# Moravian College
# Technology in the Classroom (ED 240.2)

## SYLLABUS

Spring 2007
 Tuesday / Thursday - Section A (9:10 - 11:10)
 Wednesday / Friday - Section B (9:10 - 11:10)
 Monday /Wednesday - Section Z (7:00 pm - 9:00 pm)

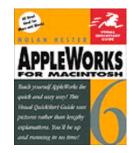## Mr. R. Szabo, Instructor

## Instructor Information

Instructor: Ronald J. Szabo
 Office Hours: Tuesday / Thursday 11:10-12:10

email: merjs02@moravian.edu

Home: 610-867-8989
 Office: 610-625-7986

## Text (Suggested, not Required)

Appleworks 6 for Macintosh, Nolan Hester, Peachpit
Press, 2000
ISBN: 0201702827

## Course Description

The importance of educational technology continues to develop as a powerful tool for both teachers and students. This course teaches the fundamentals of word processing, digital and video imagery, presentation preparation and web site construction and their application to the teaching / learning process. Students are expected to become knowledgeable and proficient in the use and applications of these tools. Specially designed assignments and projects, oriented to the elementary and secondary classroom setting, facilitate the development of these skills.

## Course Goals

- To master the use of word processing software.
- To learn how to use the Internet for research, classroom ideas and lesson plans.
- To develop and publish an educational web site with links.
- To learn how to integrate the Internet into classroom instruction.
- To develop a slide show for teaching purposes.
- To explore various ways technology can be used in the classroom.

## Course Requirements

- Peruse all assigned text pages. The text is a technical manual and should be used for reference only. Skim each assigment to obtain needed background for each class.
- Because of the relative few classes that this course meets, attendance at all classes and active participate in discussions is critical. Call or email **prior** to class, if you are going to be absent. Only illness or emergency will be accepted as an excused absence. If you are not sure, contact me prior to the class that will be missed. **If you should miss more then one (1) class, for any reason, it is strongly advised that you consider dropping the class.** Missing any class without prior notification will lower your final grade by a half grade per absence (i.e. an A will be an A-). Arriving late or leaving early will also be noted.
- Participation will be evaluated based on your presentations, preparedness for class, neatness and thoroughness in assignments and ability to contribute to discussions. You will be expected to be able to demonstrate techniques and principles taught in class.
- Successful completion of all assignments and major projects.
- Assignments are designed to reinforce and practice skills taught in class. Assignments will be handed in electronically when necessary or printed. Assignments are to be posted electronically 1 hour before class, if possible
- Projects -
    1. Create a newsletter with multi column format and graphics
    2. Create a multimedia presentation with Appleworks Slide Show
    3. Create and publish a professional website
- Complete and submit all work and projects on time. Grades will be lowered for lateness. Class work and assignments missed because of excused absences must be made up. It is the responsibility of the student to obtain assignments and complete them within a week of the absence. Work missed for an unexcused absence cannot be made up.
- Demonstrate through testing and/or presentations, a good understanding of how technology can be used in the classroom.
- Tests: Will be announced as needed.

## Assessment

**This class is designed for you to master basic computer skills in the area of word processing, database, digital and video imagery and web page construction. Classroom experiences have been designed to reinforce and use skills taught in class. Upon evaluation, if the skills appear not to have been mastered, you may resubmit the assignment to demonstrate your level of skill has improved. You may resubmit any assignment to demonstrate your level of skill has improved. Both the original and the resubmitted assignment will be taken into consideration as far as overall assessment. Assignments with grades that are lowered because of proofreading, spelling or grammatical errors may NOT be resubmitted.**

1. **Class Participation - 10%**

2. **Assignments - are assessed as either being completed: at, below or above expected demonstrated knowledge of skill. Any assignment assessed as below expected performance may be resubmitted for reevaluation. - 15%**
3. **Major Projects**
   - **Newsletter - 20%**
   - **Slide show - 25%**
   - **Website - 30%**

**Projects may not be resubmitted for re-evaluation**

**Both subjective and objective evaluations will be used to determine final class grades.**

## Grading

- **A= Your work is outstanding and done with little outside assistance. It goes beyond requirements and shows perception and insightfulness. All students will be able to earn an "A" if they care to, but not everyone will endeavor to put for the extra effort and time.**
- **B= You go beyond the requirements enhancing your work by incorporating previously learned techniques into basic assignments.**
- **C= You meet all requirements adequately.**
- **D= You demonstrated less then adequate mastery of the course content and applicable computer skills.**
- **F= You failed to demonstrate a basic understanding of the topics and concepts taught. Work was missing or excessive absences were noted.**

## Other Information

**Academic Honesty - Moravian's Academic Honesty Policy will be followed as stated in the Student Handbook. Failure to follow these guidelines may result in failing this course.**

**Snow days - Listen to the radio or television for information on college closings.**

**Expected Work Load - For this course, it is expected that you will work between 4 - 6 hours outside of class in preparation and study.**

**Education Office Hours - Every evening, but Friday, Saturday, and Sunday, the education is located on the third floor of the Academic Building. The office is open until 6:00 PM.**