

Chicago State University
College of Education
Department of Reading, Elementary Education, Library Science and Communications Media
ED210 Educational Computing (2credit hours, 3 contact hours)

Term: Fall 2003

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Office Hours: Tues. 11:00-12:00, Weds. 11:00-12:00 Thurs. 2:00-5:00; other hours are available by appointment

Two Web Sites Used for ED210:

- for our syllabus, handouts, assignments, etc., go to <http://csuonline.blackboard.com> (use your CSU ID for login name, and the last 4 digits of your SS# as the password)
- for our expanding list of web sites go to *Links Sharing* at <http://www.nicenet.org> (follow sign-up procedures given in class.)

COURSE PREREQUISITES: ELCF 152 and successful completion of the university proficiency exams

COURSE DESCRIPTION: This course will provide an overview of the use of the microcomputer and related technologies in education. The focus will be hands-on experiences with technology, including the Windows operating system, scanner, digital camera, video conferencing cameras, LCD Projector, SmartBoard and Mimio. Basic teacher support software as well as educational software for grades P-8 will be introduced.

CONCEPTUAL FRAMEWORK (FACTS)

The conceptual framework serves as the model for how the College of Education prepares all candidates to succeed in helping urban children to learn. This preparation is characterized and distinguished by five broad themes: (1) appropriate **partnerships** are established; (2) consistent and frequent **assessment** of teaching and learning occurs; (3) teaching experiences are **contextualized**; (4) curriculum and instructional delivery integrates **technology** in teaching and learning; and (5) teaching and learning are **standards** driven.

The Reading, Elementary Education, and Library Science and Communications Media Department supports the College of Education's Conceptual Framework by requiring all of our programs to offer a standards driven curriculum and to utilize frequent and multiple assessments within all coursework. In addition, each program integrates a variety of learning experiences that provide contextualized teaching experiences, participation and practical uses of infused technology for teaching and learning.

COURSE OBJECTIVES:

1. Students will become familiar with computer components (hardware, input devices, output devices, connections, ROM, RAM, etc.), vocabulary, and simple troubleshooting.
2. Students will learn to use teacher support software to aid in teacher productivity (word processing, databases, spreadsheets, desktop publishing, multimedia presentation, simple web page development).
3. Students will learn to identify criteria used to evaluate educational software for children and to incorporate software into their curriculum.
4. Students will become familiar with telecommunication resources that support teaching and learning (the Internet, e-mail, electronic discussion groups, chat rooms, video conferencing).
5. Students will become familiar with interactive multimedia (CD-ROM, LCD projectors, 3-D student camera, digital camera, scanner, and presentation programs).
6. Students will appropriately and ethically integrate technology into lessons, using simple assistive technology when needed.

| Course Objective | CF | IPTS | CLAS | CTS | CAS Elementary Education |
|------------------|-----------|--|--|---|--|
| 1 | 4, 5 | 1I, 4E | 2A, 2B, 2C, 2D, 2E, 2F, 2H | 1A, 1B, 1C, 1D, 4B, | 2H, 10F, |
| 2 | 3, 4,5 | 4E, 4F, 4G, 4H, 4R, 6K, 6N | 2A, 2B, 2C, 2D, 2E, 2F, 2H, 3F | 2C, 2D, 3B, 5B, 5C, 5D, 5E, 5H, 7A, 7B, 7C, 7D, 7H, 7I, | 2E, 2G, 2H, 3C, 3G, 4G, 5K, 5M, 6I, 7F, 10F, 14I, |
| 3 | 2, 3, 4,5 | 1I, 1M, 4E, 4F, 4G, 4H, 4R, 5D, 6C, 6E, 6K, 6N | 1D, 2A, 2B, 2C, 2D, 2E, 2F, 2H, 3A, 3F | 3B, 8A, | 1D, 2E, 2F, 2H, 3K, 4G, 5K, 5M, 6I, 7F, 10F, 13E, |
| 4 | 2, 3, 4,5 | 1I, 1M, 4E, 4F, 4G, 4H, 4R, 6C, 6G, 6K, 6N | 1D, 2A, 2B, 2C, 2D, 2E, 2F, 2H, 3A, 3F | 2A, 2E, 2I, 5B, 5G, 6A, 6B, 6C, 6D, 7A, 7J, | 1D, 2E, 2F, 2G, 2H, 3G, 4G, 5M, 6I, 10F, 13E, |
| 5 | 3, 4,5 | 1I, 4E, 4F, 4G, 4H, 4R, 6C, 6K, 6N | 2A, 2B, 2C, 2D, 2E, 2F, 2H, 3F | 1E, 3B, 5B, 5F, 7A, 7B, 7C, 7G, | 2H, 10F, |
| 6 | 2, 3, 4,5 | 1I, 1M, 4E, 4F, 4G, 4H, 4R, 5H, 6C, 6E, 6K, 6M, 6N, 6O, 7E | 1D, 2A, 2B, 2C, 2D, 2E, 2F, 2H, 3F | 1F, 2B, 2F, 2G, 2H, 2J, 3A, 3D, 3E, 3F, 4A, 4C, 7I, 7L, 8D, | 1C, 2H, 2K, 3C, 3G, 4G, 5M, 6I, 8D, 9D, 9F, 9I, 10A, 10E, 10F, 10G, 10L, 12C, 12J, |

KEY: CF= Conceptual Framework; IPTS= Illinois Professional Teaching Standards; CLAS=Core Language Arts Standards; CTS=Core Technology Standards; CAS=Content Area Standards

ASSESSMENT of COURSE OBJECTIVES:

- Students correctly attach all components to the CPU.
Students successfully complete a components and cost comparison between two brands of computers.
Students successfully complete Windows Operating System projects.
Performance and Written Midterm Exams
- Students successfully complete word processing projects, database projects, spreadsheet projects, desktop publishing project, multimedia presentation project, and a simple web page intended for a classroom teacher.
Performance and Written Midterm Exams
- Students successfully complete software evaluations.
Students successfully demonstrate one piece of software to the class.
Performance Final Exam.
- Students successfully complete telecommunication projects.
Performance Final Exam.
- Students successfully use multimedia equipment in class projects.
Students successfully prepare a multimedia presentation.
- Technology Portfolio and Written Final Exam.

COURSE REQUIREMENTS

PROJECT/S POINTS

Path Name Project 10

Win98 Tasks 10

Word Processing 30

Learning Styles Inventory (5)

Name Sign (5)

Trees (5)

Voc. Quiz Project (15)

Database 55

Thank You Mail Merge (5)

Welcome Letter Mail Merge (5)

Your Own Letter Mail Merge (15)

Class database (5)

Dino database (10)

States database (15)

Spreadsheets 40

Primary Grades Expenses(10)

Math Gradebook (10)

Social Studies Gradebook (20)

Internet Projects 70

Internet Search Activity (10)

Puzzlemaker Puzzles (10)

WebQuest About WebQuests (10)

WebQuest Evaluation (15)

E-mail with attachment (10)

Web Page (15)

Scanner Projects 20

Scan Photo/s and save as JPEG (10)

Scan child's book to determine readability level (10)

Software Evals 70

4 evals from instructor demos(20)

5 independent student evals & web posting/reply (50)

Desktop Publishing 20

Invitation to Parents (10)

Classroom Newsletter (10)

Multimedia Project 20

PowerPoint Project and Presentation (20)

Midterm Exam 50

[Written 20, Performance 30]

Final Exam 50

[Written 30, Performance 20]

Technology Portfolio 20

No excuses for missing items.

CHOOSE ONE (1) OF THESE

Computer Comparison 20

Web Site Demo 20

Software Demo 20

Interactive Bulletin Board 20

REQUIRED TEXT: Sharp, Vicki (2002). *Computer*

GRADING SCALE

A 93% and ALL projects complete

B 85% but if more than 2 incomplete project = C

C 75% but if more than 3 incomplete projects = D

D 65% but if more than 4 incomplete projects = F

F below 65%

COURSE POLICIES

1. Attendance is required at each session. Each absence will result in a deduction of 5% from your final grade percentage. Medical emergencies and other reasons for missing class will be handled on a one-by-one basis with no guarantees of not deducting 5% from final grade.
2. Projects (except those assigned as homework) must be done in the ED202 lab. If you wish to receive credit for projects done during an absence, you must make arrangements with a classmate to help you do the work in the ED202 lab. The project must be turned in no later the following Wednesday after the class missed. Homework assignments will be accepted no later than the following Wednesday after the due date.
3. 3.5" disks remain in the lab until the end of the semester.
4. Because this is a professional education course, you are expected to meet the high writing standards of a teacher. Consequently, ½ point will be deducted for each grammar error & for each incidence of poor writing (clarity of message), ¼ point will be deducted for each mechanical error (punctuation, spelling, etc.).
5. You must show proficiency in the following minimal skills in order to receive your final grade. Lack of proficiency will result in a grade of Incomplete.
 - A. Understand the path names of files.
 - B. Move files to new location.
 - C. Make new folders on the C:\ and A:\ drives.
 - D. Copy files to new location (from one drive or one folder to another)
 - E. Delete files on the C:\ and A:\ drives.
 - F. Save to a specific location on C:\ or A:\ drive.
 - G. Know the difference between Save and Save As.
 - H. Change the names of files, folders, or icons.
 - I. Open 2 or 3 applications & switch between them.
 - J. Successfully use the Internet and Email (including attachments).
 - K. Appropriately integrate technology into curriculum.

EXTRA CREDIT

You may earn up to 5% extra credit points by doing one or more of the following:

1. Give a formal written summary of an article about educational technology along with a 5 minute oral presentation of the article. (2%). Ask your instructor for guidelines.
2. Complete a written software evaluation (1%). Ask your instructor for software evaluation form.

REQUIRED MATERIALS: Technology Portfolio: 3-ring binder (minimum 2" deep) with 8 dividers (1. Windows [WIN], 2. Word Processing [WP], 3. WEB, 4. Database [DB], 5. Spreadsheet [SS], 6. Software Evaluations [SW], 7. Desktop Publishing [DTP], 8. Miscellaneous [MISC])

BIBLIOGRAPHY

Our expanding list of web sites for teachers, students, and parents can be found in the *Links Sharing* section of our Internet Classroom Assistant located at <http://www.nicenet.org> If you have not already created a login name and password, do so following the directions given in class.

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**Fall 2003
COURSE CALENDAR**

| DATE (Dates may change based on student progress) | ASSIGNMENTS and DUE DATES |
|---|--|
| <p>8/28 Intro to course and text. Basic computer components and vocabulary Journey Inside the Computer video Student Bio</p> | <p>READ: Chapters 1, 2 & 3 <i>Computer Search Homework (if you chose this)</i> Complete Learning Styles Assessment on textbook CD - due 9/4</p> <p><i>DUE today: Completed Student Bio.</i></p> |
| <p>9/4 Windows 98 Guide Windows 98 Tasks Understanding Path Names In class: Path Name Project Windows98 Tasks Project</p> | <p>READ: Chapter 10</p> <p><i>DUE today:</i></p> <ol style="list-style-type: none"> 1. <i>COMPUTER COMPARISON REPORTS (if you signed up for this assignment)</i> 2. <i>LEARNING STYLES ASSESSMENT REPORT - prepared with a word processing program</i> |
| <p>9/11 Comparison of Computer Search Results and discussion Instructor Demo of <u>Reading Mansion</u> software</p> <p>Word Processing for Teachers and Students (Incorporating some Assistive Technology: learning to give the computer common word processing commands without using the mouse; intro to sticky keys, <u>Xoom Text</u>, <u>Write OutLoud</u>, <u>Kurzweil</u>, <u>Naturally Speaking</u>)</p> <p>Digital Camera In class: take each others' pictures with digital camera.</p> | <p>READ: Chapter 4 Prepare your own software evaluation #1 - due 9/18</p> <p><i>DUE today: Software evaluation of <u>Reading Mansion</u> using form distributed in class.</i></p> |
| <p>9/18 Instructor Demo of <u>Inspiration</u> software Digital Camera continued In class: Name Sign Project In class: Trees Poem Project Begin Vocabulary Quiz 1 Project</p> | <p><i>Compete your own software evaluation #2 and post on Blackboard; reply to a classmate's posting - due 9/25.</i></p> <p><i>DUE today:</i></p> <ol style="list-style-type: none"> 1. <i>Software evaluation of <u>Inspiration</u> software</i> 2. <i>Your own software evaluation #1</i> 3. <i>Identify at least one way in which teachers and children use Word Processing in the elementary classroom. Post in the appropriate section of the Discussion Board in Blackboard</i> |

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| <p>9/25 Instructor demo of <i>Storybook Weaver</i>.</p> <p>Understanding Networking (view 8 min. video)</p> <p>Internet Course Assistant (ICA) intro</p> <p>Key Ideas for Successful Use of the Internet</p> <p>In class: Complete Vocabulary Quiz 1 Project</p> | <p>READ: Chapters 8 and 9</p> <p>Complete your own software evaluation #3 due 10/2</p> <p>SIGN into the Internet Course Assistant (ICA) site following directions distributed in class. WRITE DOWN YOUR ID AND PASSWORD!!!</p> <p><i>DUE today: 1. Software Evaluation #2. Post summary on Blackboard Discussion Board and reply to a classmate's posting in a professional manner.</i></p> <p><i>2. Software evaluation of <u>Storybook Weaver</u></i></p> |
| <p>10/2 Key Ideas... continued.</p> <p>Efficiently searching the Internet.</p> <p>Email basics and uses in the classroom. (If necessary, sign up for a Yahoo email account before today)</p> <p>Creating a web page using Netscape Composer.</p> <p>PERFORMANCE AND WRITTEN MIDTERM EXAM INFORMATION</p> | <p>READ: section on CD on Search Tips</p> <p>COMPLETE: Internet Search Activity - due 10/23</p> <p>BEGIN practicing for Performance Midterm Exam.</p> <p>BEGIN studying for Written Midterm Exam.</p> <p><i>DUE today:</i></p> <p>1. <i>Bulletin Board - if you chose this project</i></p> |
| <p>10/9 Web demos</p> <p>Web Quests</p> <p>Database Intro and Using in the Classroom</p> <p>Database: Mail Merge</p> <p>In class: Thank You Note (Mail Merge)</p> | <p>READ: Chapter 6</p> <p>PREPARE FOR PERFORMANCE AND WRITTEN MIDTERM EXAMS</p> <p>Complete software evaluation #4 - due 10/30</p> <p><i>DUE today: 1. Software Evaluation #3. Post summary on Blackboard Discussion Board and reply to a classmate's posting in a professional manner.</i></p> |
| <p>10/16 Midterm Exams: Performance & Written</p> | <p>Draft your own letter to parents for mail merge project in class next week. You may do this with a word processor or by hand.</p> <p><i>DUE today:</i></p> <p>1. <i>TECHNOLOGY PORTFOLIO</i></p> <p>2. <i>If you have signed up for the WEB demo assignment, make sure your web site has been posted in the Links Sharing section of ICA at Nicenet site.</i></p> |

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| <p>10/23 Go over Midterm results and Midterm grades.</p> <p>Instructor Demo of <u>Storybook Weaver</u> software</p> <p>Web Demos using the Smart Board</p> <p>In class: Welcome Letter (Mail Merge) Your Own Letter (Mail Merge)</p> | <p>Complete software evaluation #5 - due 11/6</p> <p><i>DUE today:</i></p> <ol style="list-style-type: none"> 1. <i>INTERNET SEARCH ACTIVITY with Puzzles and Web Quest Evaluation</i> 2. <i>For those not doing the WEB demo: post your web site to the Links section of the Internet Classroom Assistant (www.nicenet.org)</i> 3. <i>Web demo, if you signed up for this</i> 4. <i>Software evaluation of <u>Storybook Weaver</u></i> |
| <p>10/30 Microsoft Works Database</p> <p>In class: Class Database Dino Database</p> | <p>READ: Chapter 7</p> <p><i>DUE today:</i> 1. <i>Software Evaluation #4. Post summary on Blackboard Discussion Board and reply to a classmate's posting in a professional manner.</i></p> |
| <p>11/6 In class: States Database</p> <p>Microsoft Excel Intro</p> <p>In class: Primary Grades Expenses Project</p> <p>Begin: Math Gradebook Project</p> | <p>READ: Chapters 11 and 13</p> <p>Complete software evaluation #6 - 11/13</p> <p><i>DUE today:</i> 1. <i>Software Evaluation #5. Post summary on Blackboard Discussion Board and reply to a classmate's posting in a professional manner.</i></p> |
| <p>11/13 Complete Math Gradebook Project</p> <p>In class: Social Studies Gradebook Project</p> | <p>READ: Chapter 5</p> <p>BRING photo/s to scan.</p> <p>BRING child's book to scan - NOT a picture book.</p> <p><i>DUE today:</i> 1. <i>Software Evaluation #6. Post summary on Blackboard Discussion Board and reply to a classmate's posting in a professional manner.</i></p> |
| <p>11/20 Instructor demo of <u>GradeQuick</u> software</p> <p>Using a scanner</p> <p>Desktop Publishing using Print Artist</p> <p>In class: Invitation to school activity</p> <p>In class: Optional: Portfolio cover</p> <p>Scanner projects cont'd</p> <p>In class: Photo scan project.</p> <p>In class: Determining Readability Level project.</p> <p>Complete Scanning and Desktop Publishing Projects</p> | <p>READ: Chapter 14</p> <p>Complete Teaching Ideas for Incorporating Technology into the Curriculum - due 12/4</p> <p><i>DUE today:</i> <i>BRING photo/s to scan.</i></p> <p><i>BRING child's book to scan - NOT a picture book.</i></p> |
| <p>11/27 Thanksgiving Holiday</p> | <p>Enjoy!</p> |

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| <p>12/4 Software demos using Mimio Microsoft PowerPoint intro Microsoft PowerPoint Project - use Inspiration software to create the storyboard for your PowerPoint Project.</p> <p>Course Evaluations</p> | <p>READ: Chapter 12</p> <p><i>DUE today: 1. Software Demo - if you signed up for this Classmates will complete software evaluation during presentations. 2. TAKE-HOME FINAL: Teaching Ideas for Incorporating Technology into the Curriculum posted on Blackboard</i></p> |
| <p>12/11 PowerPoint Presentations</p> <p>Performance Final Exam</p> | <p>DUE today:</p> <ol style="list-style-type: none"> 1. PowerPoint Presentations 2. TECHNOLOGY PORTFOLIO |
| <p>1/12/04: PICK up Technology Portfolio, and Performance Final Exam materials.</p> | |