SILABUS PELATIHAN			
Kode Topik	**02101CX4W**	Nama Topik	Pelatihan dan Sertifikasi Microsoft Certified Educator (MCE)
Durasi Pelatihan & Ujian	2 Hari (19,5 JP)	Penyelenggara	Lintasdiklat
Diskripsi Pelatihan	Microsoft Certified Educator adalah sertifikasi yang ditawarkan oleh Microsoft untuk pendidik di semua tingkatan, mulai dari guru sekolah dasar hingga perguruan tinggi. Sertifikasi ini dirancang untuk membantu pendidik mengembangkan keterampilan teknologi yang diperlukan untuk mengajar dengan efektif dalam lingkungan digital.		
Sasaran Pelatihan	1. Menguasai alat-alat Microsoft Education: Peserta akan memahami fitur dan fungsi dari berbagai aplikasi Microsoft yang relevan untuk pendidikan, seperti Microsoft Teams, OneNote, Sway, Forms, dan Stream. 2. Menerapkan teknologi dalam pembelajaran: Peserta mampu mengintegrasikan teknologi Microsoft ke dalam proses pembelajaran sehari-hari untuk meningkatkan efektivitas dan engagement siswa. 3. Membuat materi pembelajaran yang interaktif: Peserta dapat mengembangkan materi pembelajaran yang menarik dan inovatif menggunakan berbagai alat Microsoft. 4. Memfasilitasi kolaborasi: Peserta mampu menciptakan lingkungan pembelajaran yang kolaboratif dengan memanfaatkan teknologi. 5. Mengelola kelas secara efektif: Peserta dapat menggunakan teknologi untuk mengelola kelas, memberikan tugas, dan memantau perkembangan siswa. 6. Menjaga keamanan dan privasi data: Peserta memahami pentingnya keamanan data dalam lingkungan pendidikan dan mampu menerapkan praktik terbaik. 7. Bersiap untuk ujian sertifikasi MCE: Peserta akan memiliki pengetahuan dan keterampilan yang diperlukan untuk lulus ujian sertifikasi MCE.		
Prasyarat Peserta	1. Dapat mengoperasikan komputer windows dan aplikasi microsoft secara umum. 2. Membawa laptop sendiri dengan OS Windows dan telah terinstal aplikasi microsoft office		

Uraian Topik

No.	Aktivitas/ Projek	Keterampilan yang ditingkatkan	Metode Pembelajaran	Durasi
1	Facilitate Student Collaboration	Determine the level to which a learning activity meets the rubric for collaboration. a. Prepare activites that enable students to work together, have a shared	Presentasi, Latihan Soal	2,5 JP

		responsibility for deliverables, make decisions that are substantive and crucial to learning activity success, and work interdependently. b. Analyze, evaluate, design, and manage the learning environment to facilitate student collaboration, given a set of resources available in a classroom. c. 1.1.3 Virtual environment; physical environment; software tools available.		
2	Facilitate Skilled Communication	Modify a learning activity to meet the rubric for the highest level of skilled communication. • Prepare activities that enable students to create product deliverables that convey a set of connected ideas, are multimodal, require supporting evidence, and are designed for a specific audience. Evaluate student product examples to determine the level to which they meet the skilled communication rubric. • Evaluate student product examples on the use of connected ideas, multimodal approach, supporting evidence, and design for a specific audience.	Presentasi, Latihan Soal	2,5 JP
3	Facilitate Knowledge Construction	Determine the level to which a learning activity meets the knowledge construction rubric. • Prepare interdisciplinary activities that enable students to apply knowledge in a new context. Transform a didactic learning situation into an activity that requires students to apply knowledge in a new context that facilitates interdisciplinary learning. • Prepare activitities that enable students to spend	Presentasi, Latihan Soal	2,5 JP

5		their time and effort developing knowledge that is new to them and participate in interdisciplinary learning activities.		
4	Facilitate Self-Regulation	Determine the level to which a learning activity meets the rubric for self-regulation. • Prepare long-term activities that enable students to plan their own work and revise work based on feedback. Determine which opportunities facilitate an environment of self-regulation. • Provide students with opportunities to set their learning goals, decide on the best strategies to achieve these goals, and monitor to see if these strategies are working.	Presentasi, Latihan Soal	2,5 JP
5	Facilitate Real World Problem Solving and Innovation	Determine the level to which a learning activity meets the rubric for real world problem solving. • Prepare activities that enable students to develop a solution to a problem that is new to them, complete a task that they have not been instructed how to do, or design a complex product that meets a set of requirements. Select a strategy to encourage students to problem-solve, innovate, and apply a solution that benefits others in the real world. • Develop learning objectives that involve realworld issues.	Presentasi, Latihan Soal	2,5 JP
6	Facilitate Student use of Information and Communication Tools (ICT)	Determine the level to which a learning activity meets the rubric for use of ICT learning. • Prepare activities that enable students' use of ICT to support knowledge construction; address the needs of diverse learners.	Presentasi, Latihan Soal	2,5 JP

		Fulfill student learning outcomes by using Microsoft technology tools.		
		• Identify the skills required to implement the resources.		
		Select the best ICT resource to help resolve or manage the logistical challenges of reaching the desired educational outcome.		
		• Lab configuration issues; shared computers; BYOD.		
7	Use ICT to be an Effective Educator	Determine which ICT resource supports a specified educational outcome. • Evaluate a learning activity; rate the appropriateness of specific ICT resources; address the diverse needs of all learners. Determine the appropriate pedagogical approach to meet an educational outcome using ICT resources. • Planned vs. unplanned situations; appropriate performances of understanding; different learning styles. Select an appropriate ICT resource to reach a professional development goal. • Improve productivity; time management skills. Evaluate responses to a scenario involving Digital Citizenship. • Internet safety; security issues; cyber-bullying; digital footprint; privacy issues; communication forums; acceptable use.	Presentasi, Latihan Soal	3 JP
8	Ujian Sertifikasi Microsoft Certified Educator (MCE)	Ujian Sertifikasi Selama 1 Jam Dengan 40 Soal	Ujian	1,5 JP