






Office 365 y la Evaluación de los Resultados del Aprendizaje en el Aula Virtual

presentado por: **Ricardo Benítez**



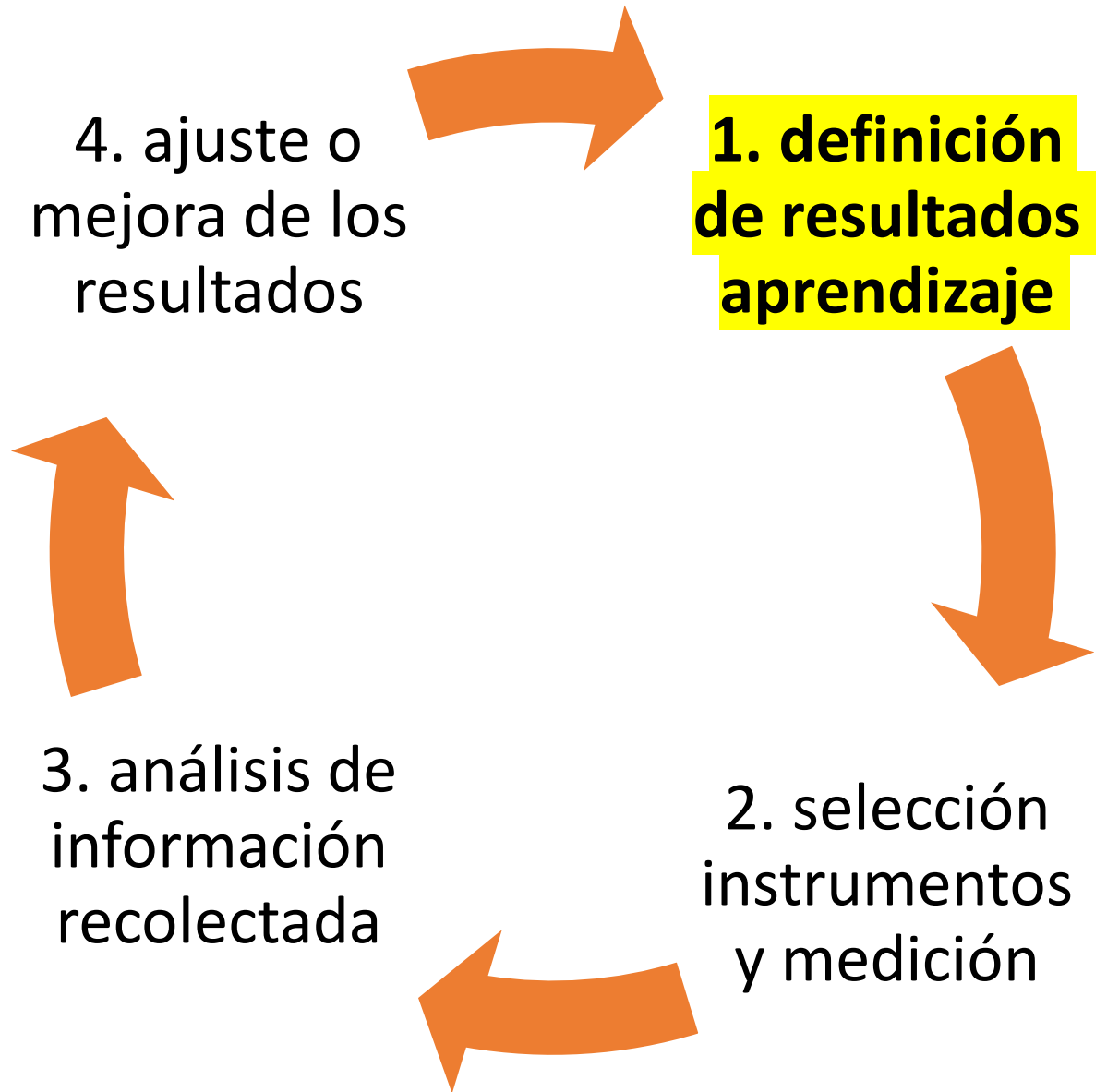
Office 365 y la Evaluación de los Resultados del Aprendizaje en el Aula Virtual

- ¿En qué consiste el proceso de evaluación de los resultados del aprendizaje?
 - ¿De qué maneras puede Office 365 asistir la implementación del proceso de evaluación de los resultados del aprendizaje en el aula virtual?
- 

Proceso de Evaluación de Resultados del Aprendizaje



Proceso de Evaluación de Resultados del Aprendizaje



**TECHNOLOGICAL UNIVERSITY OF PANAMA
COLLEGE OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SOCIAL SCIENCES AND THE HUMANITIES
COURSE SYLLABUS**

Instructor's name: Ricardo BENITEZ

Office location: -----

Office phone number: -----

Email address: ricardo.benitez@utp.ac.pa

Office hours: -----

Emergency contact number: 6664-3500

Course title: Reading and Writing II

Course number: 8821

Credit hours: 5

Course prerequisite: 8820

Classroom Location:

Meetings: Mon 7:30-8:15PM, Tue 5:50-7:25PM, Thu 8:20-9:55PM

COURSE DESCRIPTION: Reading and Writing II is a course designed to further develop reading skills as participants become acquainted with the main responsibilities of managers. They will also consolidate writing skills through the creation of business documents using samples. Students will follow the writing process in the production of business documents in a range of formats using an appropriate business writing style.

INSTRUCTIONAL METHODS: Students will work individually and collaboratively to achieve course goals.

ASSESSMENT METHODS: Students will keep a portfolio of reading and writing activities done throughout the semester. They are expected to assess their own reading and writing

Instructor: Ricardo Benitez

READING AGENDA		
ASSIGNMENTS FOR CLASS NOTES & PRESENTATIONS	<u>READING</u>	DATE
1) Explain Maslow's Hierarchy of Needs theory. 2) Explain Herzberg's Motivation-Hygiene theory.	<u>Chapter 13</u>	<u>Week 9</u>
1) Explain the situational approach to leadership. 2) Explain the Managerial Grid.	<u>Chapter 14</u>	<u>Week 10</u>
1) Explain the control process in figure 15-2. 2) Explain the phases of control in figure 15-1.	<u>Chapter 15</u>	<u>Week 11</u>
1) Explain the formation and development stages of groups. 2) Explain three techniques to increase creativity in small work groups.	<u>Chapter 16</u>	<u>Week 12</u>

Navigation icons: Home, Search, Edit

Search or type a command

Activity
Chat
Teams
Assignments
Calendar
Calls
Files

Teams

Your teams

- ENGCON II_RB
- REAWRI II_RB
- INTENG_RB
- TEST_RB
- RELACIONES INTERNACIONALE...
- Comisión de Maestría en Comu...
- JUNTA DE FACULTAD FCT

General

Posts | **Files** | Class Notebook | Assignments | Grades

+ New | Upload | Copy link | Download | Add clo

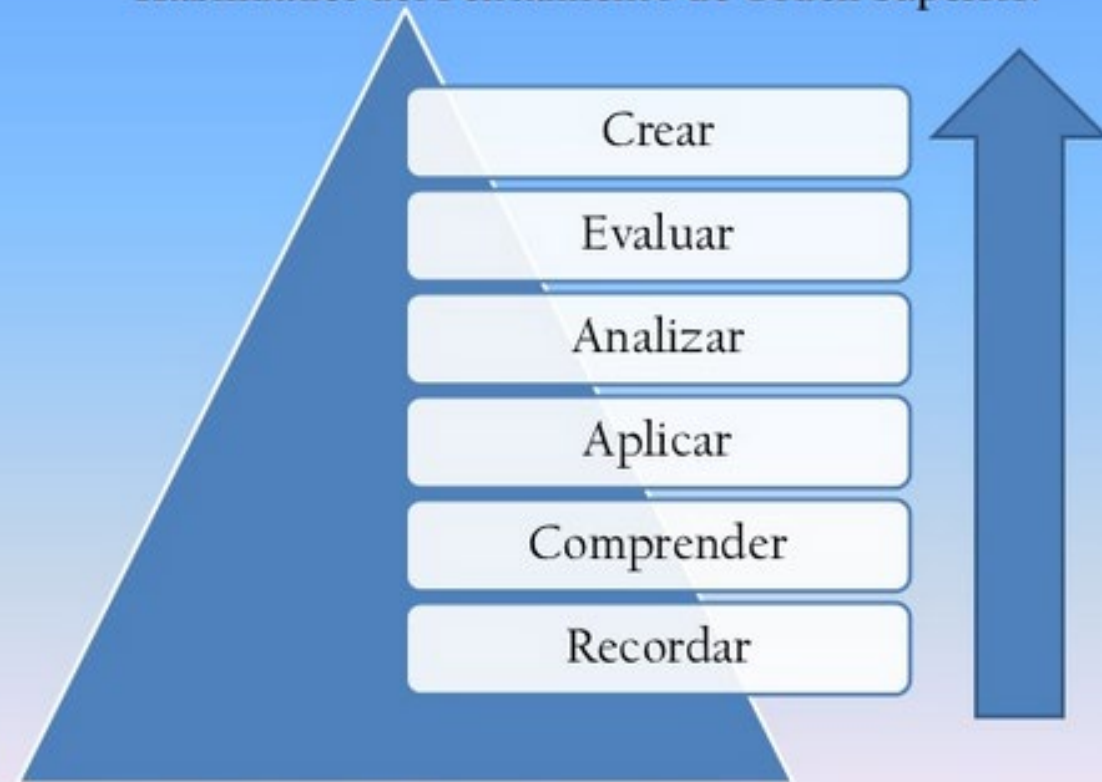
Name	Modified
Class Materials	
Email Messages	March 28
General English Vocabulary Agenda_2.docx	June 2
Reading Agenda_2.docx	June 2
Discussion 03b.pdf	May 22

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Taxonomía Revisada de Bloom.

Habilidades del Pensamiento de Orden Superior.



Habilidades del Pensamiento de Orden Inferior.

3

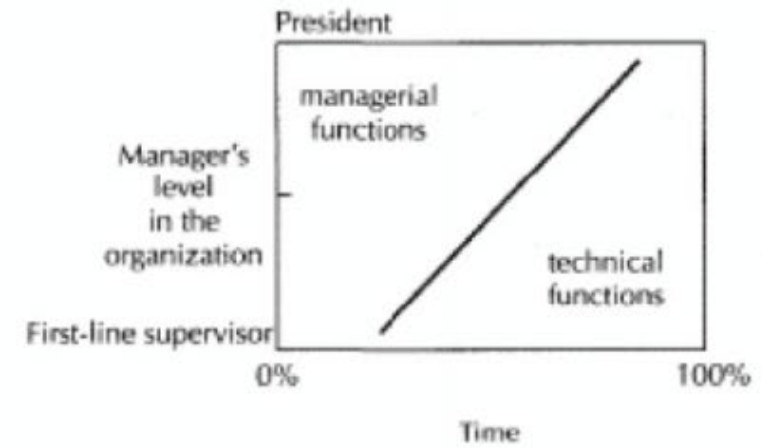
Working with and through other people to accomplish the objectives of both the organization and its members.

(5 puntos)

- accountability
- responsibility
- management
- authority

1

What relationship does the figure show? Explain.
(10 puntos)



Escriba su respuesta

Search or type a command

Teams

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- JUNTA DE FACULTAD FCT
- General
- FORMS

Week 11.2

Posts Files Notes +

Good evening, everyone! Let's meet in the conference room.

7 replies from LIBRADA, DENISSE, Sol, and 4 others

← Reply

Week 11.2 started

2 replies from you

← Reply

LIBRADA RODRIGUEZ 6/9 9:13 PM

thecontrolprocess.librada.pptx

← Reply

June 18, 2020

DENISSE SANCHEZ 6/18 8:30 PM

Open System Control Model.pptx


← Reply

Presentación 3.pptx Search or type a command

Activity 2
Chat 2
Teams
Assignments
Calendar
Calls
Files
...

Performance Contract

The agreement made between manager and subordinate during a given budget cycle



10:02 a. m. 06/26/2020

Escribe aquí para buscar

Taskbar icons: File Explorer, Edge, Store, PowerPoint, Word, Teams, Camera

11



Describe a situation where a manager is using the system for managing results shown in the figure.
(10 puntos)

Escriba su respuesta

12. Don't eat in that restaurant. My aunt got food poisoned there. *
(5 puntos)

- causal fallacy
- either or fallacy
- bandwagon fallacy
- hasty generalization
- attacking the person
- red herring

Survey Rubrics (evaluation questions)

Decide to what degree the different elements in your survey answer the evaluation questions. Circle your answers. The element answers the questions...

1) totally 2) almost totally 3) partially 4) almost partially

Survey objectives

1) What information is this survey going to provide you with? – 2 – 3 – 4

2) What decision is this information going to help you make? – 2 – 3 – 4

Content questions (do this for each question)

3) Does this question give you the information you need to get? – 2 – 3 – 4

4) Would different people interpret this question the same way? 1 – – 3 – 4

5) Is this question free of spelling mistakes? – 2 – 3 – 4

6) Is this question free of punctuation/capitalization mistakes? 1 – – 3 – 4

7) Is this question asking for just one piece of information? – 2 – 3 – 4

Demographic questions (do this for questions about demographics)



Technological University of Panama
College of Science and Technology
Department of Social Sciences and the Humanities



Reading & Writing II
First Semester 2020

Student's name: _____

Personal ID: _____

Writing Project #1 (May 21, 2020) Group ID: _____

Write a 10-question survey about office productivity software. Make sure to follow the guidelines in the survey guidelines file.

SURVEY PROJECT (TIMELINE)

TOPIC	TASK	CHECK QUESTIONS	DUE DATE

Search or type a command

Teams Week 12.3 Posts Files Notes +

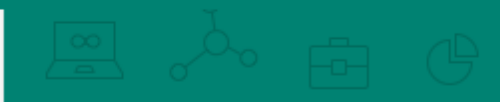
Your teams

- ENGCON II_RB
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- INTENG_RB
- TEST_RB
- RELACIONES INT
- Comisión de Mae
- JUNTA DE FACUL
- FORMS

Menu for international students meeting

1 🎥 0 ❤️

0:33 / 8:22 Microsoft Stream



Week 8 - Enhancing Communication Skills in Groups

23 Respuestas



Week 7 - Phrases and Their Functions (2)

21 Respuestas



Week 6 - Phrases and Their Functions (1)

24 Respuestas



Week 7 - Organizational Structure

0 Respuestas



Week 6 - Strategy Implementation



Week 5 - Basic Elements of a Sentence (3)



Week 4 - Basic Elements of a Sentence (2)



Week 5 - Business Planning



Week 4 - Managing Results & Psychological Contract

Hola, Ricardo: al enviar este formulario, el propietario podrá ver su nombre y dirección de correo electrónico.

1. One way management can communicate its expectations to employees.


(5 puntos)

- job contract
- psychological contract
- standards of performance
- management emails



Week 4 - Managing Results & Psychological Contract

Hola, Ricardo: al enviar este formulario, el propietario podrá ver su nombre y dirección de correo electrónico.

1. One way management can communicate its expectations to employees. 
(5 puntos)

- job contract
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Teams



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Week 4.2

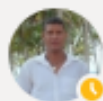
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← Reply



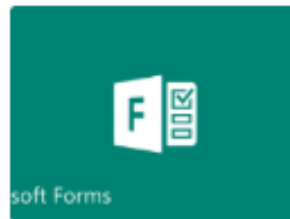
Ricardo Benitez 4/21 5:55 PM
Good evening, everyone!

8 replies from MARLYN, LIBRADA, Edwards, and 5 others

← Reply



Ricardo Benitez 4/21 6:03 PM
<https://forms.office.com/Pages/ResponsePage.aspx?id=rkB78Au2D06-vq-0L8TcaWglWYI31xIHvi1hl861typUODc4RkpSR0VaM1QwTTZQSUEyMEZSWIFFUi4u>



Fill | Week 4 - Managing Results & Psychological Contract

forms.office.com

← Reply

Proceso de Evaluación de Resultados del Aprendizaje



Presentación 3.pptx

Search or type a command

File Home Insert Draw Design Transitions Animations Slide Show Open in Desktop App Search Conversation Close

New Slide

1 Performance Contract

2 There are two parts to the performance contract

3

Performance Contract

The agreement made between manager and subordinate during a given budget cycle

Comments

New


RB Ricardo Benitez Keep using appropriate images. Reply...

RB Ricardo Benitez Stop including long phrases on title slide. Reply...

Slide 1 of 3 English (U.S.)

Help Improve Office Notes 56%



2. In no more than 5 sentences. Explain individual goals, gr... 



Puntos:
3.9/6



2. In no more than 5 sentences. Explain individual goals, group goals and the potential conflict between the two.



GREGORY MORENO (1)

4

/ 6 pts



Respuesta

Individual goals are the goals that every member of the group have, group goals is the main objective because is the reason why the group exists. Those goals could create conflicts because in some cases individual goals th e members could infer in the group goals.

Suggested answer: Individual goals are the results a person wants to get (individual goals). Groups goals are the results a group wants to get (group goals). When individual goals are incompatible with group goals the group's effectiveness and productivity may be affected (potential conflict).



12. Don't eat in that restaurant. My aunt got food poisons...

Puntos:
2.7/5

12. Don't eat in that restaurant. My aunt got food poisoned there.

✓ hasty generalization

12 respuestas

5 / 5 pts



Calificada de forma automática

✗ bandwagon fallacy

2 respuestas

0 / 5 pts



Calificada de forma automática

✗ causal fallacy

6 respuestas

0 / 5 pts



Calificada de forma automática

10. You may call it interesting but I couldn't disagree more. (5 puntos)

Un 55 % de los usuarios que completaron el cuestionario (12 de 22) respondió correctamente a esta pregunta.

[Más detalles](#)

● fact-inference confusion	7
● allness	3
● bypass	12 ✓

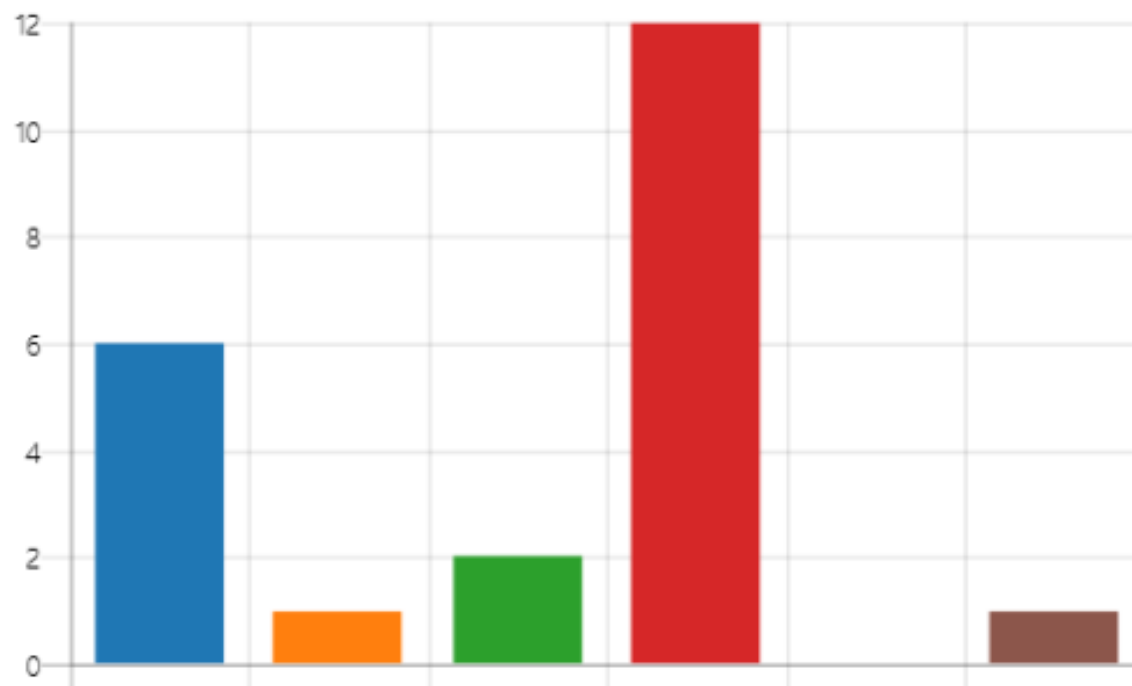


12. Don't eat in that restaurant. My aunt got food poisoned there. (5 puntos)

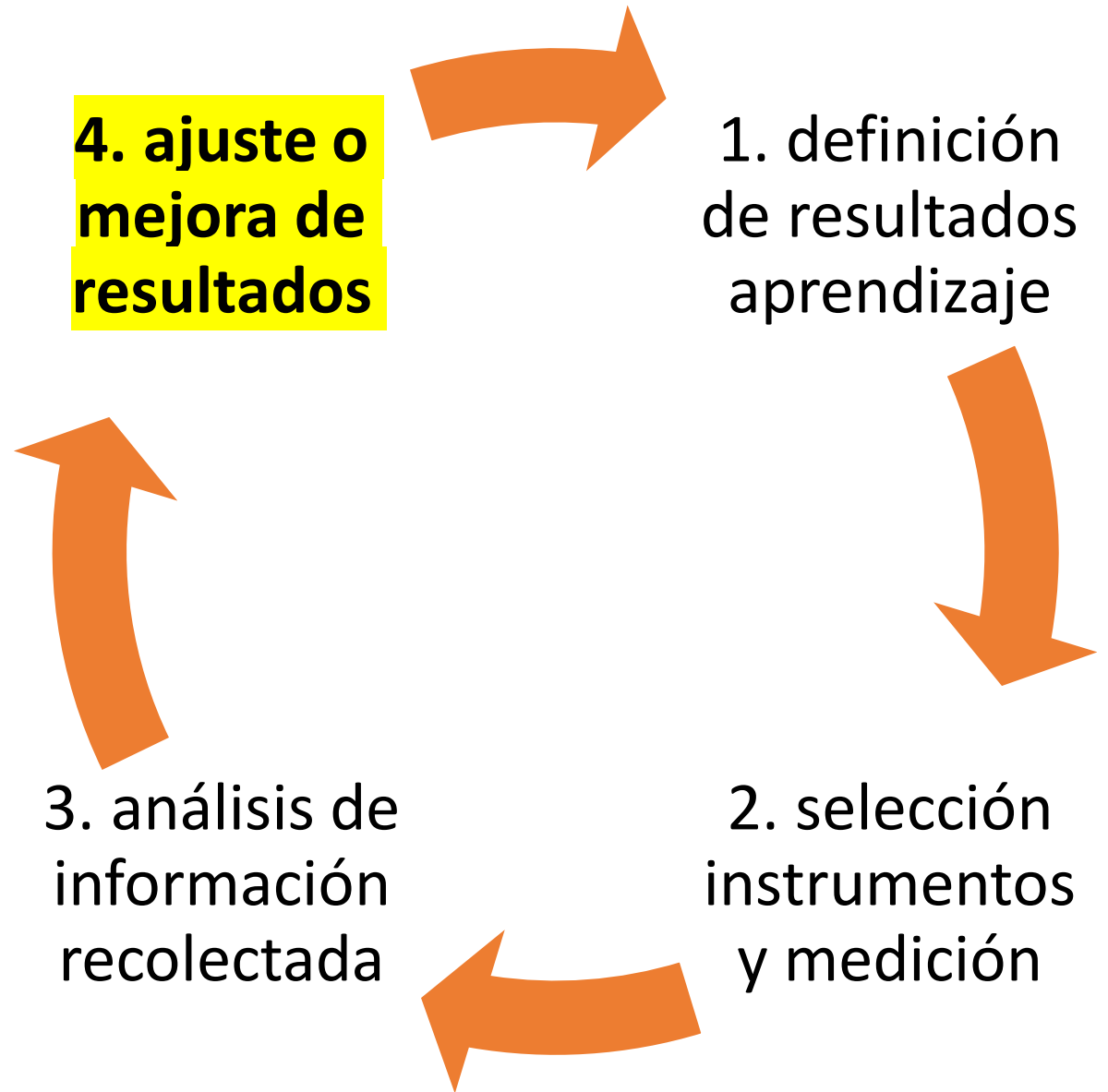
Un 55 % de los usuarios que completaron el cuestionario (12 de 22) respondió correctamente a esta pregunta.

[Más detalles](#)

causal fallacy	6
either or fallacy	1
bandwagon fallacy	2
hasty generalization	12 ✓
attacking the person	0
red herring	1



Proceso de Evaluación de Resultados del Aprendizaje



SYLLABUS_Reading and Writing II_2020s - Saved to this PC

Draw Design Layout References Mailings Review View Help PDFsam Enhanced 6 Creator Foxit Reader PDF Search

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COURSE CONTENT: The class will tentatively follow this agenda:

- Week 1: (Mar. 30 – 03): Management - Survey Projects
- Week 2: (Apr. 06 – 10): Management - Survey Projects
- Week 3: (Apr. 13 – 17): Management - Survey Projects

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