

CIS-221

CIS-223

**Instructional Technology for Elementary/Secondary Educators
Fall, 2007
Tentative Syllabus**

Instructor: Shannon Scanlon

Office: T-162-J

Voice mail: 313-845-6346

E-mail: sscanlon@hfcc.net

Note: I will respond within 2 business days to all e-mail and phone calls.

Class Web Site: <http://henryford.ucompass.com>

<http://my.hfcc.edu>

(You will use the UCompass and Portal links regularly for this class)

Text Web Sites: <http://scsite.com/tdc4>
<http://scsite.com/winxp2007/learn>
<http://scsite.com/wd2007>
<http://scsite.com/ex2007/learn>
<http://scsite.com/ppt2007/learn>
<http://scsite.com/pr/learn>

Your web site: <http://acs.hfcc.net/~login> where login is your user or login id for HFCC systems. This YOUR web site where you can view your electronic portfolio once completed!

Catalog Description: This computer course introduces elementary/secondary education majors to the implementation, application and issues of microcomputers in education. Topics include computer literacy, classroom use of hardware and software for student learning, and computer resources to stay current with multi-media technology.

Pre-requisite: Enrollment in pre-education program

Required Texts: Teachers Discovering Computers: Integrating Technology in the Classroom (4th edition), and CIS221/223 Custom Edition, Henry Ford Community College. *You are responsible for all material contained in both texts!*

Required Supplies: *High capacity data storage device on which to maintain a copy of your portfolio (“thumb or flash drive”—plugs into USB port, 256 MB minimum) available at HFCC Store, Staples, Costco, etc.*

Course objectives:

Upon completion of the general preparation component of their program, prospective teachers will:

1. demonstrate a sound understanding of the nature and operation of technology systems.
2. demonstrate proficiency in the use of common input and output devices; solve routine hardware and software problems; and make informed choices about technology systems, resources, and services.
3. use technology tools and information resources to increase productivity, promote creativity, and facilitate academic learning.
4. use content-specific tools (e.g., software, simulation, environmental probes, graphing calculators, exploratory environments, Web tools) to support learning and research.
5. use technology resources to facilitate higher order and complex thinking skills, including problem solving, critical thinking, informed decision making, knowledge construction, and creativity.
6. collaborate in constructing technology-enhanced models, preparing publications, and producing other creative works using productivity tools.
7. use technology to locate, evaluate, and collect information from a variety of sources.
8. use technology tools to process data and report results.
9. use technology in the development of strategies for solving problems in the real world.
10. observe and experience the use of technology in their major field of study.
11. use technology tools and resources for managing and communicating information (e.g., finances, schedules, addresses, purchases, correspondence).
12. evaluate and select new information resources and technological innovations based on their appropriateness to specific tasks.
13. use a variety of media and formats, including telecommunications, to collaborate, publish, and interact with peers, experts, and other audiences.
14. demonstrate an understanding of the legal, ethical, cultural, and societal issues related to

technology.

15. exhibit positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
16. discuss diversity issues related to electronic media.
17. discuss the health and safety issues related to technology use.

Note: These are adapted from the ISTE National Technology Education Standards. For more information, visit their web site at: <http://cnets.iste.org/teachers/index.shtml>

Measurement of Objectives: Labs and projects, portfolio evaluation, discussion board, reflection

Lab Hours: The CIS open lab (T-194) hours will be posted for this semester, but they are generally M-F 8:30 am-10 pm during the fall semester, and 8 am – 4 pm Saturday. Office XP and Internet access are available on all open lab computers. You must sign in and provide proof of enrollment in a CIS class if asked. Office 2007, KidPix, Media Blender, Hyperstudio, Inspiration and Kidspiration are available on the computers in the “course-specific” section of T-194.

The Media Center Computers in the HFCC library are open during library hours. Internet access and Office are available.

Attendance policy: On-line students should check the web site regularly (twice a week is recommended). Because of the accelerated pace of spring courses, I will make all assignments available by the end of May. It is your responsibility to turn them in by the due date. For students in the traditional classroom, or in the hybrid section, you will be directed to the UCompass site to access course assignments.

Withdrawal policy: To withdraw from this class, you must officially withdraw from the class at the office of the registrar before the appropriate time. I will give drops only in extenuating circumstances.

Academic Integrity: The college policy on cheating will be followed. If any student plagiarizes the work of another or engages in any form of cheating, that student will receive a failing grade in this course. See the current college catalog for the complete policy.

HFCC Computer Literacy-Effective September 2000, Henry Ford Community College requires that all newly admitted students demonstrate basic computer literacy skills before graduation. Completion of either CIS 221 or 223 will be

accepted as proof of computer literacy. The HFCC computer literacy competencies are defined as the ability to:

1. Log into and out of HFCC's network
2. Operate basic hardware, use a mouse, format a disk, save files, download information, print, etc.
3. Comprehend the operating system, including file/folder tree structure, toolbars, find, explorer, etc.
4. Use e-mail
5. Exercise basic word processing skills.
6. Manipulate a browser for Internet access, use search engines, identify appropriate search terms, select and evaluate WWW sites.
7. Understand personal responsibility (copyright laws, netiquette, and privacy issues) in an electronic world.

Portfolio-All lab requirements will be stored in an electronic portfolio as part of your web site on the HFCC server. You should keep a back-up of this electronic portfolio, as it will be deleted from the HFCC server one semester after graduation. It will be helpful in transferring (it's required at UM-D), and in interviewing for your first teaching position.

Grade Breakdown:

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|--|---------|
| Word Processing Assignment | 10 pts. |
| Spreadsheet and Chart | 10 pts. |
| Blog/ Reflection | 20 pts. |
| PowerPoint | 15 pts. |
| Electronic Portfolio Organization (Web Site) | 10 pts. |
| Electronic Portfolio Design, Completeness | 10 pts. |
| Hyperstudio | 5 pts. |
| Digital Media Project | 10 pts. |
| Kidpix (CIS221) or UCompass (CIS223) | 10 pts. |
| Inspiration | 15 pts. |
| Web Quest | 20 pts. |
| Lesson Plan | 20 pts. |
| Bulletin Board Postings | 15 pts. |
| UCompass Assignments | 30 pts. |

Total Points

200

Extra Credit will be awarded to students that respond to technical questions/problems posted by classmates on the discussion board.

Grading Scale:

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|------------------|---|
| 185 + points | A |
| 170 - 184 points | B |
| 150 – 169 | C |
| 130 – 149 | D |
| <130 | E |

Tentative Topic Outline-- TDC refers to Teachers Discovering Computers: Integrating Technology and Digital Media in the Classroom

| Monday Date | Topic/Text/Chapter | Assignment |
|--------------------|---|---|
| August 27, 2007 | Introduction to Course UCompass Portal Information Literacy Windows Basics Chapter 1 TDC | <ul style="list-style-type: none"> • Update personal info in UCompass • Post 1st thread to discussion board • Create folders on storage device, h: drive <p>If you are not familiar with Microsoft Windows, complete Introduction to Microsoft Windows XP in the CIS221/223 text.</p> |
| September 3, 2007 | E-mail & Internet usage Internet Searches Word Processing | <ul style="list-style-type: none"> • Word Processing Lab Packet • UCompass Assignment • Read Kathy Schrock article "The ABC's of Web Site Evaluation" <p>If you are not familiar with word processing, complete Creating and Editing a Word Document in the CIS221/223 text.</p> |
| September 10, 2007 | Electronic Spreadsheets Chapter 2 - TDC | <ul style="list-style-type: none"> • Spreadsheet and Charting Lab Packet <p>If you are not familiar with Microsoft Excel, complete "Creating a Worksheet and an Embedded Chart" in the CIS221/223 text.</p> |
| September 17, 2007 | | <ul style="list-style-type: none"> • Review ISTE standards • Reflection/Blog Lab Packet • UCompass Assignment |
| September 24, 2007 | PowerPoint Chapter 3 - TDC | <ul style="list-style-type: none"> • PowerPoint Lab Packet |

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| October 1, 2007 | Hardware and Multimedia Devices Chapter 4 - TDC | <ul style="list-style-type: none"> • UCompass Assignment |
| October 8, 2007 | Chapter 5 TDC--Digital Media in the Classroom | <ul style="list-style-type: none"> • Hyperstudio Packet Complete "Learning the Basics of Creating a Hyperstudio Stack" in CIS221/223 text |
| October 15, 2007 | Digital Media, continued | <ul style="list-style-type: none"> • Media Blender • Microsoft Producer |
| October 22, 2007 | KidPix | <ul style="list-style-type: none"> • Multimedia Project Lab Packet |
| October 29, 2007 | Technology Integration Chapter 6-TDC | <ul style="list-style-type: none"> • Integrating Technology into a Lesson Plan Lab Packet • UCompass Assignment |
| November 5, 2007 | Web Quests | <ul style="list-style-type: none"> • Web Quest Lab Packet |
| November 12, 2007 | Inspiration | <ul style="list-style-type: none"> • Inspiration Lab Packet |
| November 19, 2007 | Evaluating Educational Technology – Chapter 7 - TDC | <ul style="list-style-type: none"> • UCompass Assignment |
| November 26, 2007 | Copyright Issues | <ul style="list-style-type: none"> • "Why Copyright Matters" in CIS221/223 text |
| December 3, 2007 | Security Issues, Ethics and Emerging Technologies in Education – Chapter 8 – TDC | <ul style="list-style-type: none"> • Reflection/Blog complete |
| December 10, 2007 | Electronic Portfolio complete by Wednesday, December 12 at midnight | All lab assignments due in electronic portfolio on flash drive and uploaded to HFCC ACS system |