

## TECHNOLOGY LITERACY FOR EDUCATORS

### Microsoft Certified Educator (MCE) Program

*A comprehensive professional development course for 21st-century pedagogy*

#### 1. Course Information

General Metadata	Details
Course Code	SDDF-MCE-001
Course Duration	12 Weeks
Mode of Delivery	<input checked="" type="checkbox"/> Online
Prerequisites	None (Basic computer literacy recommended)

#### Contact Hours Breakdown:

- Lecture: 2 hours/week
- Practical / Workshop: 2 hours/week
- Total Contact Hours: 48 Hours

#### Target Participants:

- Pre-service and In-service educators
- Teacher trainers and faculty members
- Educational administrators and development professionals

#### 2. Implementing Organization & Strategic Partnership

This course is implemented and delivered by the Sustainable Disadvantaged Development Foundation (SDDF) in collaboration with the host academic institution.

#### Strategic Alignment:

SDDF is an official partner of the Microsoft Global Training Partner Program, authorized to deliver capacity-building programs aligned with Microsoft Certified Educator (MCE) standards.

Through this partnership, the course integrates:

- Microsoft-aligned curriculum frameworks.
- Authentic learning scenarios using Microsoft technologies.
- Global best practices in digital pedagogy and educator professional development.

#### 3. Course Description

This course develops educators' competencies in integrating Information and Communication Technologies (ICT) into teaching and learning using the 21st Century Learning Design (21CLD) framework. It prepares participants for the Microsoft Certified Educator (MCE): Technology

**Literacy for Educators (Exam 62-193)** while emphasizing inclusive, ethical, and pedagogically sound technology use.

Delivered by SDDF, the course combines academic rigor with industry-aligned practice. Participants engage in interactive lectures, practical workshops, case studies, and a capstone lesson redesign project to support collaboration, skilled communication, knowledge construction, and digital citizenship.

#### 4. Course Learning Outcomes (CLOs)

Upon successful completion of this course, participants will be able to:

- **Analyze** and evaluate learning activities using 21CLD rubrics.
- **Design** collaborative learning experiences that require shared responsibility and interdependence.
- **Facilitate** skilled communication through multimodal, evidence-based student products.
- **Develop** interdisciplinary learning experiences that promote knowledge construction.
- **Implement** instructional strategies that foster student self-regulation.
- **Design** authentic tasks that support real-world problem solving and innovation.
- **Select** and apply appropriate ICT tools, including Microsoft technologies, to support diverse learners.
- **Promote** digital citizenship, addressing safety, privacy, and ethical behavior.

#### 5. Alignment with Professional & Industry Standards

The curriculum is rigorously aligned with the following global standards:

- **Microsoft Certified Educator (MCE):** Exam 62-193
- **21st Century Learning Design (21CLD) Framework**
- **UNESCO ICT Competency Framework for Teachers**
- **ISTE Standards for Educators**

#### 6. Course Content & Weekly Schedule

<b>Week</b>	<b>Topics</b>	<b>Learning Activities</b>
1	Technology Literacy & 21CLD Framework	Orientation, lesson analysis, diagnostics
2	Technology Enhanced Pedagogy & Inclusion	Case studies, UDL redesign
3	Facilitating Student Collaboration	Lesson redesign workshop
4	Skilled Communication: Evaluation	Student work analysis

Week	Topics	Learning Activities
5	Skilled Communication: Advanced Design	Multimodal task creation
6	Knowledge Construction & Interdisciplinary Learning	Lesson transformation
7	Self-Regulated Learning	Project planning
8	Real-World Problem Solving & Innovation	PBL design
9	Student Use of ICT	ICT evaluation & planning
10	ICT for Effective Teaching	Scenario-based decisions
11	Digital Citizenship	Policy & scenario analysis
12	Capstone & Exam Readiness	Portfolio presentation

### 7. Teaching and Learning Strategies

The course employs a variety of high-impact pedagogical strategies:

- **Interactive Lectures:** Foundation theory and framework exploration.
- **Hands-on Workshops:** Active application using Microsoft tools.
- **Scenario-Based Learning:** Real-world classroom problem solving.
- **Project-Based Learning (PBL):** Designing long-term instructional assets.

### 8. Assessment Structure

Assessment Component	Description	Weight
Participation & Engagement	Active involvement in course activities	10%
Lesson Redesign Assignments	Two redesigned lessons aligned with 21CLD	20%
ICT Integration Plan	Tool selection and justification	15%

<b>Assessment Component</b>	<b>Description</b>	<b>Weight</b>
Digital Citizenship Analysis	Scenario-based written evaluation	15%
Capstone Project Portfolio	Technology-integrated lesson redesign	30%
<b>Total</b>		<b>100%</b>

### **9. Capstone Project**

Participants will complete a **Technology-Integrated Lesson Redesign Portfolio** demonstrating:

- Application of at least four 21CLD dimensions.
- Effective integration of Microsoft technologies.
- Alignment between learning outcomes, pedagogy, and assessment.
- Reflection on impact on learner engagement and achievement.

### **10. Learning Resources**

**Core Resources:**

- Microsoft Learn & Educator Center
- 21CLD Rubrics and Practitioner Guides

**Supplementary Resources:**

- UNESCO ICT Competency Framework for Teachers
- ISTE Standards for Educators
- Curated academic readings via LMS

### **11. Technology Requirements**

- Reliable internet connectivity.
- Microsoft Office 365 access (provided through the course).
- Learning Management System (LMS) access.

### **12. Academic Integrity & Accessibility**

**Ethical Conduct:**

Participants must comply with institutional policies on academic honesty and intellectual property. The course emphasizes responsible digital behavior consistent with Microsoft and SDDF ethical guidelines.

**Inclusive Learning:**

In alignment with SDDF's mission, the course applies **Universal Design for Learning (UDL)** principles. Reasonable accommodations will be provided for all learners.

### ***13. Certification & Professional Recognition***

Successful completion of this course:

- Supports readiness for **Microsoft Certified Educator (Exam 62-193)**.
- May contribute to **Continuing Professional Development (CPD)** hours.
- Enhances employability and digital teaching competence.

*\*Note: Formal MCE certification requires successful completion of the external Microsoft examination.\**

### ***14. Quality Assurance***

The course is reviewed periodically by the academic institution and SDDF to ensure alignment with **Microsoft Global Training Partner** standards and responsiveness to emerging educational technologies.

**Syllabus Effective Date:** 9 April 2026

*This comprehensive technical syllabus was meticulously curated and developed by:*

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