



Course Approval Request Form

Use this customized approval request form to print and share with your district or state teaching licensure authority when seeking approval for a Professional Development Institute course.

About PDI

The Professional Development Institute (PDI) has been offering quality online courses to K-12 educators for decades and providing training to teachers across the globe. Every PDI course is approved for graduate-level credit through the prestigious University of California San Diego Division of Extended Studies, ranked in the top ten universities in the United States.

UC San Diego is part of the University of California system and is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

Every PDI course is instructor-led and includes practical strategies for immediate implementation into the classroom, opportunities to interact with the instructor and other participants, rich content, and valuable assignments. Every PDI course is approved as 3 1/3 semester units (or 5 quarter units) of graduate-level credit, equivalent to 50 training hours. Teachers must spend a minimum of three weeks in each course (consecutively, when taking multiple courses) before a final grade is released.

Teacher Information

Last Name:	First Name:	ID #:
School Name:	Address:	
Email Address:	Grade Level:	Daytime Phone:

Course Number and Title:

109T02/ EDUC40406 Introduction to Microsoft Office 365 Education

I am taking this course:

_____ for 3 1/3 semester unit of graduate level credit. Upon completion, I will receive a transcript from UC San Diego Division of Extended Studies.

_____ as an in-service course. I may request a PDI Grade Report to document my completion.

**This course is approved as 50 training hours, whether taken for graduate credit or in-service.*

Course Description:

Does your school use Microsoft Office 365 Education? Are you looking for ways to integrate Office 365 apps in the classroom to improve teaching and learning? This online course is designed to help teachers master the Microsoft apps that are part of Office 365 Education. Teachers will be introduced to the basics of each app, as well as specific ways each app can be used to enhance teaching, learning, and student collaboration. The course begins with an introduction to the general interface of the Office 365 apps. From there, teachers take a deep dive into how the apps can be used within an educational context to enhance teaching and learning of content curriculum. In addition to the most common Microsoft apps such as Word, PowerPoint, Excel, and Outlook, additional apps covered in detail within the course include Office Online, OneDrive, OneNote, OneNote Class Notebook, Forms, Whiteboard, Sway for digital storytelling, Stream, Teams, SharePoint, and Lens for digitizing documents. Teachers will also learn how to use Microsoft Learning Tools to help students achieve greater success in the classroom. By the end of this course, teachers will feel more confident in their quest to integrate Microsoft Office 365 Education apps into their own teaching practices.

Seeking approval for:

_____ recertification/relicensure

_____ personal and/or professional growth

_____ district or state requirement

Signature

Date