

OneNote for Teachers

Tentative Course Syllabus

Description:

This 15-hour course is designed for teachers or individuals in the education field to provide them with the tools and knowledge needed to access the versatile uses of Microsoft OneNote.

Organization:

This course is divided into a number of individual online classes available through Microsoft Imagine Academy, of which Amundsen Educational Center is a program member.

Course Objective:

Upon course completion, students will be able to use Microsoft OneNote in a variety of ways: organizing thoughts and ideas, lesson planning, collaboration, and classroom instruction.

Course Topics:

Getting Started with OneNote 2016

Office Hours: Collaborate in the Classroom using OneNote Class Notebook Creator for Teachers

Office Hours: Deliver Curriculum with OneNote

Office Hours: Enhance Productivity with OneNote

Office Hours: OneNote for School Administrators

Office Hours: Send Webpages and Notes to OneNote

Office Hours: Stay Organized with OneNote

More Ways to Take Notes with OneNote

Content Collaboration

Run More Effective Meetings

Course Requirements:

- High-speed internet connection (course requires streaming videos)
- Operating System: Windows XP, or Windows 7 or Higher, Mac OS-X 10.8.3 or higher
- Browser: Microsoft Internet Explorer 8 or newer
- Email address for correspondence
- Microsoft OneNote 2013 or higher

Grading:

This is a non-academic, self-paced course. Students are expected to complete the course at a pace that allows them to absorb the information. It is recommended that students spread out their learning to avoid information overload.

Students may complete the classes in any order they choose, however it is recommended to complete *Getting Started with OneNote 2016* and *More Ways to Take Notes with OneNote* first.

Grading is based on course completion. Once a student has completed all of the classes, they have finished the course. For each individual class completed, students have the option to print a certificate of completion directly from the Microsoft Imagine Academy website.

General Information:

This course requires a log-in which will be emailed on the course start date. We recommend that, at that time, you log into the course to make sure you have access to all of the necessary components that the course requires.

Students will have 18 weeks from their course start date to complete the course. Extensions can be granted with instructor approval and payment of an additional administrative fee.

Instructor Information:

The instructor for this course is Bridgit Gillis. Mrs. Gillis is a Business Instructor at Amundsen Educational Center who specializes in Microsoft Office Education. Feel free to contact her throughout the course if you have any questions. Her email is bridgit@aecak.org, and you can also call AEC at 907.260.8041.