

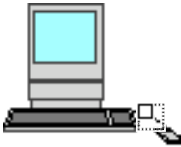
**Moravian College**  
**Technology in the Classroom (ED 240.2)**

**SYLLABUS**


Spring 2008  
Tuesday / Thursday - Section A (12:50 - 2:50)  
Wednesday / Friday - Section B (10:20 - 12:20)  
Monday /Wednesday - Section Z (7:00 pm - 9:00 pm)

**Mr. R. Szabo, Instructor**

**Instructor Information**

Instructor: Ronald J. Szabo Office Hours: Before or after class or by Appointment  email: merjs02@moravian.edu  Home: 610-867-8989 Office: 610-625-7986	
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**Text (Suggested, not Required)**

Appleworks 6 for Macintosh, Nolan Hester, Peachpit Press, 2000 ISBN: 0201702827	
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**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 advanced techniques of word processing software.
- To understand and apply basic principles of design to document and presentation creation
- To learn how to efficiently use the Internet for research, classroom ideas and lesson plans.
- To learn how to integrate the Internet into classroom instruction.
- To develop and publish an educational web site with links.
- To produce a presentation for classroom use based upon principles of instructional design.
- To explore various ways technology can be used in the classroom.

**Course Requirements**

- Peruse an assigned text page. The text is a technical manual and should be used for reference only. Skim each assignment to obtain needed background for each class.
- Because of the relative few classes that this course meets, attendance at all classes and active participation 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 than two (2) classes, 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 web site
- 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, 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 an 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 and/or projects 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%
  - Web site - 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 forth the extra effort and time.
- B= You go beyond the requirements enhancing your work by incorporating previously learned

- C= You meet all requirements adequately.
- D= You demonstrated less than 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.

Grades are calculated by applying the following point value to each A=10, A-=9, B+=8, B=7, B-=6, C+=5, C=4 C-=3, D+=2, D=1 Then multiplying by the percentage stated above.

Final grades are calculated by summing the point values and then converted into the following range distribution.

A = 9.5 - 10	C+ = 4.5 - 5.49
A- = 8.5 - 9.49	C = 3.5 - 4.49
B+ = 7.5 - 8.49	C- = 2.5 - 3.49
B = 6.5 - 7.49	D+ = 1.5 - 2.49
B- = 5.5 - 6.49	D- = .5 - 1.49

Example:

	Class Participation	Assignments	Newsletter	Slideshow	Web Site	Total
Percentage	10	15	20	25	30	100
Student	10	10	8	10	9	
Weighted	1	1.5	1.6	2.6	2.7	9.3

Total Weighted Grade 9.3 converted Grade: A- (See chart above)

### 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.