



EDU204 Information Technology in Teaching
Fall 2011 Syllabus
Eight Week - Online - 3 Credit Course

Instructor: Sherry Black	Phone: TBD	Email: blacks@wnc.edu
Start date: Monday 8:00AM 08/29/2011		End date: Sunday 11:55PM 10/23/2011
<p>This is fast-paced, intensive, eight-week, online course. This course uses the Moodle 2.0 Learning Management System (LMS). You are strongly encouraged to visit the WNC Moodle Student Resources site to understand the mechanics of the Moodle LMS prior to the course start date. You are strongly encouraged to visit the WNC Online site to learn how to access this course prior to the course start date.</p> <p>Although there are no course prerequisites, to succeed in this course, you must have course linkage skills; such as:</p> <ul style="list-style-type: none"> ✓ Information technology literacy, which includes computer skills, beyond a basic level; ✓ College skills in reading, writing, and verbal communications; ✓ Critical thinking skills; ✓ Academic discipline to work independently with little guidance and/or direction. 		
WNC Carson City Campus	Office: TBD	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 the ability to:

- ✓ Understand a variety of informational technology applications that are applicable to the classroom;
- ✓ Use a variety of skills and specific informational technology to create viable INTASC educational artifacts.

Textbook. *Teachers Discovering Computers: Integrating Technology in the Classroom 6th Edition.* Shelly/Gunter/Gunter. 2010 Course Technology, Cengage Learning. ISBN13: 9781439078358. The textbook is available at the WNC Bookstores, or the [WNC Online Bookstores](#), or online at Amazon.com, or Cengage Learning.

Other Material. You will need two ancillary computer hardware items to successfully complete this course. They are:

- ✓ 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 have scanners for WNC student use.

Software for PC Users. You will need two software items to successfully complete this course. They are:

- ✓ An office productivity suite that has an Adobe PDF conversion capability. If your productivity software is other than Microsoft Office 2007/2010 **and does not have an Adobe PDF conversion capability** you could download/install and use the free [Open Office](#) suite, by Oracle, PC version, which has an Adobe PDF conversion capability.
- ✓ An audio editing program to create an audio file in the mp3 format. If you do not have an audio editing program with the mp3 capability you could download/install and use the free [Audacity](#) sound editor, PC version, or the free [WavePad](#) sound editor, PC version, by NCH. Both have the mp3 capability.

Software for MAC Users. You will need two software items to successfully complete this course. They are:

- ✓ An office productivity suite that has an Adobe PDF conversion capability. If your productivity software is other than Apple *iWork* **and does not have an Adobe PDF conversion capability** you could download/install and use the free [Open Office](#) suite, by Oracle, MAC version, which has an Adobe PDF conversion capability.
- ✓ An audio editing program to create an audio file in the mp3 format. If you do not have an audio editing program with the mp3 capability you could download/install and use the free [Audacity](#) sound editor, MAC version, or the free [WavePad](#) sound editor, MAC version, by NCH. Both have the mp3 capability.

Course Schedule. Each week starts on a Monday at 8:00AM and ends 11:55PM the following Sunday. The EDU204 Week by Week Schedule Table outlines the assignments and their due dates.

EDU204 Week by Week Schedule Table								
Assignment	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
From 8AM Monday To 11:55PM Sunday	08/29/11 09/04/11	09/05/11 09/11/11	09/12/11 09/18/11	09/19/11 09/25/11	09/26/11 10/02/11	10/03/11 10/09/11	10/10/11 10/16/11	10/17/11 10/23/11
Read Textbook	CH #1	CH #2	CH #3	CH #4	CH #5	CH #6	CH #7	CH #8
Take Quiz	#1	#2	#3	#4	#5	#6	#7	#8
Complete Project	#1	#2	#3	#4	#5	#6	#7	#8
Due NLT 11:55PM Sunday	09/04/11	09/11/11	09/18/11	09/25/11	10/02/11	10/09/11	10/16/11	10/23/11

Points to Grades. Assignment quizzes and projects are graded assignments and have point values. The total point value for graded assignments is 160. A missed due date for a graded assignment results in zero points for that (applicable) graded assignment. There are no make-ups. There is no extra credit.

Point Value			
Assignment	Number	Points	Total
Quiz	8	10 points per quiz	80
Project	8	10 points per quiz	80
		Total	160

Point Value to Letter Grade		
	A (93%) = 160 – 149	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 – 000. F for academic dishonesty. Review the WNC Academic Integrity policy for what is academic dishonesty.		
W= Official Withdrawal [must be initiated by student – professor may initiate on last day of course for failing student(s)]		

Quiz. Each week has a required textbook reading assignment and a corresponding online quiz. Each quiz validates your understanding of a textbook reading assignment. 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. Specific instructions are located within the EDU204 homepage.

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 specific information technology proficiency. Six of the projects are an array of educational artifacts, that meet INTASC standards, and that could be incorporated into a Teacher's Portfolio. To receive a grade, a project must be uploaded via the EDU204 Assignments venue. Specific instructions are located within the EDU204 homepage. *I do not accept nor acknowledge projects* that are sent to me by any other mediums; such as, dropped off at my office, or sent to my WNC email address, or faxed, or posted via US mail, UPS, etc.

Textbook Guidance. The course textbook provides a survey of informational technology and illustrates the use of a variety of informational technology within classroom settings that an undergraduate and seasoned teaching professional will find apropos to the 21st century classroom. The purpose of the textbook is to provide you the opportunity to understand an array of informational technology and applications that are applicable to the modern classroom. The course textbook does not annotate step-by-step procedures on how to use a particular informational technology application, nor provide step-by-step guidance on how to create a specific course project.

Project Guidance. This course requires you to use a variety of skills to design, build, and format projects by way of specific informational technology. This course is not designed to teach the nuts and bolts of any specific informational technology. Rather, the WNC Libraries, technology manuals, internet research, on line tutorials, self-help books, friends, colleagues, fellow enrolled students, etc., are all options that you should consider if you need to bring a specific informational technology skill, that you need, up to speed. The best way to master informational technology is by hands-on doing. Therefore, it is your responsibility, if required, to schedule your time at an applicable venue to master a specific informational technology that you may need, in sufficient time, to successfully complete the projects. If you are having project problems seek help early, quickly, before due dates arrive!

Communications Protocol. Prior to the course start date if you need to contact me; I will accept email addressed to my WNC email address (blacks@wnc.edu). However, *when this course is online*:

- ✓ You must use the EDU204 Message medium to contact me;
- ✓ I will not accept nor acknowledge email sent to my WNC email address concerning EDU204 course issues;

When this course is online, I will try and respond to your EDU204 Messages addressed to me within 24 to 36 hours provided you:

- ✓ Have consulted the syllabus for guidance first;
- ✓ Have thoroughly reviewed the material;
- ✓ Have posted an inquiry via the Student-to-Student Forum to ask for help and have not received clarification to your question(s) within 24 to 36 hours by way of the Student-to-Student Forum.

The Student-to-Student Forum is located within the EDU204 homepage. The Student-to-Student Forum is where students can ask each other for help and/or clarification, about the course, assignments, etc. I will not answer nor respond to your questions and/or replies in the Student-to-Student Forum. This is your forum to be used, by students only, to help each other succeed in the course.

Note. I will provide you with my WNC Carson campus office location and WNC Carson campus phone number when known. In an emergency, or if you no longer have access to the EDU204 course, you will have three ways to contact me: (1) my WNC Carson campus phone, (2) my WNC Carson campus office, (3) my WNC email address. These mediums are for resolving administrative issues not technical problems nor for forwarding graded assignments. I will attempt to respond to you, by the same venue, within 24 to 36 hours; except, weekends. I will respond to communications sent to me on weekends (voice mail – email) either on the upcoming Monday, or Tuesday, at the latest.

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 Campus, Bristlecone Building, Room 103) at 775-445-3266 or 775-445-3275 as soon as possible to arrange for the appropriate accommodation.