Course Overview

The following table outlines the major focus and outcomes for each module during the course.

Module 1: Developing 21st Century Skills	
Focus: 21st century skills and classroom environment	Outcomes: ▪ Identify 21st century skills ▪ Understand the trend towards creating a 21st century classroom environment ▪ Discover the differences between teacher-centered and learner-centered approaches ▪ Reflect on professional practices
Module 2: Learning Computer Basics and the Internet	
Focus: Computer basics and the Internet	Outcomes: ▪ Learn about basic computer components ▪ Discover the fundamentals of the operating system ▪ Develop Internet navigation skills ▪ Reflect on professional practices
Module 3: Fostering Critical Thinking and Collaboration	
Focus: Higher-order thinking and learner collaboration	Outcomes: ▪ Understand how to cultivate higher-order thinking in learners ▪ Develop skills for promoting and facilitating collaboration ▪ Become familiar with the structure of each activity—a four-step iterative cycle of plan, do, review, and share ▪ Reflect on professional practices
Module 4: Discovering Word Processing	
Focus: Word processing software	Outcomes: ▪ Discover word processing by beginning with a technology introduction, exploration, and discussion

	▪ Complete the required word processing activity: Assessment Handout
	▪ Reflect on professional practices

Module 5: Applying Word Processing

Focus:	Outcomes:
Word processing productivity tools	▪ Apply your word processing skills by selecting and completing at least one relevant elective activity
	▪ Share your work with colleagues, and discuss and reflect on productivity and professional practices

Module 6: Discovering the Internet

Focus:	Outcomes:
Internet	▪ Discover the Internet by beginning with a search for information
	▪ Complete the required Internet activity: Finding Teaching Content for your Learning Area
	▪ Reflect on professional practices

Module 7: Exploring the Internet

Focus:	Outcomes:
Internet	▪ Explore the Internet by selecting and completing at least one relevant elective activity
	▪ Share your work with colleagues, and discuss and reflect on productivity and professional practices

Module 8: Discovering Multimedia

Focus:	Outcomes:
Multimedia software	▪ Discover multimedia by beginning with a technology introduction, exploration, and discussion
	▪ Complete the required multimedia activity: Curriculum Preview
	▪ Reflect on professional practices

Module 9: Applying Multimedia

Focus:	Outcomes:
Multimedia productivity tools	▪ Apply your multimedia skills by selecting and completing at least one relevant elective activity

	▪ Share your work with colleagues, and discuss and reflect on productivity and professional practices

Module 10: Discovering Spreadsheets

Focus:	Outcomes:
Spreadsheet software	▪ Discover spreadsheets by beginning with a technology introduction, exploration, and discussion
	▪ Complete the required spreadsheet activity: Grade Book
	▪ Reflect on professional practices

Module 11: Applying Spreadsheets

Focus:	Outcomes:
Spreadsheet productivity tools	▪ Apply your spreadsheet skills by selecting and completing at least one relevant elective activity
	▪ Share your work with colleagues, and discuss and reflect on productivity and professional practices

Module 12: Developing 21st Century Approaches

Focus:	Outcomes:
Facilitation skills	▪ Develop strategies for promoting the skills of listening and speaking, giving directions, observing and monitoring, questioning, encouraging, and intervening
	▪ Understand the process of accepting change
	▪ Reflect on professional practices

Module 13: Planning and Doing Your Action Plan

Focus:	Outcomes:
Action plan purpose and development	▪ Understand the purpose and components of an action plan
	▪ View sample action plans
	▪ Determine the professional changes you want to make and develop a plan to implement the changes over time
	▪ Plan the action plan on paper and do it on the computer

Module 14: Reviewing and Sharing Your Action Plan

Focus:	Outcomes:
Action plan enhancement and sharing	▪ Review and make changes to your action plan
	▪ Share your action plan and receive constructive feedback
	▪ Conclude the course

Margin note: At this point, the Senior Trainer should distribute a course schedule, outlining the dates of the training sessions and the modules that will be covered in each session.

Considering Your Role as a Participant Teacher

Classroom teachers are continually looking for ways to teach more effectively and to increase productivity. As a Participant Teacher in this course, you will do both. As you learn new teaching approaches and methods, you will consider how you can apply your knowledge in your classroom environment. As you acquire and apply new ICT skills, you will think about how the products you create will help increase your productivity as a teacher. This course is designed to be flexible and allow you to bring your content to the products so that the tools you create are relevant to your needs as a teacher.

As part of the course, you are asked to commit to the following:

- Attend all course sessions

- Be prepared and give your best effort

- Take notes and ask questions

- Complete all exercises, assigned activities, and an action plan

- Share your ideas and work

- Support, encourage, and respect others

- Have fun while learning

- Provide daily feedback about the course

After each module, you should expect to spend at least one hour of homework time reviewing the completed module's content and your notes, and doing a take-home exercise for the next module. These tasks can be done independently or with one or more of your colleagues. Although computers may be used to complete homework assignments, access to a computer outside of course sessions is neither expected nor required.

When you successfully finish all assignments and demonstrate an understanding of the key skills and approaches, you will receive a Certificate of Completion at the end of the course.