

Syllabus for: Using Excel in Your Classroom

Course Description

In this course participants will learn how to collect data in various content areas, use the data in a spreadsheet to do statistical analysis, and to create graphs of the data. Participants will also learn how to use a spreadsheet to keep class records. This course will help add a new dimension to what you are already doing in your classroom. That is, give your students real-world projects involving statistical analysis in order to enhance their learning experience and promote higher-order thinking. This course is applicable to all grade levels.

Objectives:

- Participants will learn all the basic and some advanced features of Microsoft Excel
- Participants will learn how to incorporate the use of spreadsheet into their curriculum
- Participants will design standards-based lessons and projects that incorporate the use of spreadsheets, data collection, statistics, charts, and presentations

Content Areas: Mathematics, Interdisciplinary

Grade Levels: K-12

Dates for this Course

Course Begins: July 6, 2011

Course Ends: August 24, 2011

This course will run for six weeks. While there are no specific course meeting times, there are specific due dates for each assignment along the road to completing this course. Please allow enough time to do your research and planning for each assignment so you will be able to post your responses on time. All completed assignments are due and must be posted by 11:59:59 of the assigned due date.

Course Policies

Upon successful completion of this course you will be recommended to receive one inservice credit. The following requirements must be met:

- Activities – all activities must be completed by the ending date of this course and must be done according to the specifications outlined in each assignment. This includes resubmitting any work that has a comment stating elaboration or revision needed. It is your responsibility to read all comments written by the instructor. All posted assignments must meet the criteria for “Outstanding Work” or “Nice Work” according to the Road Map and Rubric.
- Participation - your participation in this class, online and indicated by the data, is expected to be a minimum of three times each week. You are expected to actively participate in all class discussions, to read and respond to posts made by your colleagues, to read and respond to comments posted by the instructor.
- Submission of final project – an interdisciplinary lesson plan incorporating spreadsheets and a project.
- Your first post – will be in the Item “I Have Read It!” confirming that you read and understand all the policies outlined in the Syllabus. You must include your full name in the post.

How Much Time will You Need to Complete this Course?

The total amount of time you spend to complete all the assignments that are required for this course is about 15 hours. As with any course, you may need additional time to complete all the assignments.

In addition to this time there are related readings for you to complete along the way to help guide you through the course. There is no text for this course. The readings you are expected to do are online. You will also be using your content area curriculum and standards.

A most important part of this course includes reading and responding to the posted assignments from your colleagues and comments from the instructor. This is the online equivalent of being in a classroom every week.

To accomplish all of this you are expected to be online a minimum of three times each week.

If You Need to Speak with Me

Instructor: Norm Rosenbaum

Email: starman12@netscape.net

The best way to reach me is via Email or by posting a note in the Help Item.

I will be happy to answer your questions and help you in any way to complete your assignments. Sometimes I will refer you to other sources for specific information.

The Help Item is where your instructor and colleagues can offer assistance and suggestions.

Road Map

The Road Map is the “Yellow Brick Road” to follow to successful completion of this course. You should follow the map for your weekly information and an overview of what is expected for the coming week. Click on the link below to view the Road Map. If you prefer, the Road Map can be printed for reference.