TEED 589: MICROSOFT EXCEL 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 Excel spreadsheet software application and its power for classroom teachers. Teachers will learn to create, edit, format and save Excel spreadsheets and charts. They will develop a variety of documents relevant to their teaching situation, such as grade sheets and seating charts. 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 Excel spreadsheet, format, edit, save it AND remember where you saved it so you can get back to it again.
• Become comfortable in the Excel environment 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 Excel
• Be able to create several spreadsheets and related charts to use in their own classroom or teaching situation (such as inventories, class lists, grade sheets, etc.) to help teachers learn how to collect, organize, analyze and present both text and numeric data
• Be able to use formulas and functions to automatically update mathematical calculations
• Be able to apply formatting to data cells, rows and columns to help turn “data” into useful “information”
• Be able to create charts that will help capture and communicate the key relevant information contained in the data
• Reflect on how they might be able to apply the various features in their role as a classroom teacher
LESSONS:

- Creating and saving a new spreadsheet
- Microsoft Excel environment –
  - Features, formulas and functions
  - Additional features
- Welcome to the magic world of FORMATTING
- Introduction to Charts

TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Required Lessons:

Supplemental Reading:
  Microsoft Office On-line Help Center

Optional Reading:

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 spreadsheets, charts, and assignments
   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 introductory knowledge, skills, and understanding of concepts related to technology, e.g. creating charts and graphs using a spreadsheet, calculating grades using a spreadsheet,
  > demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies
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.

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

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.

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
   c. collect and analyze data to identify solutions or complete a project

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

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**GRADE DISTRIBUTION AND SCALE:**

<table>
<thead>
<tr>
<th>Summary of points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice documents</td>
<td>30%</td>
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<tr>
<td>Mid Term assignment</td>
<td>20%</td>
</tr>
<tr>
<td>Reflections</td>
<td>20%</td>
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<tr>
<td>Final assignment</td>
<td>30%</td>
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</tbody>
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Grade structure: Pass / Fail
80% minimum to Pass