Course Context
This is a 3-credit undergraduate course that serves as an introduction to educational technology offering students a survey of integration and collaboration technology tools.

Course Description
This course has been developed for aspiring K-12 educators that are enrolled in a pre-service program. Candidates for this course may have little or no computer experience but want to develop the skills and strategies that will help integrate the use of computer technology in future educational practice.

<table>
<thead>
<tr>
<th>Course topics</th>
<th>ISTE Technology Leadership Standards</th>
<th>CTE Goals/Outcomes</th>
<th>Standards for Alaskan Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>TL-V.D. Use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning. Candidates:</td>
<td>5, 6</td>
<td>7,8</td>
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<tr>
<td>PDF Documents</td>
<td>I. A. Demonstrate introductory knowledge, skills and understanding of concepts related to technology.</td>
<td>5, 6</td>
<td>7, 8,</td>
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<tr>
<td>Conferencing</td>
<td>V.A use technology resources to engage in ongoing professional development and lifelong learning.</td>
<td>4, 5, 6</td>
<td>6, 7</td>
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<tr>
<td>Web-Searching</td>
<td>V.A use technology resources to engage in ongoing professional development and lifelong learning.</td>
<td>4, 5, 6</td>
<td>4, 6</td>
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<tr>
<td>Word-Processing</td>
<td>I. A. demonstrates introductory knowledge, skills and understanding of concepts related to technology.</td>
<td>3, 5, 6</td>
<td>7, 3,</td>
</tr>
<tr>
<td>Databases</td>
<td>I. A. demonstrates introductory knowledge, skills and understanding of concepts related to technology.</td>
<td>3, 5, 6</td>
<td>5,</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td>TL-IV.B. Use technology resources to collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning. Candidates:</td>
<td>3, 5, 6</td>
<td>5,</td>
</tr>
<tr>
<td>Graphics</td>
<td>I. A. demonstrates introductory knowledge, skills and understanding of concepts related to technology.</td>
<td>5, 6</td>
<td>5, 7</td>
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<tr>
<td>Multimedia</td>
<td>TL-V.C. Apply technology to increase productivity. Candidates: Create multimedia presentations integrated with multiple types of data using advanced features of a presentation tool and model them to district staff using computer projection systems</td>
<td>4, 5, 6</td>
<td>4, 5, 7, 8</td>
</tr>
<tr>
<td>Library Research</td>
<td>V.A use technology resources to engage in ongoing professional development and lifelong learning.</td>
<td>5, 6</td>
<td>5,4</td>
</tr>
</tbody>
</table>
Relation to conceptual framework:
This course introduces teachers to an array of educational technology tools allowing them to evaluate these tools so that they are prepared to use technology effectively, creatively, and wisely and helps students to do so as well. Each task in this course will require that the student interact with one of ten technology tools. Students will use the tools to complete projects that demonstrate technology integration.

Instructional methodologies:
This course is delivered online. Participants must have access to the Internet and e-mail. Participants work through the 10 task outlined on the course web page. It is a self-paced course that must be completed in one semester.

Required text:
This course requires that the student read web resources. No textbooks are required.

Optional texts:
The Non-Designer's Design Book" By Robin Williams

Course objectives: Students will be able to:
1. Communicate via e-mail using attachments.
2. Download, send and create PDF documents.
3. Communicate with a learning community by logging into Caucus and contributing to a discussion.
4. Evaluate search engines and the use of Boolean logic.
5. Complete a word processing document that incorporates a wide variety of formatting skills.
6. Complete a simple database and mail merge document.
8. Create a graph depicting student progress using a grade book in a spreadsheet.
9. Email and print graphics in the proper format and size.
10. Take a screenshot and attach it to an email.
11. Complete Multimedia presentations that incorporate a minimum of 3 media and share it electronically.
12. Become familiar with online educational resources and research an educational topic using these resources.
13. Check-out electronic books using the University Library system.

Course content:
1. Establish and maintain e-mail communications with instructor
2. Open read, forward and create Portable Document Files (PDFs)
3. Log-on to the University Caucus and participate in a class discussion on technology in the classroom.
4. Perform 3 different types of web searches.
5. Word-process a document using advanced features.
6. Create a basic database and perform a mail merge.
7. Create a basic spreadsheet with a graph
8. Create digital images (pictures) for a variety of purposes
9. Create a multimedia presentation that incorporates the use of text, sound and graphics for the purpose of integrating technology into the classroom.
10. Become familiar with online educational resources and research an educational topic using these resources.

Grading Scale:
The class will be based on a 1000-point system,
- All B’s will earn 80 - 90 points of 1000
- All A's will earn 90 - 100 points of 1000.
- Any task below a B will be incomplete.
The final grade will be based on total points earned.
- 900 - 1000 = A
- 800 - 900 = B
- 700 - 800 = C
- 600 = 500 = D
- 500 and below = F

Schedule:
This course is web based and self-paced.

**Technological competencies:**
Students will need basic email and web browsing skills.

**Diversity:**
**Students with Special Needs:**
The University of Alaska Southeast is committed to equal opportunity and programmatic access for students with disabilities. Students who need a modification or accommodation to participate in any UAS program or service should contact the Student Resource Center at 465-6439 (text telephone is also available at this number). Early contact with the Student Resource Center helps ensure a positive educational experience.

**Bibliography/Websites:**

**Educational Directories:**
**Teaching about Technology**
http://www.education-world.com/a_sites/sites003.shtml By the publishers of education world. A search engine for educational Web-sites only. News from USA Today, monthly site reviews and employment listings. Lesson plans, articles written by education experts, and information on how to make the best use of technology in the classroom. (MB)

**Kathy Schrock's Guide for Educators**
http://school.discovery.com/schrockguide/index.html Great site for teachers wanting to get ideas for a variety of subjects from agricultural education to World Languages/Regions. Links updated daily! (SB)

**Other Search Engines:**
Google at http://www.google.com
Lycos at http://www.lycos.com
WebCrawler at http://www.webcrawler.com
AltaVista at http://www.altavista.com
Excite at http://www.excite.com
Infoseek at http://www.infoseek.go.com
HotBot at http://www.hotbot.com

**Educational Technology Standards:**
National Educational Technology Standards for Students
http://cnets.iste.org/teachers

**Alaska Technology Standards**
http://www.eed.state.ak.us/contentstandards/Technology.html

**Learning and Technology:**
Using Technology to Improve Student Achievement by NCREL
http://www.ncrel.org/sdrs/areas/issues/methods/technlgy/te800.htm

**Website Evaluation:**
WWW CyberGuide Ratings for Content Evaluation
http://www.cyberbee.com/guides.html

**Website Design:**
Web Page Design for Designers by Joe Gillespie
http://www.wpdfd.com/index.htm A site about designing for the World Wide Web, with a particular emphasis on graphic design and content rather than on technology

**Webmonkey for Kids**
http://hotwired.lycos.com/webmonkey/kids
If you want to teach kids HTML, here's a good starting point. Webmonkey for Kids includes HTML and Web design lessons, project ideas and templates, and even a guide for parents and teachers. (added 3/6/00, from Artful Minds)

**Site Design and Graphics** by Webdeveloper.com  
http://www.webdeveloper.com/design

**Teacher Portfolios:**  
**Creating and Using Portfolios on the Alphabet Superhighway**  
http://www.ash.udel.edu/ash/teacher/portfolio.html

Multimedia in the Classroom  
http://teachingcenter.wustl.edu/classrooms/multimedia/classroom-multimedia

**PowerPoint**  
PowerPoint in the Classroom  
http://www.actden.com/pp/  
A tutorial with a classroom focus