**ITE 195-S1 (29155)**

**SPRING 2014**

**COURSE SYLLABUS**

**Office for Educators (1 Cr)**

***INSTRUCTOR: SANDI REEVES***

**BEST CONTACT METHODS & CONTACT INFORMATION**

**Office Location:** Business Science Building**,** Room 268

**Office Hours:** Friday, Jan. 10 at 5:00 PM and Saturday, Jan. 11 at 7:30 AM

**Contact Phone:** 540-312-8480

**E-Mail Address:** sreeves@virginiawestern.edu

A response will be provided within 24 business hours.

**COURSE DESCRIPTION**

THIS CLASS IS FOR EDUCATORS AS PART OF TEACHER RECERTIFICATION Prerequisite: Managing Windows Seminar or equivalent knowledge.

Content: Explore features of Word, Excel and Powerpoint 2010 that would be useful in a variety of personal and classroom applications. Learn to:

* utilize Word to do more than just type documents
* create Excel-lent math lessons
* customize Powerpoint game templates
* prepare your students with 21st Century skills by assigning projects that require the use of Office applications
* access the many educational features of Microsoft Office Online.

**REQUIRED COURSE MATERIALS**

Instructional sheets will be distributed to the student throughout the duration of the seminar.

**COURSE SPECIFIC REQUIREMENTS & POLICIES**

**METHOD OF INSTRUCTION**

This course is taught through hands-on activities.

Any student with a disability or other special circumstances requiring academic accommodations or other considerations in order to successfully complete the requirements of this course are requested to identify himself/herself individually to the instructor and to discuss this matter in a private and confidential manner.

**STUDENT EVALUATION**

**No Show –** If a student does not show to the first class meeting.

**P (Passing) –** A student must appear for each class and actively participate in instructional activities in order to pass the course

**W (Withdrawal)** – If a student does not attend the second class meeting.

**U (Unsatisfactory)** – If a student does not attend the last class meeting.

**COURSE WITHDRAWALS**

A student may withdraw from a seminar prior to the start of a seminar. An instructor may withdraw a student from a seminar, if a student does not attend the second class meeting.

**ATTENDANCE REGULATIONS**

If a student does not attend each scheduled seminar class meeting, you will be automatically dropped from the course. A student must appear for each class meeting, in order to pass the course.

**INCLEMENT WEATHER POLICY**

Seminar students will be contacted to reschedule a seminar, due to weather related closings. Please refer to the College’s inclement weather Web page, or local radio and TV stations for announcements on class cancelations. <http://www.virginiawestern.edu/about/inclementweather.php>

**Virginia Western policies, the course outline, and course syllabus are available in Blackboard from the Syllabus button. Additional student resources are available in blackboard from the Student Resources button.**