EMPHASYS CENTRE

Erasmus+ Courses

MICROSOFT OFFICE FOR EDUCATORS: HOW TO MAKE A TEACHER'S LIFE EASIER

Teachers' time is very valuable! This course will help teachers to reduce their workload, assist their lesson planning, streamline their grading system, and share resources with students and colleagues by using Microsoft Office. Teachers will learn how to use Word's templates to create worksheets and lessons more efficiently, use Track Changes tool to digitally grade papers, create gradebooks in Excel, give presentations from PowerPoint, collaborate over SkyDrive, and connect using Outlook and SharePoint. These lessons will be explored by using sample lessons, homework, and tests like in a real-world classroom. This course will assist in everyday tasks and ultimately help the students succeed in the classroom.

CULTURAL EXPERIENCE

- A multicultural and diverse experience
- Rich cultural program
- Visits to schools
- Nicosia City Walk & Bicycle tours

POSSIBILITIES FOR FUNDING

- Schools, organisations, non-governmental organisations (NGOs) can apply for staff mobility funding to support the professional development
- Funding is offered through the Erasmus+ program under the KA1(Key Action 1) Learning Mobility of Staff

EXPERT ADVICE AND GUIDANCE

- Staff made of qualified, experienced, dedicated and enthusiastic teachers
- Main objective is to implement a high quality training course, which will lead the learner to success

CONTACT US FOR SUPPORT

- Individual guidance and support for the application process can be provided
- Useful information and step-by-step guidance can be found on our website
- You can also contact us by email or telephone for any inquiries you may have

MON Create templates for lesson plans with Word for quick lesson planning, produce consisted and easy to use worksheets Learn how to format headers and footers, use charts and graphs to communicate information

TUE Learn how to create tables for standardizing student performance to help with grading and make it visually appealing for students to understand. Grade papers easier and give quality feedback to students.

WED Create an animated presentation to intrigue the interest of students, enhance the engagement of students with animations and effects.

THU Set up a school email account in Outlook. Learn to store documents online with SkyDrive for backup.

FRI Build a website for classroom or school with SharePoint. Create an online interactive experience in order to share information enhance student/teacher collaboration.

SAT Workshops-Presentation's-Portfolio-Evaluation

COUNTRY: CYPRUS
COST: €420 (FULLY FUNDED)
TARGET: YOUTH WORKERS AND (PRIMARY-SECONDARY) TEACHERS
LANGUAGE: ENGLISH, GREEK

http://www.emphasyscentre.com

emphasys.centre

info@emphasyscentre.com

facebook.com/emphasyscentre

+357 22 66 30 10

Erasmus+

Emphasys CENTRE