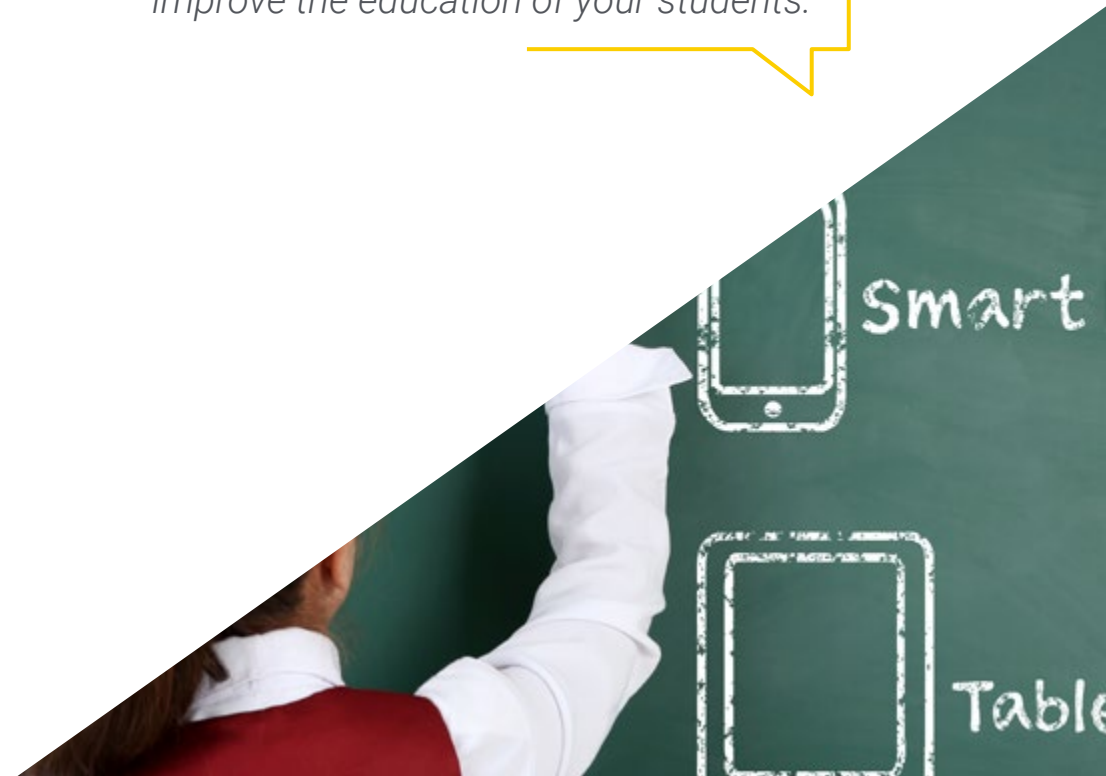
The teaching staff includes teaching professionals from the field of Use of ICT for Management in Education, who contribute the experience of their work to this program, as well as renowned specialists belonging to leading societies and prestigious universities.

The multimedia content developed with the latest educational technology will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive academic experience programmed to learn in real situations.

The program design is based on Problem Based Learning, through which teachers must try to solve the different professional practice situations that arise throughout the course. For this purpose, the teacher will be assisted by an innovative interactive video system developed by recognized experts in the field of Use of ICT for Management in Education, with extensive teaching experience.

*Increase your decision-making confidence by updating your knowledge through this Postgraduate Certificate.*

*Make the most of the opportunity to learn about the latest advances in Use of ICT for Management in Education, and improve the education of your students.*



02

# Objectives

The Postgraduate Certificate in Use of ICT for Management in Education is oriented to facilitate the performance of the professional dedicated to working with children, adolescents and adults in the education field.





Title page

About the Book

The Definitions A-2

Editorial Staff

Preface to the

P-

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*This Postgraduate Certificate is organized so that you can update your knowledge in Use of ICT for Management in Education, with the use of the latest educational technology, to contribute with quality and confidence to decision making and the monitoring of these students”*



## General Objectives

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- ♦ Acquire fundamental knowledge and skills to be able to carry out the job of teacher, learning everything you need to know about ICT
- ♦ Understand the big differences that exist between traditional teaching at that which applies digital technologies
- ♦ Know new technological methodologies that are available to the educational sector and acquire basic knowledge to face the challenge of robotics and teaching through gamification



*Make the most of this opportunity and take the step to get up to date on the latest developments in Use of ICT for Management in Education”*





## Specific Objectives

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- Know the different types of management platforms
- Learn the common features offered by center management platforms
- Identify technological difficulties in adults
- Introduction to technology assessment tools of technological implementation
- Identify the costs and benefits of technological implementation
- Distinguish between mobile and wi-fi networks
- Classify mobile devices: tablets and smartphones
- Discover the spread of the use of tablets in the classroom
- Learn about the electronic whiteboard
- Understand the management of the computerized student body
- Explain online classes and tutoring

03

# Course Management

The Postgraduate Certificate in Use of ICT for Management in Education includes in its teaching staff renowned education experts, who contribute their work experience to this program. In addition, other specialists of recognized prestige participate in its design and elaboration, completing the program in an interdisciplinary manner.





*Learn the latest advances in the field  
of Use of ICT for Management in  
Education from leading professionals”*

## Management



### Mr. Cabezuelo Doblaré, Álvaro

- Social Media Manager at a Communication Agency
- Psychologist
- Diploma in Digital Identity and Master's Degree in Communication
- Digital Marketing and Social Media
- Digital Identity Teacher
- Teacher at Aula Salud

## Professors

### Dr. De la Serna, Juan Moisés

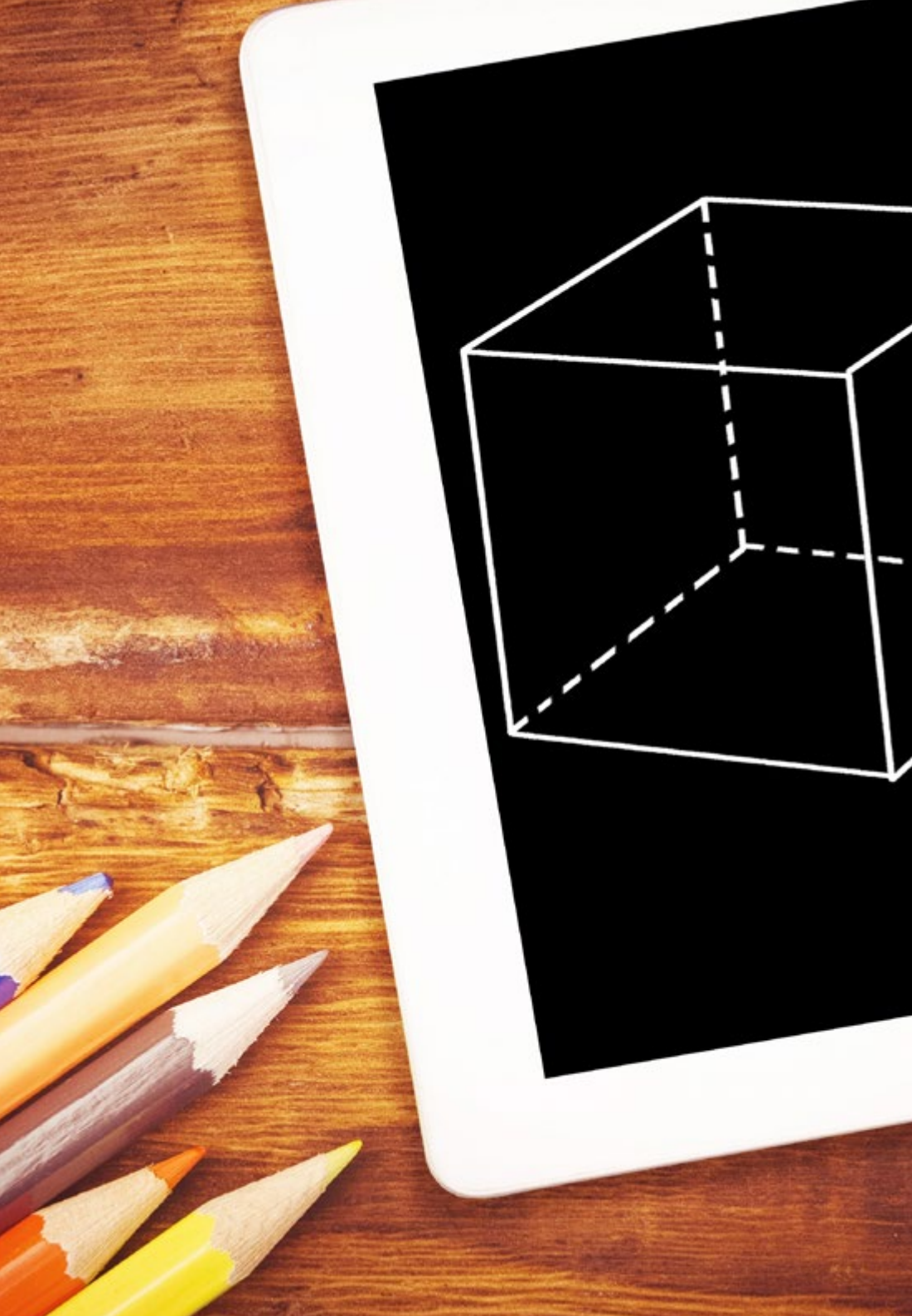
- ♦ PhD in Psychology and Professional Master's Degree in Neurosciences and Behavioral Biology
- ♦ Author of the Cátedra Abierta de Psicología y Neurociencias and scientific disseminator

### Mr. Gris Ramos, Alejandro

- ♦ Technical Engineer in Computer Management
- ♦ Master's Degree in Electronic Commerce and Specialist in latest technologies applied to teaching, Digital Marketing, development of web applications, and Internet business

### Dr. Albiol Martín, Antonio

- ♦ Head of CuriosiTIC: JABY School's ICT Integration Program in the classroom
- ♦ Master's Degree in Education and Information and Communication Technologies from the UOC
- ♦ Master's Degree in Literary Studies
- ♦ Graduate in Philosophy and Literature



04

# Structure and Content

The structure of the contents has been designed by a team of professionals from the best education centers and universities in the country, who are aware of the relevance from up to date training to be able to intervene in the training and support of students with high capabilities, and are committed to quality teaching through new educational technologies.





“

*This Postgraduate Certificate in Use of ICT for Management in Education contains the most complete and up to date program on the market”*

## Module 1. ICT as a Management and Planning Tool

- 1.1. ICT Tools in the Center
  - 1.1.1. Disruptive Factors in ICTs
  - 1.1.2. ICT Objectives
  - 1.1.3. Good Practice in the Use of ICTs
  - 1.1.4. Criteria for Choosing Tools
  - 1.1.5. Data Protection
  - 1.1.6. Confidence
  - 1.1.7. Summary
- 1.2. Communication
  - 1.2.1. Communication Plan
  - 1.2.2. Instant Messaging Managers
  - 1.2.3. Video Conferences
  - 1.2.4. Remote Device Access
  - 1.2.5. School Management Platforms
  - 1.2.6. Other Means
  - 1.2.7. Summary
- 1.3. Email
  - 1.3.1. E-mail Management
  - 1.3.2. Replying and Forwarding
  - 1.3.3. Signatures
  - 1.3.4. Classifying and Tagging Emails
  - 1.3.5. Rules
  - 1.3.6. Email Lists
  - 1.3.7. Aliases
  - 1.3.8. Advanced Tools
  - 1.3.9. Summary
- 1.4. Document Generation
  - 1.4.1. Word Processors
  - 1.4.2. Spreadsheets
  - 1.4.3. Forms
  - 1.4.4. Corporate Image Templates
  - 1.4.5. Summary
- 1.5. Task Management Tools
  - 1.5.1. Task Management
  - 1.5.2. Lists
  - 1.5.3. Tasks
  - 1.5.4. Notices
  - 1.5.5. Approaches for Use
  - 1.5.6. Summary
- 1.6. Schedules
  - 1.6.1. Digital Calendar
  - 1.6.2. Events
  - 1.6.3. Meetings
  - 1.6.4. Invitations and Attendance Confirmation
  - 1.6.5. Links to Other Tools
  - 1.6.6. Summary
- 1.7. Social Media
  - 1.7.1. Social Media and Our Center
  - 1.7.2. LinkedIn
  - 1.7.3. Twitter
  - 1.7.4. Facebook
  - 1.7.5. Instagram
  - 1.7.6. Summary



- 1.8. Introduction and Parameter Setting of Alexia Classrooms
  - 1.8.1. What is Alexia?
  - 1.8.2. Applying and Registering the Center on the Platform
  - 1.8.3. Alexia: First Steps
  - 1.8.4. Alexia: Technical Support
  - 1.8.5. Center Configuration
  - 1.8.6. Summary
- 1.9. Licensing and Administrative Management on Alexia
  - 1.9.1. Access Permission
  - 1.9.2. Roles
  - 1.9.3. Billing
  - 1.9.4. Sales
  - 1.9.5. Formative Cycles
  - 1.9.6. Extracurricular Activities and Other Services
  - 1.9.7. Summary
- 1.10. Alexia Teacher Training
  - 1.10.1. Areas (Subjects)
  - 1.10.2. Assessing
  - 1.10.3. Taking Attendance
  - 1.10.4. Agenda/Calendar
  - 1.10.5. Communication
  - 1.10.6. Interviews
  - 1.10.7. Sections
  - 1.10.8. Students
  - 1.10.9. Birthdays
  - 1.10.10. Links
  - 1.10.11. Mobile App
  - 1.10.12. Utilities
  - 1.10.13. Summary

## Module 2. Technological Innovation in Education

- 2.1. Advantages and Disadvantages of the Use of Technology in Education
  - 2.1.1. Technology as a Means of Education
  - 2.1.2. Advantages of Use
  - 2.1.3. Inconveniences and Addictions
  - 2.1.4. Summary
- 2.2. Educational Neurotechnology
  - 2.2.1. Neuroscience
  - 2.2.2. Neurotechnology
  - 2.2.3. Summary
- 2.3. Programming in Education
  - 2.3.1. Benefits of Programming in Education
  - 2.3.2. Scratch Platform
  - 2.3.3. Confection of the First Hello World
  - 2.3.4. Commands, Parameters and Events
  - 2.3.5. Export of Projects
  - 2.3.6. Summary
- 2.4. Introduction to the Flipped Classroom
  - 2.4.1. What it is Based On?
  - 2.4.2. Examples of use
  - 2.4.3. Video Recording
  - 2.4.4. YouTube
  - 2.4.5. Summary
- 2.5. Introduction to Gamification
  - 2.5.1. What is Gamification?
  - 2.5.2. Gamification Tools
  - 2.5.3. Success Stories
  - 2.5.4. Summary





- 2.6. Introduction to Robotics
  - 2.6.1. The Importance of Robotics in Education
  - 2.6.2. Arduino (Hardware)
  - 2.6.3. Arduino (Programming Language)
  - 2.6.4. Summary
- 2.7. Introduction to Augmented Reality
  - 2.7.1. What is AR?
  - 2.7.2. What are its Benefits in Education?
  - 2.7.3. Summary
- 2.8. How to Develop your own AR Applications?
  - 2.8.1. Professional Augmented Reality
  - 2.8.2. Unity/Vuforia
  - 2.8.3. Examples of use
  - 2.8.4. Summary
- 2.9. Samsung Virtual School Suitcase
  - 2.9.1. Immersive Learning
  - 2.9.2. The Backpack of the Future
  - 2.9.3. Summary
- 2.10. Tips and Examples of Use in the Classroom
  - 2.10.1. Combining Innovation Tools in the Classroom
  - 2.10.2. Real Examples
  - 2.10.3. Summary

“ *A unique, key, and decisive educational experience to boost your professional development* ”

05

# Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





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*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

### At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

*With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.*



*It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.*



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*Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method.*

The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



## Relearning Methodology

At TECH we enhance the Harvard case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.



*Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.*

At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



#### Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.



#### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



#### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





**Expert-Led Case Studies and Case Analysis**

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.



**Testing & Retesting**

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.



**Classes**

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



**Quick Action Guides**

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.



06

# Certificate

The Postgraduate Certificate in Use of ICT for Management in Education guarantees students, in addition to the most rigorous and up to date education, access to a Postgraduate Certificate issued by TECH Technological University.



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*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Use of ICT for Management in Education** contains the most complete and up to date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the **Postgraduate Certificate**, and meets the requirements commonly demanded by labor exchanges, competitive examinations and professional career evaluation committees.

Title: **Postgraduate Certificate in Use of ICT for Management in Education**

Official N° of hours: **300 h.**



\*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present  
online  
development language  
classroom



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