

“Microsoft Word Used Resourcefully”

This course is designed to be completed in 12.5 hours or more depending on the grade level. It should accommodate the lower grades AND upper grades allowing them to learn how to express themselves in writing and the use of logic of thinking in a liner manner. There are five lessons total. Each lesson maybe differentiated on the level of your students learning aptitude. Educators will participate in a total of 12.5 hours or more to complete this lesson online

The course provides you the flexibility of 24-hour access, working at your own pace. There are no face-to-face meetings or online chat sessions. You must email me your phone number upon registering for the class. I will give you a call to clear up any questions you may have.

Registration may take place at anytime during any session. There is not a set beginning or end time. You must finish by the date we have posted on the Classes web page “**Classes**” . Teachers may choose to take (start) this class at any time. The span of time to complete the course is over **three** weeks from the date that you start the class to date posted on the web page “**Classes**”. Adjust according if you sign up closer ending date for this class. As a professional, you may wish to choose your **FIVE** assignments from the state standards or something that is special that you wish to teach in your class. In reference to a rubric for this course, please do not submit anything to me with a perception you did it in only a few minutes with idea of a quick credit. If you need assistance with an idea I am more than willing to work with you. You are required to email me the following information asked to earn credit when you complete the class:

Your Name

FIVE lessons total (1) lesson for writing. (1) Lesson for comprehension. Both may use the table that is currently used as an example. (1) Lessons using the (Hidden) concept. (2) Lesson using the **CODED MESSAGES**. If you discover that one of the above lessons does not apply to your class please email me and you may increase the number in one of the other lessons.

These ideas will become clear after you check out the website. Click here for website Please submit as attachments. Your five lessons that will pertain to the grade level you are teaching. Create something that you will really use and not just for this course. I will publish all lessons that I consider may be used by other teachers as a resource. Please wait until you have completed all lessons prior to sending them via email.

In your email please describe briefly how your lesson may be used.

Each Lesson must contain the following: List the items below in the header section of the document.

- a) Name of Lesson
- b) Grade Level

- c) You may choose your lessons from any one or all of the areas best suited for your lesson (Math, Science, Social Studies, and Language Arts)

You may have Microsoft Word 2003, 2007 or 2010 to complete the course. If you are using word higher than 2003 please save the word assignment in the 2003 format so that other teachers may gain access to it for instructional purposes. All lessons submitted for this course may be used by other teachers.

You will find “user-friendly” digital videos explaining not only how to use word but examples are provided for all lessons.

When I witness that all lessons created by you are successfully completed, I will submit your passing grade to Ashland that same day.

The fee for graduate credit is listed on the web page. If you have not already done so you may go back to the web page and look for the link that says “**Register Here**”.

Thanks for your interest. I will be pleased to answer any other questions you may have.