

The Right Technology Tools for the Tasks

Course Description

This module teaches participants which types of software are most appropriate for which kinds of tasks. The module will review how to use features of MS word for generating tables of contents, outlining, and editing. It will demonstrate the power of a spreadsheet for manipulating data, as compared with using Word.

Work Products: Sample tasks.

Professional Teaching Standards Alignment

Standard:

Standard I: Teachers demonstrate leadership

Domain:

Teachers lead the teaching profession

Digital Competencies

Data and Assessment

Use performance data and digital tools to empower student metacognition for self-assessment & self-monitoring their own learning progress.

Units

Unit 1: Basic MS Word Features
Unit 2: Program Rosters and Reporting
Unit 3: Quiz

Certificate Information

Participants can earn a certificate of completion for 10 Digital Learning hours. To earn a certificate, participants must:

- Complete each Unit.
- Contribute to the community by asking by sharing ideas in the discussion forums; A certificate requires at least one post per unit, if instructed.
- Submit any required assignments.