

# University of Winnipeg Faculty of Education

## Introduction to Information Technology for Educators (EDUC 2601/3)

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### Introduction:

The course will introduce students to the information technology skills they need to both access and present information and will show them how to transmit these skills to their students. The workplace and post-secondary institutions expect high school graduates to be able to use basic information and communication technologies. Therefore, technology education needs to be present in schools from kindergarten to grade twelve to prepare students to use and apply technology in effective, efficient and ethical ways.

Topics will include educational applications of information technology, personal productivity and information presentation tools, remote connectivity and communication, educational software evaluation, and computer-managed instruction along with end-user hardware and software skills. If these skills are weak, they will be improved. **The class will have a chance, to some extent, to choose which software programs** upon which to concentrate.

### Objectives

- To allow student teachers develop computer skills
- To help student teachers utilize technology more effectively
- To help student teachers develop critical questions about the implications of technology in our lives
- To assist teachers with the integration of information technology into their own subject areas.
- To understand the role that technology can play in teaching and learning
- To develop understanding of the security, social, and ethical issues involved with technology use in education and establish personal principles regarding the responsible use of technology
- To be aware of research regarding the impact of technology on teaching and learning
- To explore and examine tools and resources available to educators to effectively integrate technology into the classroom
- To focus on the active engagement of students, developing positive attitudes towards technology, reducing technology related anxiety, and building confidence in technology ability

### What is information and communication technology (ICT)?

Information and communication technologies include computers, laptops, digital cameras, video cameras, digital microscopes, scanners, cell phones, electronic games, digital audio devices, global positioning systems, electronic whiteboards, the Internet, et cetera. ICTs in the classroom will continue to evolve as new technologies emerge over time.

### What is Literacy with ICT?

Literacy with ICT means choosing and using ICT, responsibly and ethically, to support critical and creative thinking about information and about communication as citizens of the global community.

Literacy with ICT consists of critical and creative thinking, ethics and responsibility, and ICT literacy.

Technology education is to be integrated into all subject areas so that the learner outcomes are achieved while students are learning other content areas such as language arts, social studies, mathematics and science. By the 2008-09 school year it is required that:

*All K-8 classrooms in all Manitoba schools and divisions use the **Developmental Continuum for Literacy with ICT** ( <http://www.edu.gov.mb.ca/k12/tech/licit/>) and report to parents on student literacy with ICT.*

### **Course Content:**

This course will focus on students' applying technology to their teaching in a project-based format, and **not** on teaching various technical skills. The ICT curriculum outcomes can be met using a wide variety of technology applications. For example, one student could integrate the use of a digital camera into their teaching, while another could use a computer spreadsheet in their instruction. Both would be integrating technology into their teaching and specifying both subject area outcomes and ICT outcomes in their planning documents.

***Note:** a) The Instructor will, as much as possible, facilitate student learning in any of the above areas, but not to the detriment of the course objectives.*

*b) A **flash / jump drive is required for this course.** For our purposes, the cheapest ones sold will be sufficient – as a matter of fact, due to these kind of drives generally not having security software to interfere with our security systems on university computers, they are preferable.*

**IMPORTANT:** Many materials will be made available online. Online course materials may be viewed through [Web CT](#) using computer terminals available at the University of Winnipeg library or any computer with access to the internet. All announcements, updates, and guidelines on individual assignments will be posted at the instructor's [Web CT](#) site. Throughout the term, students are **required** to refer to the postings and the Online *Course Readings* at the aforementioned web site in order to prepare for various assignments in the course. Students without ready access to a computer with the Windows Operating System and an internet connection will find it extremely difficult or be unable to complete this course.

**SCHEDULE:** The following *tentative* schedule is provided as a guideline for students to help prepare for the sessions. Timelines for topics should be considered a guide only. Time constraints and other unforeseen factors may require that some of the topics below be omitted or covered in less detail. Further detail will be given as topics are developed. This **will allow some flexibility in approach** to address student interests and needs. In order to meet various institutional deadlines, assignment deadlines are final and are not normally subject to change.

Class	Topics	Assignments
Class 1	<ul style="list-style-type: none"> <li>• Course Outline &amp; Expectations. Lab rules &amp; Introductions.</li> <li>• Digital Divide: Why we need this course (text gen. gap)</li> <li>• Testing flash drives – portable apps</li> <li>• Hardware &amp; Software (Apple vs. PC). The Suite Concept.</li> <li>• Pictures taken for student project</li> <li>• Introduction to Word</li> <li>• Search engines &amp; search strategies</li> </ul>	<ul style="list-style-type: none"> <li>• e-mail joke assigned to be submitted via WebCT</li> <li>• Scavenger Hunt assigned</li> <li>• Reflection (Word Assignment) given to be submitted via WebCT</li> </ul>
Class 2	<ul style="list-style-type: none"> <li>• Folders and Files, Drop-down Menus – Windows structure</li> <li>• E-mail</li> <li>• Scanning and digital images.</li> <li>• Basics of the Net / computers</li> <li>• Security, Favorites, file extensions</li> <li>• Viruses / safety / malware</li> </ul>	<ul style="list-style-type: none"> <li>• Scavenger Hunt collected</li> </ul>
Class 3	<ul style="list-style-type: none"> <li>• Accessing information: Web resources</li> <li>• Why and how to use technology</li> <li>• Smart board resources and demo</li> <li>• Excel – use / demo</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Assignment given to be submitted via WebCT</li> </ul>
Class 4	<ul style="list-style-type: none"> <li>• Strategic Learning Outcomes / ICT (Information and Communication technology)</li> <li>• Presentation tool - PowerPoint - New, Edit, Lists, Links, Animation, Sound, Transitions, Templates, Timing, Viewer, Web integration, automated PowerPoint Slideshows</li> <li>• Collaborative Working Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Microteaching Assign. #1 assigned</li> <li>• Evaluating websites; Assign Web evaluation</li> </ul>
Class 5	<ul style="list-style-type: none"> <li>• Saving files &amp; graphics</li> <li>• Literacy with ICT across the curriculum</li> <li>• Collaborative Working Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Microteaching Assign. #1 presented</li> <li>• Microteaching Assign. #2 assigned</li> </ul>
Class 6	<ul style="list-style-type: none"> <li>• Movie Maker introduced</li> </ul>	<ul style="list-style-type: none"> <li>• Microteaching Assign. #2 presented</li> <li>• Movie Maker Project assigned</li> </ul>
Class 7	<ul style="list-style-type: none"> <li>• Basics of HTML / Introduction to NVU</li> <li>• Work on web page project</li> <li>• Understanding WebQuests</li> </ul>	<ul style="list-style-type: none"> <li>• Web page project Assigned</li> </ul>
Class 8	<ul style="list-style-type: none"> <li>• Citing of images / other proper citations</li> <li>• Deconstruction of hate on the Net and other ethical issues (plagiarism / privacy / cyberbullying)</li> </ul>	

Class 9	<ul style="list-style-type: none"> <li>• Creating a simple electronic portfolio – teacher / student</li> <li>• Collaborative Working Sessions</li> </ul>	
Class 10	<ul style="list-style-type: none"> <li>• Collaborative Working Sessions</li> <li>• Course Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Movie maker project shown to class and turned in on a DVD-R.</li> </ul>
Class 11	<ul style="list-style-type: none"> <li>• Policies and Procedures: Security, Screening (Censorship), AUP</li> </ul>	
Class 12	<ul style="list-style-type: none"> <li>• Internet Distance Learning</li> <li>• Canadian Copyright Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Web page project shown to class and handed in on CD-R</li> </ul>

## EVALUATION:

**Note: All materials submitted for evaluation in this course must be in digital form.**

Evaluation will be based upon quality of assignments completed, instructional skills as demonstrated in class presentations, final portfolio project, and class participation. Students must keep a backup copy of all assignments. Following is a list of assignments that must be completed. All assignments must be turned in on time to receive credit for this section.

### 1. Microteaching Topics – Value 20% (10%each)

Topics are:

#### Microteaching Assignment 1 - can be done in pairs

Find a research paper or a magazine type article dealing with the impact of technology on teaching and learning. It can be one of the links provided in the course outline. Report and comment on what the author(s) is(are) saying using PowerPoint with reference to:

- Topic the authors researched or reported on
- Data collected or reference points
- Their findings
- Your comments on this. (Agree, disagree, why?)

Give a short presentation (5-10 minutes) to the class, and send in a copy of your presentation via WebCT.

#### Microteaching Assignment 2- can be done in pairs

Make a PowerPoint Presentation about yourselves of up to eight slides in length and present it to the class using the teaching machine. Be sure to include at least one image on each slide, and make use of at least one hyperlink. Submit a copy via WebCT.

### 2. Word Reflection Assignment – Value: 10%

A Word document submitted via WebCT.

### 3. Excel Assignment – Value: 10%

Spreadsheet assignment submitted via WebCT

#### 4. MovieMaker Project – Value: 15%

Using **MovieMaker**, put together a show that runs for 3-5 minutes which includes video and sounds showing how you would teach a topic of a chosen subject to a class. You will model appropriate teaching using this technology. It will be shown to class and turned in on a DVD-R.

You will need to make your own video of yourself or someone else teaching and edit that video to include at least one or two topic pages,

#### 5. Web page Project – Value 20%

Create a single web page done using NVU which will include at least one image, a link to a website, and your working e-mail address. You will create this page as if you were creating / maintaining a classroom teacher's website, with homework assignments, a weekly calendar (using a table), and a special event for which the class is preparing. It will be shown to class and turned in on a CD-R or DVD-R.

#### 6. Class Assignments and Engaged Learning: Value - 25%

Throughout this course, a number of small assignments will be used to focus discussion, expand student thought, and develop related expertise. These will include an **e-mail**, a **web scavenger hunt**, and a **web page evaluation**. Active class participation and **attendance** will also factor into this evaluation component. Participation means regular and punctual attendance at class and active participation in class discussion and activities.

**DUE DATES:** Assignments will have to be submitted on or before the corresponding class. In order to meet various instituted deadlines, assignment deadlines are **final** and are normally not subject to change. There will be a **penalty** deduction of **ten percent** (10%) of the assignment total **per day** for late submissions. Late submissions will not be accepted **without valid medical documentation**. Please note that Saturday and Sunday will be included in calculating penalties.

Students are not permitted to submit the same assignment for more than one course without the consent of each instructor.

### GRADING SYSTEM

Letter Grade	Range
A+	Above 93
A	90 – 92
A-	86 – 89
B+	81 – 85
B	74 – 80
C+	66 – 73
C	58 – 65
D	50 – 57
F	Below 50

**GRADES:** All final grades are tentative until approved by the *Senate Committee on Academic Standard*, which issues grades on behalf of the University of Winnipeg Senate.

***IMPORTANT:*** Students are encouraged to familiarize themselves with the Academic Regulations and Policies found in Section VII of the University of Winnipeg Course Calendar, available online at <http://www.uwinnipeg.ca/index/calendar-calendar>. Particular attention should be given to subsections 7 (Student Discipline), 8 (Senate Appeals), and 9 (Grade Appeals).

- It is the student's responsibility to retain a photocopy or computer copy of ALL assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
- This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some of the above topics be omitted or covered in less detail than indicated.
- Please be aware that you may not submit one paper for credit in two different courses.

### **Services for Students with Disabilities:**

Students with documented disabilities requiring academic accommodations for tests/exams (e.g. private space) or during lectures/laboratories (e.g., access to volunteer note-takers) are encouraged to contact Disability Services (DS) at 786-9771 or to discuss appropriate options. Specific information about DS is available on-line at <http://www.uwinnipeg.ca/index/services-disability>. All information about disability is confidential.

You can access a version of this Course Outline by following the link from the instructor's **Web CT** website. The instructor may post **course updates** and early unofficial results at the website; please check with your instructor.