

CTED948- Microsoft Publisher in the Classroom*(Online) – 2 Credits Independent Study

Instructor: Rojanne Brown

Email: brownrojanne@it4educators.com

Course Description:

In this hands-on, project oriented course you will use Microsoft Publisher to create products that will engage learning and increase communication in your classroom. Working at your own pace throughout this course, you will use online, step-by-step tutorials and Internet resources to apply new knowledge and skills to instructional practice. Teach your students to create a brochure or other product that expresses what they have learned.

Required software: Microsoft Publisher 2003 or 2007 (Windows OS only)

Goals and Objectives

As a result of participation in this course, students will:

1. Use Atomic Learning (online software tutorials) as your resource to create Publisher products with practical application to your classroom.
2. Use Moodle (online discussion board) to reflect and share.
3. Discover online how teachers across the nation are using desktop publishing in the classroom.
4. Discover how desktop publishing engages and motivates students to create thoughtful, quality products.
5. Further develop a unit you already teach by:
 - a) Creating a lesson plan within the unit, requiring your students to produce a Publisher product that “shows what they know”.
 - b) Creating an exemplary sample student product that meets the curricular objective.
 - c) Creating a rubric that assesses the student product.

Texts/Readings

There is no textbook associated with this course. All required readings found online.

Assignments and Projects:

The following assignments and projects are required for this course:

1. Create with Publisher:

- A poster for your classroom that will inspire and/or inform your students (10 points - see rubric posted in Moodle for details)
- One of the following:
 - A flyer or postcard announcing a special classroom or school event
 - A business card for your professional use (10 points – see rubric posted in Moodle for details)
 - A classroom newsletter to inform families (20 points - see rubric posted in Moodle for details)
 - An exemplary student sample brochure project (25 points - see rubric posted in Moodle for details)
 - A rubric or checklist to assess the student project (20 points - see rubric posted in Moodle for details)

2. Communicate in an online forum. Post responses to Moodle a minimum of four Times:

- Introduction
- Correlation of NETS to desktop publishing by teachers and students
- Description of unit and lesson plan
- Reflection regarding how you envision using Publisher to enhance teaching and learning in your classroom (15 points - see rubric posted in Moodle for details)

Evaluation and Grading

All assignments, regardless of length, must be typed and incorporate APA style references when appropriate. Written assignments will be evaluated on accuracy of information, completeness of assignment, clarity of writing/presentation, organization of information and material, and accomplishment of the goals for each assignment.

- A = 94-100 points
- A- = 90-93 points
- B+ = 87-89 points
- B = 84-86 points
- B- = 80-83 points
- C = 75-79 points
- F = less than 75 points
- I = Incomplete Work