

DRAFT SYLLABUS

This is posted for your info to help you select or prepare for a course. An official version will be ready at or prior to your course start. Texts will be same or very similar. Please check online bookstore for exact texts.

**TROY STATE UNIVERSITY
COLLEGE OF EDUCATION
COURSE SYLLABUS**

- A. Title of Course:** Computer-Based Instructional Technology
- B. Number of Course (Including Section):** EDU 6605
- C. Term of Course (e.g., fall, spring):** Term 4, 2004 DL
- D. Instructor of Course:** Dr. Jan Oliver
- E. Instructor e-mail address:** oliverj@troyst.edu
- F. Pre-requisite Courses(s):** None
- G. Office Hours of Instructor:** See hours posted at instructor's web presence at <http://spectrum.troyst.edu/~oliverj/>
- H. Time of Class (Including Days):** Online/Distance Learning
- I. Classroom Location:** Online/Distance Learning
- J. Office Location:** 114 McCartha Hall
- K. Office Telephone:** (334) 670-3369
- L. Course Description, Goals and Objectives (Consistent with the University's Mission Statement and accreditation)**

Course Description:

This is an advanced survey course in those classroom/career adaptable technologies that are associated with the personal computer. Emphasis is placed on familiarity with keyboarding, disk operating systems and tool software. Proficiency with word processing, database and spreadsheet used in an integrated program is developed.

Course Goals:

The course will help to prepare students as competent computer-based/multimedia users who will be able to effectively integrate technology use with appropriate learning strategies into their classrooms/careers. This course will provide students with opportunities to construct knowledge and refine their practice through experiences that support informed, reflective decision-making.

Course Objectives:

Through active participation in all course activities, students will:

- Demonstrate knowledge of the educational content of computers
- Demonstrate knowledge of computer systems
- Demonstrate knowledge of computer software
- Demonstrate skill in computer use
- Demonstrate an understanding of the historical and social development of the field of instructional technology
- Demonstrate an understanding of the key terms and concepts that define the field of instructional design and technology
- Demonstrate basic competencies in word processing, spreadsheet, presentation, and database applications
- Identify and evaluate technology resources on-site and on-line
- Identify and evaluate technical assistance on-site and on-line
- Understand the role of technology in teaching as evidenced by the development of a professional portfolio
- Demonstrate knowledge and competency in developing appropriate and effective learner-centered technology lessons and units
- Be able to address ethical, responsible, safe and legal use of technology
- Facilitate students individual and collaborative use of technology to locate, collect, create, produce, communicate and present information

Text(s):

Roblyer, M.D. 2003. *Integrating Educational Technology into Teaching*, 3rd Ed. Merrill Prentice Hall. ISBN 0-13-042319-X

Mills, Steven and Roblyer, M.D. 2003. *Technology Tools for Teachers: A Microsoft Office Tutorial*. Merrill Prentice Hall. ISBN 0-13-029381-4

E-mail Address:

Each student is required to have his or her own personal email address for this course. Email accounts **MUST** be active at the beginning of the course and kept active throughout the semester. Email **MUST** be checked **REGULARLY** as all important correspondence will be done via email.

M. Class procedure (e.g., lecture, laboratory, lecture/discussion, etc.) and general course requirements

We will be working through learning applications in a hands-on manner. We will be sharing important resources, discussion readings.

The final portfolio requirement will be a shell that you can build on as you accumulate technology related projects that demonstrate your proficiency and experience with integrating technology into education/your career. The assignments you will complete this semester will be designed to address particular ISTE standards and will be incorporated into your portfolio.

The portfolio is designed to meet the ISTE/NETS standards for teachers/career persons, and will serve as a valuable tool for your professional development.

Preparing and Labeling Assignments

Each assignment should have the following information:

Name of student

Assignment title (example: Word Processing Assignment)

Course prefix, course number and term (EDU 6605 Term 5)

N. Specific Course Requirements

Discussion Board Postings and Reactions (CHAPTER READING ASSIGNMENTS)

Word Processing Assignment (MS WORD)

Spreadsheet Assignment (MS EXCEL)

Mid-Term Proctored Exam

Power Point Assignment (MS POWER POINT)

Database Assignment (MS ACCESS)

Electronic Portfolio (WEB-BASED: PRISM)

O. Value of Specific Course Requirements:

1 Discussion Board Introduction Posting: 1 point	1 total point
9 Discussion Board Postings (Chap Readings): 3 points each	27 total points
9 Discussion Board Reactions: 2 points each	18 total points
4 Microsoft Program Assignments: (Word, Excel, Access, Power Point): 6 points each	24 total points
1 Mid-Term Proctored Exam: 15 points	15 total points
1 Electronic/Web-Based Portfolio: 15 points	15 total points
Total Possible Points for Term:	100 Total Points

P. Grading Scale:

A = 90 – 100 total points

B = 80 – 89 total points

C = 70 – 79 total points

D = 60 – 69 total points

F = Less than 60 total points

Q. Additional Services –Americans with Disabilities Act:

Students who have or may be dealing with a disability or learning difficulty should speak with the instructor and/or contact the Office of Adaptive Needs in Adams Center 215 on the TSU campus in Troy, Alabama, USA or call 1-334-670-3221. Hours of operation are 8 a.m. to 5:00 p.m. CST-USA Monday-Friday. Various accommodations are available through the Adaptive Needs Program.