

**TEED 589: MICROSOFT WORD FOR CLASSROOM TEACHERS -
INTERMEDIATE**

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COURSE CREDIT: 1 graduate credit

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

COURSE DESCRIPTION: This on-line course is designed to build on teachers' basic understanding of Microsoft Word software application. Teachers will learn to work with columns, tables, WordArt and other graphics, Track Changes, and additional formatting techniques. 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:

- Build on their existing skills by learning how to work with sections, columns, tables, advanced formatting and editing options, graphics and clipart, WordArt, text boxes and diagrams, styles, document templates, as well as the many aspects of “track changes” feature as an instructional tool.
- Create multiple documents that they can use in their own classroom or teaching situation, such as letters to parents, lesson plans, advanced organizers, student handouts (both in hard copy and electronic format), etc.
- Learn to create a variety of Word documents and utilize features such as research and citation skills, specific for their grade level, with Practice sessions and Assignments tailored for either elementary, middle level or senior high school teachers.
- Learn strategies for using Word with the digital projector to engage students for improving their writing and “re-writing” skills, while modeling ethical use of resources accessed via the Internet
- 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:

- Working with Columns
- Utilizing tables in Word
- Uses for “Track Changes”
- Enhanced FORMATTING
- Enhanced Graphics
- WordArt

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

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

2) **PLANNING AND DESIGNING LEARNING ENVIRONMENTS AND EXPERIENCES.**

Teachers plan and design effective learning environments and experiences supported by technology. .

Teachers:

