Instructor: Stan Dunlap
Email: s_dunlap@frontier.net
Phone: 970-247-0028
Fax: 970-247-0028 (on demand)
Address: 37 Verde Lane
          Durango, CO 81301

COURSE CREDIT: 1 graduate credit

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

COURSE DESCRIPTION: This on-line course is designed for the teacher who is comfortable using Microsoft Office products (specifically Word, Excel and PowerPoint) at an intermediate level and is looking for more ways to cross-utilize the applications. Teachers will learn a variety of strategies for using products created in one application within another, as well as optimizing use of granted technologies (digital camera, scanner, and projector); mail merge using Excel and Word; using Excel to develop a rubric for evaluating student-made PPT slideshows; using PPT to develop training slideshows for student or collegial use of Word and Excel. They will develop a variety of products relevant to their teaching or leadership situation. This course is targeted for K-12 classroom teachers, department heads, administrators and other educators.

PREREQUISITE: Students must have basic familiarity with Word, Excel and PowerPoint. You will need to have Microsoft Word 2003, Microsoft Excel 2003 and Microsoft PowerPoint 2003, and Adobe Acrobat Reader installed on your computer.

COURSE OBJECTIVES: Upon completion of this course, teachers will

- Enhance existing skills and build on them by learning a variety of mail merge techniques and integrated presentation techniques
- Develop strategies for developing a variety of curricular materials, student handouts (both hard copy and electronic)
- Be utilizing scanned documents, working with digital photos from the granted camera and a variety of on-line resources relevant to teaching responsibilities

Among other activities, participants will …
• Create a PPT show to teach students to create an Excel spreadsheet and simple chart
• Create a rubric in Excel to evaluate a student-made PowerPoint presentation, which will then be embedded in the PPT show
• Capture screenshots from a variety of resources to embed in Office products, demonstrating ethical and legal use of those resources
• Be prompted to reflect on applications of the various features in their role as a classroom teacher/leader and model of technology use

LESSONS:

• Review of Word, Excel and PowerPoint, highlighting features to be used in this course
• Enhanced graphics and effects that can be cross-utilized; effective use of screenshots
• Mail merge – Excel and Word
• Using Excel to develop rubrics – what constitutes a good rubric?
• Developing PowerPoint training slideshows
  o Creating user-friendly, interactive quizzes by using hidden slides
• Creating Slideshows for training students or teachers to create PPT slideshows

TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Required Lessons:
  (Durango, CO: Fresh Perspectives)

Supplemental Resources:
  Microsoft Office On-line Help Center
  Online research related to the topic

Optional Reading:
  (Eugene, OR: International Society for Technology in Education)
  (Eugene, OR: International Society for Technology in Education)
  (Eugene, OR: International Society for Technology in Education)
  (Alexandria, VA: The Association for Supervision and Curriculum Development)

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

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 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:
   > design developmentally appropriate learning opportunities that apply technology-enhanced instructional strategies to support the diverse needs of learners
   > plan for the management of technology resources within the context of learning activities

3) TEACHING, LEARNING AND THE CURRICULUM.
   Teachers implement curriculum plans that include methods and strategies for applying technology to maximize student learning. Teachers:
   > facilitate technology-enhanced experiences that address content standards and student technology standards

4) ASSESSMENT AND EVALUATION.
   Teachers apply technology to facilitate a variety of effective assessment and evaluation strategies. Teachers:
   > use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.
   > apply multiple methods of evaluation to determine students' appropriate use of technology resources for learning, communication, and productivity.

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, e.g. to design a lesson in which students use presentation software
   > apply technology to increase productivity.

6) SOCIAL, LEGAL, ETHICAL AND HUMAN ISSUES.
   Teachers understand the social, legal, ethical and human issues surrounding the use of technology in PK-12 schools and apply those principles in practice. Teachers:
   > model and teach legal and ethical practice related to technology use
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

1. Creativity and Innovation  
   Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:
   a. apply existing knowledge to generate new ideas, products, or
   b. create original works as a means of personal or group expression.

2. Communication and Collaboration  
   Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:
   b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
   d. contribute to project teams to produce original works or solve problems.

4. Critical Thinking, Problem-Solving & Decision-Making  
   Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:
   a. identify and define authentic problems and significant questions for investigation.
   b. plan and manage activities to develop a solution or complete a project.
   c. collect and analyze data to identify solutions and/or make informed decisions.

6. Technology Operations and Concepts  
   Students demonstrate a sound understanding of technology concepts, systems and operations

GRADE DISTRIBUTION AND SCALE:

<table>
<thead>
<tr>
<th>Summary of points</th>
<th>Practice documents</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mid Term assignment</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Reflections</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Final assignment</td>
<td>30%</td>
</tr>
</tbody>
</table>

Grade structure  

Pass / Fail  

80% minimum to Pass