

# Digital Teaching and Learning 4.0

## Course 1: Microsoft Teams and Microsoft 365 for TVET

### TOPICAL AREA: TVET and Digitalization

During and after the COVID-19 crisis, modern digital productivity suites like MS 365 with its cooperation tool MS Teams became very popular for e-learning by educational institutions all over the world. It is expected that these and similar applications will permanently change the way of teaching and learning. The course gives an introduction on how to use MS 365 and MS Teams for teaching, learning and collaboration in TVET

- **Content, elements, format and duration can be customized to the respective needs**

#### LEARNING OUTCOMES

On completion of the training, participants

- apply relevant pedagogical and technical principles for digital teaching and learning with MS 365 / Teams
- develop and design courses in MS Teams
- conduct and evaluate courses in MS Teams
- integrate MS Teams into conventional teaching and learning
- communicate and collaborate with students online

#### CONTENTS

- MS 365 / MS Teams functions
- Designing, conducting, administrating and evaluating courses with MS 365
- Relevant ICT hardware
- Design and production of text-based media, presentations, images and video
- Online communication techniques
- Data security and copyright
- Relevant pedagogical and media concepts

#### FORMATS

Virtual Format implemented with following main digital media (e-learning) elements:

- Lectures/presentations via video stream (live or on demand)
- MS 365, especially MS Teams, MS Office, MS Forms and MS Stream
- Group and one-on-one video calls for mentoring and discussion
- Text-based communication chat, group chat, e-mail and message boards (e.g. MS Teams channels)

The student-centered and practical approach includes at least 50 % group and project work.

#### LANGUAGE

- English
- German
- Upon request: other languages with interpreters

#### TARGET GROUPS

- TVET teachers
- TVET experts
- In-company trainers

from all occupational fields and business sectors

#### PARTICIPATION REQUIREMENTS

- Basic ICT skills
- At least 3 years of professional experience in TVET college, institute, agency, university or company

#### DURATION

- 40 h in 1 week (recommended)
- Additional 20 h implementation of a transfer project after training

#### EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Optional: webcam

#### CERTIFICATE

The participants will receive a certificate of participation after successful completion of the course.

#### YOUR CONTACT

##### TVET Academy

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