

University of North Carolina at Greensboro
Department of Library and Information Studies
Department of Curriculum and Instruction

Course: LIS 120 – Introduction to Instructional Technology for Educational Settings

Instructor: Gail Holloman Holmes

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Blackboard Office Hours: Sundays 6:00-9:00 pm

Textbook:

Course Description:

Teachers in North Carolina are expected to demonstrate mastery of National Educational Technology Standard (NETS). Teachers should be prepared to use technology to enhance teaching and effectively integrate technology in the learning environment while teaching the North Carolina Computer Skills Curriculum to students.

This hands-on course covers the NETS-T standards. Students who successfully complete this course will receive documentation to be placed in the advanced technology portfolio.

****IMPORTANT** Please Read! **IMPORTANT****

To successfully complete this online course, you must have access to the Internet and meet the hardware/software requirements found on the student resource page on the login screen in Blackboard. You will be expected to spend about 2 hours each week working in Blackboard and on computer assignments. If you are unable to meet these requirements, you should consider enrolling in the face- to face section of this course.

Since this is an online course, students will be expected to check the announcements in Blackboard and complete assignments each week. All assignments and communication should be done electronically (directions will be provided in Blackboard). Electronic messages will be returned within 48 hours.

Objectives:

At the conclusion of this course students should be able to:

1. Demonstrate an understanding of operations and technology systems. NETS-T IA
2. Demonstrate proficiency in the use of input and output devices. Solve routine hardware and software problems and make informed choices about technology systems, resources and services. NETS-T IA
3. Select and use technology resources to increase productivity. NETS-T VC
4. Use content specific tools to support learning and research. NETS-T IIIA
5. Use technology to maximize student learning and use it to facilitate higher order thinking skills and real world problem solving. NETS-T IIIC
6. Use technology to locate, evaluate, manage, and communicate information from a variety of sources. NETS-T IVB
7. Use technology tools to collect, analyze, interpret, represent, and communicate student performance data. NETS-T IVC

8. Evaluate and select new information resources and technological innovations based on appropriateness to specific tasks. NETS-T IIC
9. Use a variety of media and formats, including telecommunications, to collaborate, publish, and interact with peers, experts, and other audiences. NETS-T VD
10. Identify technology resources available in schools and analyze how accessibility to those resources affects planning for instruction. NETS-T IIC
11. Plan ways to continue growth in technology knowledge and skills to stay abreast of current and emerging technologies. NETS-T IB
12. Model and teach legal and ethical practice related to technology use. NETS-T VIA
13. Apply technology resources to enable and empower learners with diverse backgrounds, characteristics, and abilities. NETS-T VIB
14. Identify and use technology resources that affirm diversity. NETS-T VIC
15. Promote safe and healthy use of technology resources. NETS-T VIC
16. Facilitate equitable access to technology resources for all students. NETS-T VIE

Topics Studied

- I. Computer Operations
 - a. Hardware
 - b. Software
 - c. Setup, Maintenance and Troubleshooting
- II. Word Processing and Desktop Publishing
 - a. Entering, editing and formatting text
 - b. Curriculum Integration
- III. Media Communications
 - a. Newsletters, flyers, certificates, and brochures
 - b. Role of media in communicating
- IV. Telecommunications
 - a. Internet resources
 - b. Teaching with internet resources
- V. Database
 - a. Creating a database
 - b. Integrating database into the curriculum
- VI. Spreadsheet and Graphing
 - a. Creating Spreadsheets
 - b. Integrating spreadsheet into the curriculum
- VII. Merging Documents
 - a. Letters
 - b. Documents and tables
- VIII. Social Ethical, Legal and Human Issues
 - a. Copyright
 - b. Safety, security, health issues
- IX. Multimedia Integration
 - a. Websites
 - b. Creating assignments for websites
- X. Professional Development

Assignments

DATE	Overview	Assignment
Post June 22 Due June 28	Lesson Plans, Standard Course of Study, Teacher Resources	LEARN NC, NC WiseOwl Reflection
Post June 26 Due July 5	Group Discussions and Projects	Collaborative Project
Post June 28 Due July 6	Expectations, Computer Operations, Setup, Maintenance, Grading, Troubleshooting, Blackboard, Email, Q& A	Bookmarks
Post June 30 Due July 7	Desktop Publishing Newsletter	Brochures, Letters, Flyers, Certificates, Invitations
Post July 5 Due July 11	Copyright, Social, Ethical, Human Issues, and Internet Safety	PowerPoint
Post July 7 Due July 13	Google, Scavenger Hunts, Webquests and ThinkQuests, Word Processing	Internet Research Quest
Post July 10 Due July 17	Activating and Summative Strategies	Hook
Post July 12 Due July 18	Designing effective lesson plans	Lesson Plans
Post July 14 Due July 21	Online Communications: Geocities, Scholastic, School Notes, Word, Web Wizards, etc.	Websites
Post July 17 Due July 24	Excel	Spreadsheets
Post July 19 Due July 24	Group Discussions	Collaborative Project
Post July 21 Due July 25	Letters	Communication
Post July 24 Due June 28	Online Tools	Timeline, Flyers, Bingo, Brochures, etc.
Post July 26 Due June 28	EXAM	

Grade Contract and Permission to Share documents

I will complete the requirements for “A” by completing all assignments in its entirety and post by deadline. I understand that I must complete all the requirements noted to receive a grade of “A”. If I fail to complete the requirements of a single assignment, my grade will drop to “B”.

Signature

I will complete the requirements for “B” by completing all assignments required for “B”. I understand that I must complete all the requirements noted to receive a grade of “B”. If I fail to complete the requirements of a single assignment, my grade will drop to “C”.

Signature

I give the instructor, Gail H. Holmes, permission to burn my files to CD and or post documents on the web to share with other students in the class.

Signature

I do not give the instructor, Gail H. Holmes, permission to burn my files to CD and or post my documents on the web to share with other students in class.

Signature

Grading Scale

Letter Grade	Point Range
A	100-93
A-	92-90
B+	89-86
B	85-83
B-	82-80
C+	79-76
C	75-73
C-	72-70
D+	69-66
D	65-63
D-	62-60
F	Below 60