



EDU 59128 Technology In the Classroom II

Course Syllabus

Ottawa University
EDU 59128-KA
2 Credits

Description:

The use of technology benefits educators from the stand points of managerial tasks and more effective teaching strategies. This course is one of a series of courses designed for K-12 educators interested in incorporating technology into their existing curricula and daily classroom management by enhancing their technology skills. This particular course will enhance the educator's skill with Advanced Microsoft Office Applications to create a number of classroom management resources as well as instructional materials. Participants will be required to complete a project outside of class.

Location: Online via Blackboard

Class Meeting Day, Times and Dates:

October 3, 2020 8am-4pm

The ENDING DATE for CLASS is THREE WEEKS FROM THE DATE OF CLASS: All course work is due by October 24th.

Contact Information:

Instructor:

Sharon Beems, 785-418-4318 or email: beemss@usd290.org or, slbeems@yahoo.com

Course Prerequisites:

Experience as a classroom teacher.

Course Materials: Computer with Internet Access and Microsoft Office Programs as well as Movie Maker.

Course Objectives:

Upon successful completion of this course, the student will be able to:

- Demonstrate a better understanding of the advanced use of Microsoft Word in the classroom setting
- Create instructional resources for his or her classroom that include: graphics, Word Art, Watermarks, Tables, Charts, and Graphs
- Create effective resources for classroom management as well as communication with parents, administrators, colleagues, and other professional purposes.
- Utilize Microsoft Publisher to create instructional resources for his or her classroom
- Utilize Microsoft Movie Maker to create dynamic projects that integrate sound and video clips into one project
- Create excellent Powerpoint Presentations that include but are not limited to; integrating several different music clips into one presentation, timing skills to create dynamic animation, use of the Powerpoint Tool Bar, and tools to create an exceptional resource for instruction.

Course Methods and Procedures:

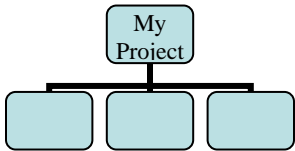
Students will be guided through a variety of hands-on activities that will give them the skills necessary to create documents using Microsoft Word. Students will submit an extensive project outside of class that is relevant to his or her curriculum.

Course Outline: Participants will produce an instructional presentation in class while being guided through the following activities:

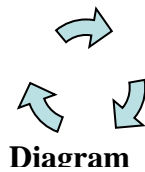
★ Creating an advanced Microsoft Publisher document for an instructional resource
★ Creating Post Cards for communication with parents with a design template that is user created
★ Creating a Powerpoint design template to utilize for final presentation
★ Incorporating Word Art and Utilizing the Drawing Tools within Powerpoint Presentations
★ Creating Multimedia Lesson Plans utilizing Microsoft Word,

Powerpoint, Publisher, and Movie Maker
★ Utilizing the Internet to locate resources for specific lessons and topics.
★ Utilize Microsoft Publisher to create flyers, postcards, and newsletters
★ Utilize Microsoft Movie Maker to create short movies for your classrooms
★ Create dynamic Powerpoint Presentations that incorporate music and movie clips

Chart



Final Project Guidelines:



Diagram

- ★ Participant may select the content/purpose of his or her project. The project should be one that fulfills a real life need for the participant within their curricular area. These could be a Powerpoint that incorporates multimedia throughout and includes links to resources that reinforce a particular subject area based on lessons from the course. For example- a websearch utilizing several different resources from the course incorporating a table or graph for students to gather information for. (This is just an example.) I want the project to be something that you can and will utilize within your curricular area!
- ★ The project must show evidence of at least eight hours of work outside of the class period.
- ★ The final project is due three weeks from the date of the class.
- ★ The final project may be submitted to the instructor by email, regular mail, or dropped off at the middle school office.

My email is: beemss@usd290.org, My home phone is: 785-242-6189, wk is 785-229-8030 ext 3153.

Rubric for Project Evaluation

	Level 1	Level 2	Level 3
Effort	Lacking in many aspects required in the project; appearance is messy and unprofessional; seems hastily thrown together	Includes most aspects required in assignment; clean, neat appearance	Includes all aspects of assignment in detailed and challenging manner; neat, attractive, professional appearance
Overall Design	Layout of information is cluttered or distracting making the information hard to read	Layout is not cluttered and is readable	Layout is not cluttered, is readable, attractive, and appropriate for the project's purpose
Graphics & Word Art	No graphics or word art used	1 or more graphics or Word Art objects used; placement is questionable	3 or more graphics used, placement is appropriate, and graphics/word art is relevant to the content
Online Resources or Table, Chart, or Graph	No online resources utilized or a table, chart or graph is not included	1 online resource is used or; a table, graph, or chart is used but context is questionable	3 or more resources either online or table, charts, or graphs are utilized appropriately within the documents
Proofing	Many grammatical, spelling or punctuation errors	No more than two grammatical, spelling or punctuation errors	No grammatical, spelling or punctuation errors

