This class will equip students with the information, skills, and insights necessary for successful integration of computer-based technologies in classroom teaching. Through hands-on experience with word processing, desktop publishing, database, spreadsheet, specialized course-specific software, Internet, multi-media, and distance education technology, students will become knowledgeable about computer assisted instruction.
EXIT OUTCOMES

Future teachers will
- become familiar with a variety of educational technologies and their applications within the classroom,
- explore new technologies and their potential impacts on the classroom and students, and
- gain confidence and competence using technologies.

PERFORMANCE EXPECTATIONS

To successfully complete Teaching with Microcomputers, you will
- operate the basic components of a computer system;
- utilize and create a repertoire of word processing, desktop publishing, presentation, database, and spreadsheet activities for the classroom;
- make use of the World Wide Web as a repository of the latest information and as an educational resource and learning tool for K-12 education;
- identify criteria for selecting Web sites;
- incorporate the concepts and skills outlined in the National Educational Technology Standards for Teachers (NETS-T);
- evaluate hardware based on standard criteria;
- evaluate software based on standard criteria;
- discover the features of a variety of utility software;
- use networking features and explain their advantages;
- take, edit, and transfer digital photographs to computer projects;
- scan pictures, use photo editing software, and transfer images to computer projects;
- create a homepage for the Web;
- prepare the basic structure to develop and add on to an electronic portfolio;
- identify and discuss major ethical and legal issues regarding the uses of technology, information, and software resources; and
- describe the emerging technologies that will transform traditional classrooms.

PERFORMANCE MEASURES

Competency of the performance expectations will be measured through:

1. **Chapter tests** which require the understanding of the material in the text.
2. **Performance Assessments** of computer activities and projects.
3. **A Technology Notebook** that compiles activities and information resources that you can use in your future classroom.
4. **An e-folio** with working hyperlinks to display your resume and at least six electronic project files.
EVALUATION CRITERIA
Grading Scale: 90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, below 60%=F

METHODOLOGY

1. **Develop time management skills:** Arrange your weekly work, study, family, and personal schedule to meet course deadlines.

2. **Required study:** Use your own learning style to master the content of the text. Available methods include:
   - Read for understanding.
   - Review the **In Brief** section which summarizes the chapter material. You can listen to this section using streaming audio by connecting to the text Web page.
   - Learn definitions of **Key Terms** (complete summary is in the Index). Use the Web page to view a definition and a picture. Click a link for supplemental information.
   - Reinforce your understanding by completing the **Checkpoint** section or answer the questions in an interactive forum on the Web page.
   - In the **Teaching Today** section, visit educational Web pages and complete suggested curriculum integration tasks on a variety of interesting teacher-related topics.
   - Critically research your own perspective of the use of technology in K-12 education in the **Education Issues** section.
   - Use the **Integration Corner** to explore innovative ways to integrate technology into your content-specific curriculum.
   - Examine educational software by researching them on the Web in the **Software Corner** and/or in the Casper College Library, if available.
   - Look at the **Digital Media Corner** sites to broaden your knowledge and to enhance your students’ learning.
   - Review the **Assistive Technologies Corner** sites to learn about hardware, software, and peripherals that will assist you in delivering instruction to students with physical, cognitive, or sensory challenges.

3. **Classroom Interaction:**
   - Participate in discussion of assigned reading material.
   - Listen for direction and information.
   - Ask questions to clarify understanding.

4. **Computer Projects:**
   - Complete **In the Lab** assigned exercises to improve your productivity and use the integration ideas for incorporating computer technology into your classroom-specific curriculum.
   - Acquire technical skills.
   - Apply criteria to projects.
   - Use Web integration to
     - acquire currency on topics;
5. Performance Assessments:

- Demonstrate technical skill in four softwares.
  - Pass with 90%, or higher, a Student Assessment Measurement (SAM).
    - If you pass, advance to the assigned software-specific projects.
    - If you don’t pass, open the SAM training module and do the training for items you missed.

  OR

- b) Complete the SAM Training Module.

- Apply software skills by completing software-specific projects.
- Use critical and creative thinking to make decisions and solve problems.
- Compile activities and information resources in a technology notebook.
- Create an Electronic Web page/Portfolio.

STUDENT RIGHTS AND RESPONSIBILITIES

You are responsible for what appears in this syllabus and the assignment schedule. You are excused from the optional lab only if you have access to a computer with the software necessary for the current project. Extra lab work may be required to complete computer assignments. Points will be deducted for each day an assignment is late.

Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College student.

Student Conduct in Class: Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with the instructor the educational process relative to subject content will not be tolerated.

Electronic Devices in Class: Turn off cellular phones and pagers during class (exception—emergency workers). If you want to play a computer game or conduct e-mail/chat room activities, go somewhere else. Turn the computer monitor off if you can’t resist using the computer during class lectures and discussions.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty – Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the
academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Conduct and Judicial Code.

**ADA Accommodations Policy:** It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please tell your instructor. In addition, make an appointment to see Brent Heuer at your earliest convenience. His office is in AD112A and her phone number is 268.2366.

**GENERAL ASSIGNMENT INFORMATION**

**LABELS FOR NOTEBOOK DIVIDERS**

Label six notebook dividers for your Technology Notebook with these names:

Syllabus
File computer activities and their corresponding handouts **behind** the appropriate divider.

The **Technology Notebook** is required for three purposes.
1. Systematically store class handouts and graded assignments for the semester.
2. Use the notebook as a basis to build your own reference manual for future use for classroom technology projects.
3. Assemble a group of computer projects that can be used in an interview portfolio.
## COMPUTER ORIENTATION

### A. LOG ON TO SERVER

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turn on</td>
<td>the system unit power if necessary.</td>
</tr>
<tr>
<td>Press</td>
<td>Ctrl + Alt + Del keys to begin.</td>
</tr>
<tr>
<td>Key</td>
<td>your Web Advisor login name in the Username box in the Log in screen.</td>
</tr>
<tr>
<td>Press</td>
<td>Tab key.</td>
</tr>
<tr>
<td>Key</td>
<td>your Web Advisor PIN number in the Password box.</td>
</tr>
<tr>
<td>Click</td>
<td>OK.</td>
</tr>
<tr>
<td>Click</td>
<td>OK in the Windows Workstation screen—Do not type anything in the password box.</td>
</tr>
<tr>
<td>WAIT</td>
<td>while Windows XP loads.</td>
</tr>
<tr>
<td>Click</td>
<td>Yes when the CC NOTICES screen displays.</td>
</tr>
<tr>
<td>LOOK</td>
<td>The Windows XP Desktop displays.</td>
</tr>
</tbody>
</table>

### B. START WORD 2003 IN CASPER COLLEGE LAB

When you are directed to "click" or "double-click," position the mouse arrow pointer on an icon, button or option and click the left mouse button. The right mouse button is used to display shortcut menus.

#### COMPUTER SYSTEM IS ON

Windows XP Desktop is visible

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert</td>
<td>your removable storage device into a USB port in the front of your computer tower. When it is recognized, click Cancel. The USB drive, or Udisk, becomes a Removable Drive named with a letter like D, E, F, or G.</td>
</tr>
<tr>
<td>Click</td>
<td>Start button on the taskbar.</td>
</tr>
<tr>
<td>Click</td>
<td>the Word icon in the left panel. The Word 2003 window appears displaying a blank document screen (gray).</td>
</tr>
<tr>
<td>Click</td>
<td>OPEN button (2nd from left) on the Standard Toolbar. The Open dialog box appears.</td>
</tr>
<tr>
<td>Click</td>
<td>on the down triangle in the Look in: text box.</td>
</tr>
<tr>
<td>Click</td>
<td>on the name of the drive you want to use: Udisk.</td>
</tr>
<tr>
<td>Click</td>
<td>CANCEL button to close the Open dialog box and display a clear document screen (white).</td>
</tr>
</tbody>
</table>

### C. MAKE FOLDERS ON USB DRIVE

- Word should be open and the Open Dialog box is displayed on the Screen.
- The UDisk drive should show in the Look in: text box.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>Create New folder button on the dialog box toolbar.</td>
</tr>
<tr>
<td>Type</td>
<td>Computer Activities in the Name: text box.</td>
</tr>
<tr>
<td>Click</td>
<td>OK button.</td>
</tr>
</tbody>
</table>
Create 2

New folders named: **Software Reviews** and **Web Pages**.

---

**D. EXIT WORD 2003**

(abstract after closing a document)

| Click X | In the **red box** on the far right side of the **Title** bar. |
| LOOK | The Windows XP desktop appears. |
| Click | the **safely remove hardware** icon on the taskbar. |
| REMOVE | your **USB drive** when you see the balloon with the message, **“Safely remove the USB Mass Storage Device.”** |

---

**E. FIND CASPER COLLEGE COMPUTER LAB SCHEDULES ON THE INTERNET**

| Double click | **Internet Explorer** icon on the **Windows XP desktop**. |
| Look | **Casper College home page** appears. If the Microsoft Explorer home page appears, do the next 2 steps. |
| Click | in the **Address** text box to select the active address. |
| Key | **http://www.caspercollege.edu** <enter> |
| Click | Current Students hyperlink. |
| Click | Services hyperlink. |
| Click | Computer Lab hyperlink. |
| Click | each of these hyperlinks and check lab schedules: |
| | Administration Computer Lab Room 6 |
| | Library Computer Lab |
| | Check other labs of your choice |
| Click | **When you finish viewing schedules,** on the **Available Software** hyperlink to see what software is available and on what machine it is loaded in each lab. |
| Click X | in the **red box** on the **title bar** to close Internet Explorer. |

---

**F. LOG OFF SYSTEM**

| Click | **Start** button on the taskbar. |
| Click | **Log off** button. |
| Click | **Log off** in the dialog box. |
| **DO NOT** | TURN OFF THE COMPUTER SYSTEM. |

---

**G. SHUT DOWN COMPUTER SYSTEM**

<table>
<thead>
<tr>
<th>Last Class of Day Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
</tr>
<tr>
<td>Click</td>
</tr>
<tr>
<td><strong>WAIT</strong></td>
</tr>
</tbody>
</table>
ASSIGNMENT SCHEDULE
This schedule is subject to change by the instructor
Additional information will be provided for projects and activities as necessary.
*Indicates that assignment will be placed in your Technology Notebook.

<table>
<thead>
<tr>
<th>DATE</th>
<th>CLASS AND HOMEWORK ASSIGNMENTS</th>
<th>DUE</th>
</tr>
</thead>
</table>
| 8/29 | **CLASS:**  
1. *Review Syllabus (file after Syllabus divider)*  
2. Computer Orientation  
3. Explore the **Textbook Web site**. Use these instructions to access the Textbook Web Site for all end of chapter activities:  
   a. Double-click the Internet icon on the Desktop.  
   b. Key [www.scsite.com/tdc4](http://www.scsite.com/tdc4) (add to Favorites list).  
   c. Click the number 1 on the Chapter bar at the top of the website.  
   d. Click **In Brief** in the left panel. Compare what is written on pp. 31-32 to the screen. Click the links for additional information.  
   e. Review the next 8 links in the left panel and compare the web pages to pp. 33-40 in the text.  
   f. Plug in your headphones if you want to listen to the audio version and click the Audio button at the top left of screen instructions.  
   g. Click on Close button to close the Internet.  
   **HOMEWORK:**  
   4. *Complete Time Management handout. Hand in next class (file graded handout after Miscellaneous divider).*  
   5. Read pp. 1-30 in text. | 8/31 |
| 8/31 | **CLASS:**  
1. Chapter 1 Review.  
2. **SAM Computer Literacy Assessment & Training** handout:  
Register and determine the username and password you want to use—I suggest using your **Web Advisor username** and **password**.  
(File handout after the Miscellaneous divider)  
   a. **Software Corner**, p. 38. Choose one of the topics and click its link.  
   - Insert your **USB** drive into the USB port on the front of your systems unit tower.  
   - Open **Word**.  
   - Click the Open folder on the Standard toolbar to display the Open Dialog box.  
     o Switch to **USB** drive in the **Look in**: box  
     o Double-click the **Software Reviews** folder.  
     o Click **Cancel** button in the Open dialog box. | 8/31 |

OVER
Identify your page with a header (described on page 5 of the Syllabus) to identify your work. Use the following steps to set up a header:
  o Click View menu, then the Header option.
  o Type Your courtesy title and your Last Name. <tab>
  o Type Chapter Number <tab>
  o Type Today's Date or click Insert date button on the header toolbar. <enter>
  o Type the Topic of the review. <enter>
  o Type or copy the URL of the software site.
  o Click Close button on the Header toolbar.

Write a short paragraph describing the primary topic, the usefulness of the site, and make other comments. Save and name the file C1 Software Review. Print and hand in. (File the graded review after the Software Reviews divider.)

b. Use the text web site to enhance your understanding of your reading assignment: In Brief and Key Terms, pp. 31-33.

c. Use the text web site to answer the Checkpoint questions, p. 34, to reinforce the chapter material.

d. Learn it Online, p. 44. Take the Practice Test to prepare for the Chapter 1 Test on 9/5. Try any of the other Online practices to improve your skills and knowledge.

OPTIONAL:
  e. Select topics of interest to you and review them in Teaching Today, p. 35.
  f. The Education Issues, p. 36, section can be used for your own development and for other education classes.
  g. Explore the Integration Corner, p. 37, for ideas and resources in your curriculum area.
  h. Check out sites in the Digital Media Corner and the Assistive Technologies Corner, pp. 39-40, to broaden your knowledge.

1. Scan Timeline section, pp. 45-62.
2. *Handout—Test Instructions, review together (file after Miscellaneous divider).
3. CHAPTER 1 TEST using SAM
4. TEXT ASSIGNMENT:
   b. Use the text Website to review materials from these sections that will help your understanding of the chapter—In Brief, Key Terms, Teaching Today, Education Issues, Integration Corner, Digital Media Center, and Assistive Technologies Corner.
   c. Do Checkpoint.
   d. *Software Corner: Choose one program to review on p. 109 (see Syllabus p. 8, Step 3.a for procedural information).
| 9/7  | *Handout – Software Exam & Training* (file after Miscellaneous divider)  
**Use SAM to either**  
1. Take the Word Exam  
   **NOTE:** IF YOU DID NOT PASS THE WORD EXAM with 90% or better, open the Word Training module in SAM and do the training for the items you missed.  
   **OR**  
2. Do the Word Training—use a headset. |
| 9/12 |  
| 9/12 | 1. Chapter 2 Review.  
2. Complete online Word Training.  
3. *In the Lab*, pp. 41-43.  
   a. **Problem 1**: Create a school activity flyer. **No header**—your name will be in the contact section.  
   **OR**  
   b. If you are *not new* to Word, use your own idea and include necessary information. See other problems for ideas.  
   c. Save the flyer in the Computer Activities folder on your USB drive and name the activity *Flyer*. You will use this file again. **Print** and **hand in**. (File the graded flyer after the Computer Activities divider.)  
**HOMEWORK:**  
4. Take Practice Test for Chapter 2 in Learn It Online, p. 115.  
5. Bring information for your résumé to the next class. See p. 114 for ideas. You will use the Word table feature to create a résumé.  
| 9/14 | 1. Grammar and Résumé Review.  
2. CHAPTER 2 TEST.  
3. *Create your résumé. Follow instructions on handout. (File graded résumé and handout after the Computer Activities divider.)* |
| 9/19 | 1. *Retrieve your Flyer file in your Computer Activities folder on your USB. Use your graded flyer to revise the file. **Print it in color**—ask for printing directions. (File *corrected* color printout after the Portfolio divider—do not hand in.)*  
2. Learn it Online, p. 115—Do Activity 3 if you are not familiar with doing Internet searches. Nothing to hand in.  
   **SPECIAL FEATURE ON WWW SEARCHES, p. 116:**  
   *Do Steps 3, 4, and 5 in class. Nothing to hand in.*  
3. pp. 117-131—**Guide to WWW Sites.** Review each category of topics to see how the URLs listed can help students with research. See suggested exercises for examples of discovery learning.  
4. pp. 132-137—Read and do these *Search Technique* activities: Using a Subject Directory and Using a Search Engine. |
5. pp. 138-140—Review *Search Tools for Education*. You will find sites that you can use as a student now and in your classroom later.

**HOMEWORK:**

6. **Think of an activity** you could have a class **do on the computer using Word features**. Bring you idea to the next class. Some suggestions:
   - Use a jumbled sentence or quotation to acquaint students with Word features such as *delete*, *insert*, *cut*, *paste*, and *Find and Replace*. After the word processing task is finished the sentence should be written correctly.
   - Scramble the lines in a famous poem or short story and have students unscramble it using basic word processing features.
   - Plan a math race for students to improve their math skills and, in the process, practice *Find and Replace*.
   - Type several sentences with asterisks in the place of adjectives. Have students use *Find and Replace* to insert an adjective before the noun.
   - Type several sentences and have students use the Thesaurus to change specified words. Warn them that any suggested synonym is not necessarily correct.

| 9/21 | 1. Lesson Plan demo  
2. *Lesson Plan Activity* using Word: follow instructions on the handout. (File handout and graded activities after the *Computer Activities* divider.)  
3. Read Chapter 3  
   ➢ pp. 178-184 & 186-187—select activities that will enhance your understanding of the chapter. | 9/26 |
| 9/26 | 1. Chapter 3 Review.  
2. Have another student do your computer activity and write a comment on it. Hand in: *Lesson Plan, Activity, Completed Activity*.  
3. *Software Corner*: Choose one site to review on p. 185.  
4. *Learn it Online*, p. 191—Try out labs and take Chapter 3 Practice test. | 9/26 |
| 9/28 | 1. **CHAPTER 3 TEST**.  
2. *Review the Excel Screen* handout and fill in the blanks. **Hand in**. (File graded copy after the *Computer Activities* divider.)  
4. *Revise* your résumé file and use your graded copy to make corrections. **Print** and file the corrected copy after the *Portfolio* divider. | 9/28 |
| 10/3 | 1. **EXCEL EXAM** and/or **TRAINING with SAM**  
2. Read Chapter 4 and do end-of-chapter activities. | 10/5 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5</td>
<td>1. Excel demo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Complete Excel training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. *In the Lab: Do Problem 1 on p. 188—use the handout with more complete instructions.</td>
<td>10/10</td>
</tr>
<tr>
<td></td>
<td>4. *In the Lab: Do Problem 2 on pp. 188-189. (File the handout and graded Problems 1 &amp; 2 after the Computer Activities divider.)</td>
<td>10/10</td>
</tr>
<tr>
<td></td>
<td>5. *Software Corner: Select one site to review on p. 255.</td>
<td>10/10</td>
</tr>
<tr>
<td>10/10</td>
<td>1. Chapter 4 Review.</td>
<td>10/12</td>
</tr>
<tr>
<td></td>
<td>2. *Pie Chart Activity handout. Submit an electronic file via your Casper College e-mail account to your instructor. (File the handout and a printout of the Ice Cream article after the Computer Activities divider.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Learn it Online: Practice Test and Labs 1-4, nothing to hand in.</td>
<td></td>
</tr>
<tr>
<td>10/12</td>
<td>1. CHAPTER 4 TEST.</td>
<td>10/17</td>
</tr>
<tr>
<td></td>
<td>2. *Retrieve your Ice Cream Article file and make corrections to the file when you receive an e-mail message explaining your errors and grade. Print in color and file after the Portfolio divider.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Create a Teacher’s Web Page—pp. 192-208, do not hand in.</td>
<td>10/17</td>
</tr>
<tr>
<td>NOTES:</td>
<td>Read pp. 192-193. Terminology is defined in this section.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open the Web Pages folder on your USB drive.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>p. 206: Step 4 – No space in <a href="mailto:matthandley@Ridgedale.k12.wa.us">mailto:matthandley@Ridgedale.k12.wa.us</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>p. 207: Step 2 – Change Save as type: to Web Pages Save in Web Pages folder on USB drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer file will be used again.</td>
<td></td>
</tr>
<tr>
<td>10/17</td>
<td>1. Creating a Curriculum Page Activity—pp. 462-484. This activity will help you learn the basics for creating your personal electronic portfolio. Use the handout for help. Print and hand in the Assignment file. (File the graded copy after the Computer Activities divider.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. *Find a lesson plan on the Internet that you would like to use in a class. Print it and hand it in. (File graded copy and *Online Resources handout in the Internet section of your notebook.)</td>
<td>10/19</td>
</tr>
<tr>
<td>10/19</td>
<td>TECHNOLOGY NOTEBOOK DUE TODAY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. *Purchasing Software Activity—Use Purchasing Software as the topic in the header. Answer these questions:</td>
<td>10/19</td>
</tr>
<tr>
<td></td>
<td>a. What are two sources you can use to find out if some software you want to purchase will work on your computer?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Before you buy the software, what are the steps you would use to determine if your computer had</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ enough memory?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ a fast enough processor?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ enough hard disk space?</td>
<td></td>
</tr>
</tbody>
</table>
c. File graded activity after the *Software Reviews* divider.

2. **Home Page Activity**—handout. (File graded activity and the handout after the *Computer Activities* divider.)

3. Take **digital photographs** of each other in class this week.
   a. Create a **folder** on your USB drive and name it **My Pictures** (if you haven’t already created the folder).
   b. Transfer your picture(s) from the photo disk to the new folder.