ITED350.02W/03W/04W

Syllabus Fall 2010

Class Hours: Web course conducted through Blackboard

Instructor: Kevin Williams

Kevin Williams

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Office Hours: I do not hold office hours but am available by email, phone, or at my campus office. For a more immediate reply to emails, you are encouraged to send emails to Kevin.williams@tamut.edu.

Catalog Description

This course is designed to help students become more confident with technology and its application to instructional technology. Emphasis is placed on computer assisted communications, software/hardware analysis, and the design and execution of instruction using electronic means. (3 credit hours)

Course Overview

This course is intended to help students develop a knowledge base relating to the use of technology to increase productivity and enhance communication skills. On completion of this course, students will be able to use basic technology tools in order to communicate with and present information to various audiences.

Teacher candidates will be able to meet some of the requirements of the technology competencies for Pedagogy and Professional Responsibilities TExES by applying the use of appropriate technologies to meet the learning objectives for the PreK-12
classrooms. (Please see competency 9 of the PPR EC-12 TExES preparation manual: http://texes.ets.org/assets/pdf/testprep_manuals/100_pedprofrespec_4.pdf

Students who are majoring in areas other than education will be able to apply the technology skills learned in this course to their fields of study.

**Prerequisite**

BCIS 1305 Business Computer Applications or equivalent.

**Required Materials**

A book is not required for the course. However, each student should purchase a USB drive (also known as a flash drive, jump drive or thumb drive) for storing and transporting files. Internet access is required and MS Office 2007. **Work may not be submitted in Office 2003.** The Computer lab in Room 251 is also available for students who can travel to campus. The lab has Internet access, as well as software that would be needed for the course.

Software requirements:

1. Microsoft Office 2007 (MS Word, MS Excel, MS PowerPoint, MS Publisher). Publisher is only available when you purchase the Professional version of Office 2007. It is pricey so I suggest you use the computer lab for that module if you can.

2. Inspiration software. Inspiration is a visual learning and knowledge organizing tool to which you would be introduced in the course. Inspiration allows you to construct concept maps, timelines, Venn diagrams, etc., strategies that allow you to present information visually. Inspiration is available in the computer lab on campus for those who can travel to campus. However, you may purchase a copy for about $60 dollars from the company’s web site at http://www.inspiration.com/. However, I suggest you download a 30-day trial version from http://www.inspiration.com/freetrial/index.cfm. This will be sufficient to meet the requirements of this course.

**Course Objectives**

By the end of this course, students will be able to:

- Discuss technology terms, concepts and issues relating to the use of technology in a variety of settings.
- Evaluate and communicate the appropriate choice of technology for various situations.
- Perform simple file management and Windows desktop tasks, such as creating folders, moving and deleting files, and creating shortcuts.
• Create presentations using MS PowerPoint.
• Produce materials for specific communication needs using a variety of application software such as word processing, spreadsheet, and desktop publishing.
• Conduct Internet research using a variety of search engines and resources.
• Develop a multimedia project.
• Evaluate software and online resources for professional uses.

Course Requirements

All students registered in this course must:

1. Use Blackboard for all class communications. E-mail is available within Blackboard that would be used to convey class information and submit assignments as requested by the instructor. Note that students enrolled at the university also has e-mail address similar to this: loginname@student.tamut.edu. So if your last name is Smith and your CWID ends in 3456, your e-mail address would be smit3456@student.tamut.edu
2. Participate fully in class discussion on Blackboard discussion board. Full participation is defined as login in at least twice a week to post original thoughts or respond to others.
3. Login in regularly to work on course assignments. Course assignments must be submitted on the Assignment Tool or by e-mail (as directed by the Instructor) by the due date. Once the assignment is closed, it will not be reopened for any reason other than for medical emergency.
4. Complete all exams on the due date and time. Once the exam is closed, it will not be reopened. Contact instructor if a scheduled exam will be missed for genuine medical reasons. Contact with instructor must be initiated at least 24 hours before the exam is to start.
5. Type all assignments and project documents. All works used in the assignments and projects must be cited using APA style. Falsification of data, plagiarism, and lifting of materials from the Internet without proper citation are ground for a grade of F in the course.

Academic Integrity

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of an F in the course and/or disciplinary actions. For additional information, see the university catalog. The student is responsible for reading and understanding the A&M-Texarkana Policy on Academic Integrity.

Accommodations for Disability
Students with disabilities may request reasonable accommodations through the A&M Texarkana Disability Services Office by calling 903-223-3062.

**Instructional Procedures**

Through a project-based learning approach, the instructor will facilitate student’s exposure to new topics, engage students in scholarly discussion, and assist learners through research and design of major oral/written reports and projects. Major communication channels include E-mails, Discussion board, Assignment help forum, face to face meetings, and telephone conversation.

**Course Evaluation**

The course will be evaluated as follow:

<table>
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<tr>
<th>Evaluation Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>Modules</td>
<td>200</td>
</tr>
<tr>
<td>8 @ 25 points (Zipping, Publisher, Computer, Word, PowerPoint, Research, Inspiration, Excel)</td>
<td>200</td>
</tr>
<tr>
<td>Exams (4 exams)</td>
<td>100</td>
</tr>
<tr>
<td>Class Participation on Discussion board points</td>
<td>50</td>
</tr>
<tr>
<td>Power PowerPoint Presentation (submitted for grading)</td>
<td>50</td>
</tr>
<tr>
<td>Final Project (Module #9)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td></td>
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**Grading Scale**

A = 90% of 500  
B = 80% of 500  
C = 70% of 500  
D = 65% of 500  
F = below 65%

**Modules**
You will be expected to complete nine modules that are based on technologies covered in this class. The nine modules include:

<table>
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<tr>
<th>Zipping File</th>
<th>Microsoft Publisher</th>
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| **Understanding your Computer**  
  Includes Exam | **Microsoft Word**  
  Includes Exam |
| Internet and Research  
  Includes Exam | Microsoft PowerPoint |
| Inspiration | Final Project |
| Microsoft Excel  
  Includes Exam | |

Each module has an introduction that familiarizes you with the kind of knowledge and skills that the module will cover. This is followed by action items, which are activities that you complete to build your skills in each application area. At the end of 4 modules are exams that test your knowledge of the module content. All exams would be completed using Blackboard Exam tool by the due date.

**Discussions**

**Participation in the Blackboard discussion board is a requirement for this class.**

Discussion topics will be assigned by the instructor, and instruction for discussion board activities is available from the class homepage in Blackboard. Every class member is expected to contribute to the discussion during the period the discussion is open. The discussion postings will be graded based on the criteria listed below. Other criteria may be indicated in your assignment instruction.

Discussion demonstrates:

- An understanding of the significant ideas relevant to the topic under discussion indicated by the correct use of terminology
- The precise selections of the pieces of information required to make a point
- Accurate information and knowledge
- An elaboration on the statements with accurate evidence and the use of specific and appropriate examples
- Engagement in the discussion evidenced by the quality and frequency of participation

**Presentation Development**

You will be required to develop a PowerPoint presentation for a selected audience, which would be submitted for grading. The score for this presentation is separate from the PowerPoint module exam score. You are responsible for selecting a topic to research, identifying the audience and defining the purpose of your presentation. Your
topic must be approved by the instructor. Topics must be submitted for approval through Blackboard e-mail. The presentation will be assessed on the quality of the content, creativity, and communication effectiveness.

**Final Project**

A final project is required in this course. Your final project will consist of you building a website. More information will be provided later.

**Examinations**

Course Modules Internet Research, Understanding Your Computer, Word and Excel will be assessed by an examination. The examinations will assess the student's understanding of the content, terminology, skills and performance objectives.

**Resources**

All materials needed for course are in the Course Modules in Blackboard. This is supplemented by Internet resources.

**References**


Pan 350° Tilt 110° Remote Control 320° PTZ pan/tilt rotation vertical 110° can control the rotation angle through App. Waterproof IP66. Protection against harsh weather and the environment. The camera is weather and durable. TF Card & Cloud Storage. Supports up to 128GB TF card and provides cloud storage service (need to pay extra cost). You can choose either or both to store your recordings and avoid the risk of losing footage from the card. Motion Detection & Auto Tracking. When someone breaks into shooting area, Motion detect and send push notification on your mobile phone. Day and Night Vision. Built-in IR Cut with 4Pcs ARRAY IR LED and 5Pcs White LED, 30-50 meters IR distance, 20-40M full color Night vision. 1 mitsubishi 2 utlander 317 02 4DLA-GG2W SUV 5R 6R L. 1NISSAN 2TITAN 317 4SL 5F 6R L. 1DAIHATSU 2 ira 306 4L275 5R 6R L. 1HYUNDAI 2K NA 318 4Li ITED 5R 6R L. 1NISSAN 2URVAN CALAVAN NV350 312 06 4E2Se e 5F 6R L. 3430073 1HYUNDAI 220 316 01 5R 6R L. 1NISSAN 2TITAN 306 4L275 5R 6R L. 1HYUNDAI 2K NA 318 4Li ITED 5R 6R L. 2CA ry 317 12 4V 70 2.0L 2.5L 5R 6R L. Electronic Transformer LED 350/2x9W 2x3-way distributor + 2 short circuit plugs Euro. Description: electronic safety transformer for 350 mA, mains cable 2m with Euro plug, with two 3-way distributors, max. permissible cable: 5 m. Connection: 220 - 240V / 50 - 60Hz. Special features: constant 350 mA / max. 56 V DC, protected against short-circuit, overload and no-load.