MICROSOFT OFFICE LITERACY IN 21ST CENTURY EDUCATION

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Private school institutions usually offers computer subject in their curricular academic subjects. They empower the scientific study of Microsoft Office Literacy as fundamental requirement in class discussions. These computer application program is a useful electronic tool for publishing typewritten documents, presenting visual reports, and performing tabular interpretations in academic matters. This serves as competitive edge for high school students to become computer literate linked with academic mastery.

Nowadays, people live in digital generation wherein they have to explore the functionality of science and technology brought by electronic gadgets and electric appliances at the comfort of homes. They have to acquire the “technological awareness” using social networking websites. Because, it enables everybody to provide wide range of information and quick-and-easy access for convenient lifestyle.

Computers have two-way benefits learner’s academic habits. Looking on the good spot, (1) students may navigate multi-faceted references intended for academic concerns (2) students may gain awareness out of their curiosities, (3) they may establish connections along with colleagues for immediate needs. While on the opposite view, (1) this can be a form of cheating through exchanging of thoughts and ideas, (2) this may tempt students to search for instant answers without comprehending the informative contents and (3) this can be a form of distractor in gaining academic focus in class setup. Therefore, they need to inculcate self-discipline in wise utilization of electronic devices in academic endeavours.

This pandemic school year, students enrolled in private educational institution equip e-learning kits such as mobile phones, earphone, webcam, flash drive and the likes.
for academic readiness. Some transferees encountered culture shock upon proper use of computer application as their first-hand learning experience. Actually, it employs hand-on skills to learn the fundamentals of computer application with minimal assistance with computer instructor. Students must be familiarize with the computer icons appeared on either on website or cell phones. They have to master the home keys on keyboard typing to construct well-structured paragraphs. They have to give brief orientation about academic websites needed for social media awareness.

Computer Education is quite challenging subject in a manner of actual performance and hands-on-activities. The teachers must have systematic procedures on operating computer accurately. It would be achievable to instruct computer subject through pre-recording video so that learners will catch up the lesson easily. Besides, there will be unity between teacher-learner connections in dealing the technological studies. For, computer mentors must also consider lost, least and the last group of students in 21st century generation.

References:
https://www.freshstartwomen.org/our-services/career-and-education/computer-literacy