PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

INSTRUCTIONAL TECHNOLOGY I
EDU 2240

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: 0.0   **Date Revised: Summer 02**

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

Corequisites:

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
2	Communication Model
	Gardner's Multiple Intelligence
	Learning Styles
	Intelligence Testing
3	Assure Model
	ASSURE Template
	Discuss Lesson Plan & First Quiz
4	Projection Principles

	Projection Systems
	Video Systems
	Turn in Lesson Plan & Second Quiz
5	Introduction to Microsoft Word
	Third Quiz
6	Open Lab
7	Introduction to Spreadsheets
	Fourth Quiz
8	Open Lab
9	Introduction to Databases
	Fifth Quiz
10	Open Lab
11	Internet Terminology
	Graphic Design
	Bulletin Boards
	Slides
	Transparencies
	Sixth Quiz
12	Open Lab
13	i-Movie
14	Die Cut
	Dry-Mount Press
	Lamination and Die-Cut Projects
15	Finish All Projects
	Review for Final Exam
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 Literay 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. Discuss the communication theory. A,D

2. Discuss the ASSURE model for designing technology enhanced lessons. A,B,C,D,E

3. Understand the role of media and instruction. A,B,C,D,E

4. Access resources for planning instruction available via the net. A,B,C,D,E

5. Use webmail or online mail server. A

6. Search the net effectively and efficiently. A

7. Define, the following: telecommunications, direct access, dial-in access, modem, Internet, and World Wide Web. A

8. Locate, evaluate, and select appropriate teaching/learning resources and curriculum materials for the content area and target audience. A,B,C,D,E

9. Create and use distribution list for electronic mail. A

10. 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

11. Demonstrate ability to integrate data, images, and information from diverse technologies for inclusion in instructional materials. A,B,C,D,E

12.   Connect a video output device. A

13.   Start up and shutdown computer system and peripherals. A

14.   Start an application and creat a document. A

15.   Insert and eject a Zip disk. A

16.   Create and rename subdirectories and folders. A

17.   Setup computer system and connect peripheral devices. A

18.   Demonstrate proficiency in the following areas using a word processor:
        enter and edit text
        copy and paste material
        change text format and style
        check spelling and grammar
        create headers and footers
        add columns to document
        insert clip art into document. A

19.   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

20.   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

21.   Produce print-based products. A

22.   Produce electronic slides. A

23.   Use painting and drawing tools. A

24.   Define painting tool, drawing tool, medium, and media. A

25.   Establish classroom policies and procedures that ensure compliance with copyright law, fair-use guidelines, security, and child protection. F

26.   Ensure equal access to media and technology resources for all students. F

27.   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.