

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**INTRODUCTION TO INSTRUCTIONAL TECHNOLOGY
EDU 2011**

Class Hours: 1.0

Credit Hours: 1.0

Laboratory Hours: 0.0

Revised: Spring 03

Catalog Course Description:

This course is designed for the development of and application of basic audio-visual and computer skills to facilitate quality instruction in the classroom and also provide a lab environment where the learner will acquire basic knowledge and skills in the design, presentation, and operation of a variety of instructional media and technology. Emphasis will be placed on hands-on activity and the implementation of media in the classroom.

Entry Level Standards:

Students must be able to read and write at the college level.

Prerequisites:

None

Textbook(s) and Other Reference Materials Basic to the Course:

Zip disk

Lab packet

I. Week/Unit/Topic Basis:

Week	Topic
1	Introduction to the lab Professional Portfolio Rubric
2	Audio-Visual Equipment Set up Digital Photos
3	Intro to EXCEL with Pretest Assessment Scores
4	Projection Principles
5	Word Processing and Email

6	Electronic Portfolios: Creation of Web page
7	Elements of Graphic Design
8	Open Lab
9	Design Disposition Summary Rubric in EXCEL
10	Open Lab
11	Intro to PPT Slides
12	Open Lab
13	Electronic Portfolio Preparation
14	Lesson Plan Model Rubric
15	Showcase Portfolios
16	Final Exam

II. Course Objectives*:

- A. Demonstrate a sound understanding of technology operations and concepts. I.5, V
- B. Plan and design effective learning environments and experiences supported by technology. V, II.1, VII.1
- C. Implement curriculum plans that include methods, materials and strategies for applying technology to maximize student learning. V, VII
- D. Apply technology to facilitate a variety of effective assessment and evaluation strategies. V, VII
- E. Use technology to enhance productivity and professional practice. V, II.2
- F. Understand the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and apply that understanding in practice. IV, V

*Roman numerals after course objectives reference goals of the university parallel program.

III. Instructional Processes*:

Students will:

1. Use journaling as a technique to facilitate classroom lecture and discussions. *Communication Outcome, Information Literary Outcome, Transitional Strategy*
2. Internalize work ethic by demonstrating regular attendance, punctuality, dependability, cooperation with teachers and peers, and professionalism. *Personal Development Outcome, Transitional Strategy*
3. Discuss classroom dynamics in various educational settings. *Cultural Diversity*

and Social Adaptation Outcome, Active Learning Strategy, Transitional Strategy

4. Design, develop, and implement different technology-based aids for curriculum-based, age-appropriate activities in K-12 classrooms. *Problem Solving and Decision Making Outcome, Active Learning Strategies*

*Strategies and outcomes listed after instructional processes reference Pellissippi State' s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

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

1. Understand the role of media and instruction. A,B,C,D,E
2. Access resources for planning instruction available via the net. A,B,C,D,E
3. Use webmail or online mail server. A
4. Search the net effectively and efficiently. A
5. Define, the following: telecommunications, direct access, dial-in access, modem, Internet, and World Wide Web. A
6. Locate, evaluate, and select appropriate teaching/learning resources and curriculum materials for the content area and target audience. A,B,C,D,E
7. Demonstrate proficiency using: dry-mount press/lamination, overhead projectors, data video projectors, document presenters, projection type screens, ink-jet/laser printers, audio/video players, compact/laser/DVD disc players, and digital cameras. A,B,C,D,E
8. Demonstrate ability to integrate data, images, and information from diverse technologies for inclusion in instructional materials. A,B,C,D,E
9. Connect a video output device. A
10. Start up and shutdown computer system and peripherals. A
11. Start an application and create a document. A
12. Insert and eject a Zip disk. A
13. Create and rename subdirectories and folders. A
14. Setup computer system and connect peripheral devices. A
15. Demonstrate proficiency in the following areas using a spreadsheet application:

create a spreadsheet with rows, columns, and headings
create formulas to perform calculations
create graph from data
define cell, data entry bar, formula, function. A
16. Demonstrate proficiency in the following areas using a database application:

create database with multiple fields and records
create custom layouts
sort database by specific fields
define field, record, layout, sort. A

17. Produce electronic slides. A
18. Establish classroom policies and procedures that ensure compliance with copyright law, fair-use guidelines, security, and child protection. F
19. Ensure equal access to media and technology resources for all students. F
20. Understand social, legal, and ethical issues related to technology. F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 40% of grade

30% quizzes

10% final

B. Laboratory Expectations: 40% of grade

40% projects/labs

C. Field Work:

N/A

D. Other Evaluation Methods: 20% of grade

20% attendance and class participation

E. Grading Scale:

90-100 A

80-89 B

70-79 C

60-69 D

00-59 F

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.