Office of Virtual Education

Professional Development Course Syllabus
Title: Practical Applications of Microsoft Word 2010 or Higher for Educators

Technology Skill Level: Intermediate

Technology Requirements:

- Must have Microsoft Office Word 2010, 2011 or 2013.
- Ability to access a computer daily
- An email address
- Minimum Speed DSL internet connection
- Ability to navigate to computer files

Credits: 20 Renewal Credits

Course Duration: 60 day enrollment period

Website

This course is on a rolling enrollment schedule - This means that you may register for this course at any time; once you have paid for the course you will automatically be enrolled and can begin the course immediately!

Prerequisites
Course participants should already possess basic proficiency with Microsoft Word before taking this course, as its goal is in application of the tool, not “how-to’s.” There is no specific prerequisite course required.

Delivery, Enrollment, and Facilitation

- This is a mastery based course with no discussion forums. The course will be delivered in a fully online format.
- This is a non-facilitated course designed to be completed independently. It is self-paced, with an enrollment period of 60 days.
- This self-paced course was created to help teachers build upon their current skill sets. We estimate the required amount of time to complete the course work successfully is 15 hours. The learning management system does track the interactive work completed by participants. If completed in unusually short period of time we may require a re-take to award credit.
- A Help forum is included in the course, which will be carefully monitored by a full-time online facilitator.

Course Description
Practical Applications of Microsoft Word for Instructors is designed for teachers who already have some knowledge of, and experience with, Microsoft Word, and who are dedicated to
learning more about the application and incorporation of the software’s features and functions into the context of their classrooms. Participants will have numerous opportunities to apply new skills and develop their own Microsoft Word content-enriched activities that support their curricular goals. Formative assessments will be used to guide students through the course, and provide a final grade for the purposes of recertification credit.

**Goals**
This course is designed to generate excitement about the use of Microsoft Word for content provision, communication, interactivity, collaboration, assessment, engagement, technology enhancement, and course management and organization. Upon completion of this course, users will be able to:

1. Enhance classroom, parent, and community communication with MS Word
   1.1. Create newsletters and brochures using
      1.1.1. Word Art
      1.1.2. Images
   1.2. Create calendars using
      1.2.1. Tables
      1.2.2. Drawing Toolbar
2. Improve professional documentation with MS Word
   2.1. Create Long Range Plans using
      2.1.1. Table of Contents
      2.1.2. Headings
      2.1.3. Headers
      2.1.4. Footers
      2.1.5. Page Numbers
   2.2. Write grants with other professionals using
      2.2.1. Comments
      2.2.2. Tracking/Accepting Changes
      2.2.3. Locking
3. Track individual student performance, growth, and grading
   3.1. Create rubrics for standardized grading using
      3.1.1. Tables
   3.2. Document student performance and growth with
      3.2.1. Charts
      3.2.2. Graphs
4. Support student learning
   4.1. Create syllabi using
      4.1.1. Headers
      4.1.2. Footers
      4.1.3. Page Numbers
      4.1.4. Table of Contents
4.1.5. Tables
4.1.6. Documentation Compilation
4.2. Create note taking outlines and study guides using
  4.2.1. Bulleted Lists
  4.2.2. Numbered Lists
  4.2.3. Multi-level Lists
  4.2.4. SmartArt
  4.2.5. Tables
4.3. Create flashcards using
  4.3.1. Tables
  4.3.2. Images
  4.3.3. Front and Back Printing
5. Augment evaluations and assessments methods
  5.1. Create original course/facilitator evaluations using
    5.1.1. Forms
      5.1.1.1. Checkboxes
      5.1.1.2. Plain-text Entry
    5.2. Utilize backwards design to create quizzes using
      5.2.1. Forms
        5.2.1.1. Drop-down Menu Choice
        5.2.1.2. Rich-text Entry
6. Boost student achievement
  6.1. Teach students how to create group projects
  6.2. Teach students how to write research papers
  6.3. Teach students how to assess themselves and reflect on their own learning

Course Outline
Course participants are expected to complete all assignments. In addition, participants will develop their ideas to incorporate tools and strategies presented in the course into their own curricula.

Orientation: Introduction to Online Learning
Session One: Enhancing Communication
Session Two: Improving Professional Documentation
Session Three: Student Performance Tracking and Grading
Session Four: Creating Student Support Tools
Session Five: Evaluation and Assessment
Session Six: Enhancing Student Achievement

Additional Information

ISTE Standards for Teachers

PD Policies and Procedures