

Using Excel in the Classroom

This course in Excel is designed to be completed in 12.5 hours or more depending on the grade level or subject being taught. At this time it is unfortunately Google Docs does not support the total concept of using Excel. With that being said if you are using a chrome book instead of a computer that can handle Microsoft office you may have to adjust the design of each lesson taking more time to configure the outcome. Normally it will take a little over 2 ½ hours to create each lesson. In the future I will create example of the same lessons in Google docs allowing you the benefit of saving you time with examples.

The lessons you are creating will pertain to the grade level or ability of your students. Each lesson may be differentiated to all your students and subject allowing you to design simple to complex spreadsheet for each lesson.

What is important to understand that your lessons will permit the students a better cognitive creative grasp of what you are presenting during this paradigm shift in the standard of living not only in the United States but in the world as we know it? Each lesson should take a little over an hour to do research on and complete in an excel format. The complexity of each lesson as mentioned will pertain to what grade your teaching and what the subject matter is.

The advantage of using excel in your classroom is that gifted students may take your lessons to a much higher level than a normal student. You may create problem based learning as well as providing the student the ability to forecast into the future what is going to happen.

There are no face-to-face meetings or online chat sessions. You will need to email me a phone number or numbers where I may reach you and the school and or grade level you are presently teaching. The phone call with me at the start of the class should make working excel easier. The videos and examples should provide you with enough direction.

Registration may take place at any time during any session. There is not a set beginning or end time. You will have a span of time to complete the course over three weeks from the date that you start the class. As a professional, you may wish to choose your three 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 help you with that for. You are required to email me the following information asked to earn credit: When emailing me please make sure like I said above to include your phone number so that I may call and make sure everything is going accordingly.

- Your Name
- **Three (3)** lessons in Excel. Please submit as attachments. Your **Three (3)** lessons will pertain to the grade level you are teaching. I will publish all lessons that I believe 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 spreadsheet.
 - a) Name of Lesson
 - b) Grade Level
 - c) Choose at least one area best suited for your lesson (Math, Science, Social Studies, Language Arts)
 - d) You must provide a paragraph explaining how to use this lesson in your class.

You are required to have at the very least Microsoft Excel 2003 to complete this course. All lessons submitted for this course maybe used by other teachers.

The website is equipped with many “user-friendly” digital videos explaining not only how to use excel but I am confident the examples are given for each grade level will help you.

Please email me all of your lessons when they are completed. Once I have all of your lessons I will submit your passing grade to Ashland that same day.

The fee for graduate credit is listed on the website. You will discover everything you need listed on the website Listed below

<http://www.teched-resources.org/> **Main Web Page**

<http://www.teched-resources.org/classes.htm> **Graduate Courses**

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

Regards,
Dan Hoffman