

## TEED 589: MICROSOFT WORD FOR CLASSROOM TEACHERS

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COURSE CREDIT: 1 graduate credit

DATES, TIMES, NUMBER OF SESSIONS: Asynchronous, On-line & Email  
October 1 – November 9, 2007 OR  
January 7 – February 15, 2008  
6 lessons (one/week), 2.5 hrs/lesson

COURSE DESCRIPTION: This on-line course is designed to introduce teachers to Microsoft Word software application and its power for classroom teachers. Teachers will learn to create, edit, format and save Word documents. They will develop a variety of documents relevant to their teaching situation, such as lesson plans and parent letters. This course is targeted for K-12 classroom teachers and other educators.

COURSE OBJECTIVES: Upon completion of this course, teachers will

- Be able to create a new word processing document, format, edit, save it AND remember where it was saved
- Become comfortable in the Word environment, able to explore MENUS, TOOLBARS, keyboard and RIGHT CLICK options, as well as to understand DEFAULTS and how to change them – this includes learning the language and vocabulary of Word
- Be able to create several documents that can be used in their own classroom or teaching situation, such as letters to parents, lesson plans, etc.
- Be prompted to reflect on how the various features in Word might be applied in their role as a classroom teacher

LESSONS:

- Creating and saving a new document
- Editing and proofing
- Microsoft Word environment –
  - Features and functions - Page setup +
  - Additional features and functions
- Welcome to the magic world of FORMATTING
- Introduction to Graphics

## TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

### Required Lessons:

Dunlap, Stan (2007). *Microsoft Word for the Classroom Teacher*.  
(Durango, CO: Fresh Perspectives)

### Supplemental Reading:

Microsoft Office On-line Help Center

## COURSE REQUIREMENTS:

1. Class participation: Teachers are expected to read assigned lessons, complete and submit all practice documents and assignments in a timely fashion.
2. Electronic Portfolio: Teachers will be required to create an electronic portfolio that includes
  - a. Practice documents and assignments
  - b. Reflections
3. Submissions: Each student will post required practice documents, assignments and reflections to the appropriate website

## STANDARDS:

This course targets the following NETS-T (National Education Technology Standards) for Teachers: [http://cnets.iste.org/teachers/t\\_stands.html](http://cnets.iste.org/teachers/t_stands.html)

### 1) **TECHNOLOGY OPERATIONS AND CONCEPTS.**

*Teachers demonstrate a sound understanding of technology operations and concepts. Teachers:*

- > demonstrate introductory knowledge, skills, and understanding of concepts related to technology
- > demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies

### 5) **PRODUCTIVITY AND PROFESSIONAL PRACTICE.**

*Teachers use technology to enhance their productivity and professional practice. Teachers:*

- > use technology resources to engage in ongoing professional development and lifelong learning.
- > apply technology to increase productivity.

Enhancing your skills as a teacher using technology will enhance your ability to model effective technology use and to help your students meet the following newly refreshed NETS for Students: [http://cnets.iste.org/students/s\\_stands\\_07.html](http://cnets.iste.org/students/s_stands_07.html)

#### **1. Creativity and Innovation**

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- b. create original works as a means of personal or group expression.

#### **6. Technology Operations and Concepts**

Students demonstrate a sound understanding of technology concepts, systems and operations

## GRADE DISTRIBUTION AND SCALE:

### Summary of points

Practice documents	30%
Mid Term assignment	20%
Reflections	20%
Final assignment	30%

Grade structure                      Pass / Fail  
80% minimum to Pass