



EDU204 Information Technology in Teaching – Fall 2010 Syllabus

Online Distant Education – Credit 3 semester hours

(Please note that this syllabus is a work in progress. The instructor reserves the right to change it at any time!)

Instructor: Sherry Black	Phone: (775) 423-7565 X2262	Email: blacks@wnc.edu
Start date: 10AM 08/30/2010		End date: 10AM 10/25/2010
<p>You are encouraged to complete the Rio Hondo Virtual College – Blackboard Orientation online tutorial or the Cerro Coso Community College online assessment quizzes to assess your computer skills and your suitability to Blackboard CE8 online distance learning before registering for this course. You are strongly encouraged to review the WNC Web Campus tutorials to learn about Blackboard CE8 Mail, Discussion, and Quiz course tools before the course start date. These tools are used in this course.</p> <p>Course prerequisites none. However, to succeed in this course, you must have course linkage skills; such as:</p> <ol style="list-style-type: none"> 1. appropriate technology skills, including computer skills, beyond the basic level; 2. appropriate college level skills in reading, writing, and oral communication; 3. problem solving skills; 4. critical thinking skills; 5. creative thinking skills; 6. academic discipline to work independently with little guidance and/or direction. <p>You must ensure that your computer is compatible with the Blackboard CE8 online learning system by reviewing, and if necessary, following, all the steps that are annotated in the WNC "Preparing Your Computer for Web Campus" link before you start the course. It is your responsibility to verify that your internet browser is compatible with the Blackboard CE8 online learning system by doing a browser check and if necessary, configure your browser to be compatible, or if need be, install a compatible browser before you start the course.</p>		
WNC Fallon Campus	Office: Virgil Getto Bldg. Room 318	Office Hours: By Appointment

Course Linkage and Transferability within the Nevada System of Higher Education (NSHE). EDU204 is a prerequisite course for EDU214 Preparing Teachers to Use Technology, College of Education, University of Nevada, Reno. It may transfer to other Nevada colleges and universities or outside Nevada. For information about how this course can transfer and apply to your program of study, please contact a WNC counselor.

Course Description per the WNC catalog. Studies the use of microcomputers in operations and word processing applicable to classroom for teachers to operate and utilize microcomputers in education.

Course Objectives. The successful student will demonstrate an ability to complete the following:

- ✓ use educational technology and computer technology beyond the basic level in the classroom;
- ✓ show critical thinking skills by creating viable educational artifacts.

Textbook. *Teachers Discovering Computers: Integrating Technology in the Classroom*, by Shelly, Cashman, Gunter, and Gunter, Sixth Edition. The textbook is available at the WNC Bookstores and via the WNC [online](#) bookstore.

Other Material. Access to a computer system that has audio capabilities— speakers and microphone or an audio headset with microphone that plugs into the computer that you will use. Access to a scanner. The WNC Libraries, Academic Skills Centers, and Regional Centers have these types of resources available to help you. A USB flash/jump drive for your course assignment files or to be your backup drive for your course assignment files.

Software for PC Users. Three requirements. (1) An office productivity suite that can convert documents into Adobe PDF format. (2) The Microsoft presentation program PowerPoint. (3) An audio editing program such as the free PC “[Audacity](#)” program or the free PC “[WavePad by NCH](#)” program to create an mp3 project. Microsoft Office 2007 and Microsoft Office 2010 fulfill both (1) and (2) requirements. However, to convert a Microsoft Office 2007 file to an Adobe PDF file you must have the free [2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS](#) installed on your computer. For pre-Microsoft Office 2007 files and other office productivity suites that do not have the Adobe PDF conversion capability you could install and use the free PC “[Open Office](#)” suite by Oracle for file conversions to Adobe PDF. The “[Open Office](#)” suite also has a presentation program that can convert its presentations to Microsoft PowerPoint presentations. The WNC Libraries, Academic Skills Centers, and Regional Centers have many of these types of resources available to help students. A note for PC users, you could download the “[Open Office](#)” suite and/or the “[Audacity](#)” program and/or the “[WavePad by NCH](#)” program to an USB U3 flash/jump drive should you not want to have any of these programs on your computer hard drive.

Software for MAC Users. Three requirements. (1) An office productivity suite that can convert documents into Adobe PDF format. (2) The Microsoft presentation program PowerPoint. (3) An audio editing program such as the free MAC “[Audacity](#)” program or the free MAC [WavePad by NCH](#) program to create an mp3 project. The “[Apple iWork 09](#)” suite by Apple, Inc., and the free MAC “[Open Office](#)” suite by Oracle fulfill both (1) and (2) with their “Save As” or “Export” functions. The WNC Libraries, Academic Skills Centers, and Regional Centers have many of these types of resources available to help students.

Course Outline. Each week starts on a Monday at 10AM and ends on the following Monday at 10AM. If you miss the due date for a quiz and/or project you receive a zero for the missed assignment. No make-ups. No extra credit.

EDU204 Week by Week Schedule								
Assignment	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
From 10 AM Monday To 10 AM Monday	08/30/10 09/06/10	09/06/10 09/13/10	09/13/10 09/20/10	09/20/10 09/27/10	09/27/10 10/04/10	10/04/10 10/11/10	10/11/10 10/18/10	10/18/10 10/25/10
Read	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6	Chapter 7	Chapter 8
Quiz	#1	#2	#3	#4	#5	#6	#7	#8
Project	#1	#2	#3	#4	#5	#6	#7	#8
Due NLT 10AM	09/06/10	09/13/10	09/20/10	09/27/10	10/04/10	10/11/10	10/18/10	10/25/10

Assessment Values - Points			
Assessment	Number	Points	Total
Quiz	08	10 points per quiz	80
Project	08	10 points per project	80
		Total	160

Grading Points to Letter Grade Scale		
	A (93%) = 149 or more	A- (90%) = 148 – 144
B+ (87%) = 143 – 139	B (83%) = 138 – 133	B- (80%) = 132 – 128
C+ (77%) = 127 – 123	C (73%) = 122 – 117	C- (70%) = 116 – 112
D+ (67%) = 111 – 107	D (63%) = 106 – 101	D- (60%) = 100 – 096
F = 095 and below & F for academic dishonesty		
Review the WNC Policy on Academic Integrity for what is “ academic dishonesty ”.		
<i>W = Official Withdrawal [must be initiated by student – professor may initiate on last day of course for failing student(s)]</i>		

Quiz. Each week has a required textbook reading assignment and a corresponding quiz. You may take each weekly quiz twice. However, you must wait 24 hours between attempts. The 24-hour wait between taking a weekly quiz over is to allow you time to restudy the course material. The questions on the second quiz attempt will be a different set of questions than those that were on the first quiz attempt. I will take the highest weekly quiz score for grade.

Project. Each week has a required project to complete. To successfully complete each project you must demonstrate a high degree of critical thinking skills and computer technology proficiency. The projects are an array of educational artifacts that could be incorporated into a Teacher's Portfolio.

Guidance. This course requires you to use a variety of skills to design and build projects, and in particular, the ability to use technology within an educational setting. This course is not designed to teach the nuts and bolts of any technology. Rather, the WNC Academic Skills Centers, the WNC Computer Labs, WNC Regional Centers, on line tutorials, self-help books, friends, colleagues, fellow enrolled students, and "plain old burning the midnight oil by trial and error" are all options that you should consider if you need to bring your technology skills up to speed. The best way to master technology is by doing. Therefore, it is your responsibility, if required, to schedule your time at an applicable venue to learn and master the technology you need, in sufficient time, to successfully complete the projects. If you are having problems seek help early, quickly, before due dates arrive!

Email Protocols. I will not accept nor acknowledge assignments by way of my WNC email address, blacks@wnc.edu! When this course is online, I will try and respond to an email within 24 to 36 hours provided you:

- ✓ use the Blackboard CE8 EDU204 Course Tools - Mail medium within the course to contact me (I will respond through this medium to you too);
- ✓ use my WNC email address, blacks@wnc.edu, only if for some reason(s) you no longer have access to the course (I will neither acknowledge nor respond to any inquiry sent to my WNC email address while you have access to the course);
- ✓ have consulted the syllabus for guidance;
- ✓ have reviewed the material within the applicable Blackboard CE8 EDU204 folder;
- ✓ have posted an inquiry via the Blackboard CE8 EDU204 "Student to Student" discussion folder to ask for help and have not received clarification to your question(s).

The "Student to Student" discussion folder is located within the Course Tools – Discussions on the Blackboard CE8 EDU204 homepage. It is where students can ask each other for help and/or clarification, about the course, assignments, etc. I will not acknowledge, nor answer, nor respond to your questions and/ or replies in the "Student to Student". This is a forum for students to help each other.

Technical Assistance. For technical assistance with Blackboard CE8 and/or technical assistance with this course contact our WNC Fallon campus Blackboard CE8 Technical Assistant, Bob Josephs, at josephsr@wnc.edu. Telephone 775-423-7565 X2269. Bob Josephs is also available to provide hands on training should you need help with completing the projects. He is located in WNC Fallon Pinion Hall, Faculty 7. His work hours are Monday – Wednesday from 9AM to 2PM and Thursday from 3PM to 8PM.

Disability Support Services. If you have a disability for which you will need to request an accommodation, please contact the WNC Disability Support Services office (WNC Carson City Bristlecone building, Room 103) at (775) 445-3266 or (775) 445-3275 as soon as possible to arrange for the appropriate accommodation.