

ED 580 Introduction to Educational Computing

Spring 2005

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Description

This course will prepare teachers through the use of hands-on experiences to examine, interact with, and evaluate educational and utility software for integration in the school curriculum. This course is specifically designed for teachers who are computer novices and will introduce participants to the current Windows environment, the basic components of Word Processing, Databasing, and Spreadsheets.

Teachers will learn to operate microcomputers, while developing classroom application skills needed for teaching students in the use of computers throughout the curriculum. Participants will integrate these and develop a portfolio of computer-generated materials for their classroom.

Objectives

By the end of the course the participant should be able to:

- Present practical, efficient ways to integrate technology resources and technology-based methods into everyday curriculum-specific practices
- Integrate microcomputers and appropriate courseware into the curriculum to enhance the teaching and learning process
- Produce computer-generated instructional support materials to be used in future teaching and/or instructional management
- Perform basic computer and peripheral operations
- Demonstrate characteristics of being computer literate, including an awareness of emerging technology
- Provide students with knowledge of technology to enhance their personal and professional productivity

Tentative Outline

Class	Date	Time	Topic(s)
1	February 2, 2005	4:30 – 8:00	Windows Environment/Desktop/Computer Basics/Computer Terminology
2	February 9, 2005	4:30 – 8:00	Word Processing 1
3	February 16, 2005	4:30 – 8:00	Word Processing Project
4	February 23, 2005	4:30 – 8:00	Email and Educational Computing Topics
5	March 2, 2005	4:30 – 8:00	Spreadsheet 1
6	March 9, 2005	4:30 – 8:00	Spreadsheet Project
7	March 16, 2005	4:30 – 8:00	Database 1
8	March 23, 2005	4:30 – 8:00	Database Project
9	March 30, 2005	4:30 – 8:00	Internet and Classroom Websites; Search Skills; Evaluation of Web Sites
10	April 6, 2005	4:30 – 8:00	Presentation Software
11	April 13, 2005	4:30 – 8:00	Presentation Project
12	April 20, 2005	4:30 – 8:00	

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Class Format:

New topics will be introduced during each class. Hands-on sessions have been designed to enable students to follow along step-by-step with the instructor. Follow-up activities will be assigned and guided assistance will be available. A required project will be assigned. Students will work independently to complete this project.

Course Requirements:

- All assignments must be completed independently and submitted on time.
- All assignments must be printed to be handed in and saved to a disk or folder
- Topic Reflections will be submitted weekly.
- Attendance and class participation are important and will be factored into grades.
- Course evaluations must be completed before a final grade is assigned.

Evaluation:

Exercises will be assigned which correlate with topics and material covered in class. Evaluations will be determined by performance on these assignments. Course grades will be assigned following Wilkes University's standard grading system.

Recommended:

- **Shelly, Gary B., Cashman, Thomas J., Gunther, R., & Gunther, G. Teachers Discovering & Integrating Microsoft Office, Thompson Course Technology, 2003
ISBN 0-7895-6733-4**

Additional Resources:

- **Robyler, M. D. Starting Out on the Internet, Second Edition, Merrill Prentice Hall 2003,
ISBN 0-13-042319-X**
- **Fewell, Patricia J. and Gibbs, William J. Microsoft Office for Teachers, Merrill Prentice Hall
2003, ISBN 0-13-032401-9**
- **Shinn, E. Christine. Microsoft Office XP/2001/v.X for Teachers, A Tutorial, Merrill Prentice
Hall 2003, ISBN 0-13-098743-3**

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Point Distribution

Assignments	Total Points
1. Assignment 1 Word Processing Project	100
2. Assignment 2 Spreadsheet Project	100
3. Assignment 3 Database Project	100
5. Assignment 4 Presentation Project	100
6. Assignment 5 Website Evaluations	100
7. Topic Responses 10 points/8 topics	80
9. Attendance	20
Total Course Points	Total 600

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Wilkes Graduate Teacher Education Program Policies

Academic Honesty: Academic Honesty requires students to refrain from cheating and to provide clear citations for assertions of fact, as well as for the language, ideas, and interpretations found within the works of others. Failure to formally acknowledge the work of others, including Internet resources, written material, and any assistance with class assignments, constitutes Plagiarism. Cheating and plagiarism are serious academic offenses that cannot be tolerated in a community of scholars. Violations of academic honesty will be addressed at the programmatic and university levels and may result in a decision of course failure or program dismissal.

Academic Supports:

Library Access:

Wilkes offers an online library service that you can access from home. The library is available online at <http://www.wilkes.edu/library>. You can search the online catalog, browse periodical databases, view full-text articles, submit an interlibrary loan, ask a reference question, and much more.

The online article search is available to anyone currently enrolled in or affiliated with Wilkes University. All article searches are free. They are available at <http://www.wilkes.edu/library/artcles.asp> and click on the database from which you would like to search.

Please note that if you are not on Wilkes campus, you will be asked to log in to some of the databases. Use your Wilkes e-mail username (without "@wilkes.edu") and password to gain access.

If you do not know your username and password for your e-mail account, contact the Wilkes Help Desk directly at 1-866-264-1462. The Help Desk is available 24/7.

Those databases followed by an * require a special password, whether you are on campus or off campus. Please contact the library reference desk at 570.408.4250, for information.

Writing:

The Writing Center, located in the lower level of Breiseth Hall (room 018), is available to all Wilkes students and provides free assistance in all aspects of writing and communication, including the required APA format. Contact the Writing Center: Extension 2753 or on-line at www.wilkes.edu/resources/writing.

Act 48:

Wilkes University will automatically submit (90) Act 48 credits to PDE approximately 4-6 weeks after you receive your grade sheet. You can check your Act 48 credits recorded at the PDE Act 48 site: <https://www.perm.ed.state.pa.us/>

Technical Support:

Technical support is available for registered students who are participating in on-line courses or who are utilizing computer equipment on Wilkes campus. Contact the Help Desk directly at 1-866-264-1462. The Help Desk is available 24/7. For courses that are not on Wilkes campus, you should consult your instructor.

Special Needs:

If you have special academic or physical needs, as addressed by the American with Disabilities Act (ADA), and require special accommodations or considerations, please contact the Graduate Teacher Education Department at 570-408-4670.

Child Care Issues:

To preserve the adult learning environment of the university classroom, young children should not be in class with parents or caregivers. Children should also not be left to wait in the lounges or halls of the class site.