TEED 589: USING MICROSOFT OFFICE 2003 ® PRODUCTS TO ENHANCE STUDENT HOTS (Higher Order Thinking Skills) – Intermediate level

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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 utilize the applications to enhance their students’ higher order thinking skills. This course is where technology knowledge and skills intersect with curriculum design and planning. Teachers will review current research on effective strategies for enhancing student higher order thinking skills. Teachers will learn a variety of strategies for using products to enhance lesson plans with an emphasis on what works for enhancing students HOTS. They will develop a variety of products relevant to their teaching or leadership situation relevant to the course content. This course is targeted for K-12 classroom teachers, 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 integrated presentation techniques, strategies for developing a variety of curricular materials including lesson plans, data collection and analysis techniques, and presentation strategies.
- Review current research on teaching HOTS to students at your grade level
- Create multiple presentations that you can use in your own classroom or teaching situation to help you learn how to help students deepen their understanding of the core material for your grade level
• Be prompted to reflect on how you might be able to apply the various features in your role as a classroom teacher and model of technology use

LESSONS:

• What does research say about effective strategies for enhancing student higher order thinking skills?
• Review of Word, Excel and PowerPoint, highlighting features to be used in this course
• Using Word to enhance HOTS – e.g. using Track Changes to nuance language skills
• Using Excel to enhance HOTS – developing strategies for data collection, collaboration and analysis
• Using PowerPoint to enhance HOTS – enhancing student presentation and communication strategies
• Cross-utilizing Microsoft Office products to enhance HOTS – developing lesson plans focusing on student HOTS; using rubrics, data collection and analysis techniques to enhance writing, thinking and presentation/communication skills

TEXTS, READINGS, INSTRUCTIONAL RESOURCES:

Required Lessons:

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

Optional Reading:
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](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:
   - apply existing knowledge to generate new ideas, products, or
   - 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:
   - communicate information and ideas effectively to multiple audiences using a variety of media and formats.
   - 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:
   - identify and define authentic problems and significant questions for investigation.
   - plan and manage activities to develop a solution or complete a project.
   - 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:

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

80% minimum to Pass