



## EDU 57101-AA Word for Teachers

The following is the syllabus for the graduate course at Ottawa University. The syllabus is aligned to the [appropriate state/national standards to which the course applies] and Arizona State Teacher Standards.

### Course Description:

Learn the skills necessary to create Word documents that include modified fonts, columns, tables and graphics. **No Prerequisite. No Prerequisite. Twelve hours of additional practice required for two credits. An additional outside project will be required to earn three credits.**

**Summer 2008**

**May be taken for 2 or 3 credit hours**

**Dates:** July 23-24

**Location:** Chandler Campus

**Attendance:** Attendance is mandatory at all class sessions.

**Instructor:** Michael Mann, [azteacher \(at\) gmail.com](mailto:azteacher(at)gmail.com), (480) 664-9161

### Course Text/Materials:

Word Workshop for Teachers by Janet Caughlin, Tom Snyder Productions

All necessary course material is posted online at: [www.azteacher.net/ottawa](http://www.azteacher.net/ottawa)

### Course Objectives:

Upon successful completion of this course the student will be able to create a document using Microsoft Word 2000 that includes modified fonts, columns, tables, and graphics.

### Course Methods and Procedures:

Students will be guided through a variety of hands-on activities that will give them the skills necessary to create Word documents that include modified fonts, columns, tables and graphics. Students will submit a project created outside of class. The learner, with the approval of the instructor, will select the content of the project. The project must include the features presented in class.

### Course Outline:

Day 1	Day 2
<ul style="list-style-type: none"><li>• Introduction to Word</li><li>• Word Editing Basics</li><li>• Resume</li><li>• Spelling and Grammar Check</li><li>• Use the Thesaurus</li><li>• Customize Word</li></ul>	<ul style="list-style-type: none"><li>• Format Painter</li><li>• Set Tabs</li><li>• Indent Text</li><li>• Leader Tabs</li><li>• Page Numbers, Headers/Footers</li><li>• Create a Math Worksheet</li></ul>

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| <ul style="list-style-type: none"><li>• Show Non-Printing Characters</li><li>• Change the Case of Text</li><li>• Use Comments</li></ul> | <ul style="list-style-type: none"><li>• Draw a Border</li><li>• Bulleted Lists</li><li>• Section Breaks</li></ul> |
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### **Evaluation/Outside Project:**

Students will be evaluated on participation and completion of the in-class practice assignments. Additionally all students must complete an outside project as described on page 7 of the Ottawa University catalog. The student with the approval of the Instructor will select the content of the project. It should include 12 hours of combined practice and project, and must be submitted by disk or e-mail within 2 weeks of completion of course.\*To earn 3 credit hours an **additional** outside project is required.

### **Student Handbook/Catalog**

Students should refer to the Ottawa University Student Handbook for all University regulations.

### **Disclaimer:**

Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructors will explain the rationale for any variance as it occurs.