

FALL 2004 SYLLABUS TTU - CUED 6920 TECHNOLOGY FOR TEACHERS

Course Requirements

http://maconcountyschools.com/ttu_cued_6920--fall_2004.htm

Patricia Ferguson, Instructor

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Macon County Board of Education

501 College Street

Lafayette, TN 37083

Access Tennessee Technological University's website by clicking on the link below:

<http://www.tntech.edu/>

Class Meetings & Project Due Dates:

Scheduled Class Meetings & Project Due Dates	
MACON COUNTY	
All Meeting Times: 3:30 p.m. Place: Technology Learning Center, Macon County Board of Education	
Organizational Meeting	September 2, 2004 -- 3:30
Class I (Project #1)	September 14, 2004
Class II (Project #2)	October 5, 2004
Class III (Project #2--Continued)	October 26, 2004
ALL Projects Due	November 9, 2004
Each project topic will be taught at a scheduled class meeting. The project will be due at the next class meeting. If the project is not complete at that time, it is the student's responsibility to e-mail, mail, or bring the project to Patricia Ferguson.	

Links to help you complete your assignments:

[Technology for Teachers Links](#)

Syllabus

Overview of the class:

You will have **TWO** assignments to prepare during the semester. The assignments are meant to help you as a teacher to improve your awareness of and use of technology for educational purposes, and to challenge your current technology skills. The assignments/projects are:

PROJECT #1-- Using the **Atomic Learning** website as tutorials to help you learn a new Technology concept to use in your classroom.

PROJECT #2-- Using **PowerPoint** to design a 20-30 slide presentation to be used in your classroom during this semester.

About your assignment:

--Completed assignments may be brought to a class meeting, brought to me at the Board of Education, or emailed to me: fergusonp@k12tn.net

--Question or problem about an assignment? Send an email to me (fergusonp@k12tn.net) explaining your problem or call me.

--Attend the scheduled training sessions that correspond with the assignment in question. Scheduled dates are listed above.

~~The training sessions are to help assist you if you are having problems with an assignment.

~~Each project topic will be taught at a scheduled class meeting. The project will be due at the next class meeting.

~~If the project is not complete at that time, it is the student's responsibility to e-mail, mail, or bring the project to Patricia Ferguson.

~~Students who have the technology skills to complete the projects independently may do so. However, independent projects must meet the same criteria as those taught in class.

Students who have technology skills and wish to propose alternative projects should talk with Patricia Ferguson early in the semester.

ANY STUDENT WHO DECIDES TO NOT COMPLETE THE COURSE MUST EITHER DROP THE COURSE OR WITHDRAW FROM THE UNIVERSITY. NEITHER DR. SMITH NOR DR. PHELPS HAS THE AUTHORITY TO REMOVE A STUDENT FROM THE ROLL.

ALL STUDENTS WILL RECEIVE A GRADE AT THE END OF THE SEMESTER. STUDENTS WHO HAVE NOT COMPLETED ALL ASSIGNMENTS WILL RECEIVE A GRADE OF "I". IN DECEMBER OF 2005, THE "I" WILL BECOME AN "F" IF ASSIGNMENTS ARE NOT COMPLETED AND SUBMITTED TO PATRICIA FERGUSON, SITE COORDINATOR FOR CUED 6920.

All assignments are due on or before the Assignment Due Dates above.	
**SHOULD ANYONE WHO SIGNED UP FOR THIS CLASS DECIDE <u>NOT</u> TO COMPLETE IT, THEY MUST OFFICIALLY DROP THE CLASS WITH THE UNIVERSITY. **	
To submit assignments:	fergusonp@k12tn.net
Mailing Address:	Patricia Ferguson, Technology Director Macon County Board of Education 501 College Street Lafayette , TN 37083
To communicate with the instructor:	fergusonp@k12tn.net
To access assignments and instructions:	http://maconcountyschools.com/ Click on the CUED 6920 link

MACON COUNTY -- CUED 6920 -- FALL 2004

Project 1-- Atomic Learning



<http://www.atomiclearning.com>

"Atomic Learning provides software training with short tutorials on dozens of applications focused on answering the common questions teachers, students and anyone else may have when learning software..."atoms of learning".
The [QuickTime Plugin](#) is needed to use this site. Click here to get [QuickTime](#) or click the QuickTime link at the bottom of this webpage."

PART I -- Atomic Learning Curriculum Tools

- ❑ Download the "FREE" QuickTime Plugin by Clicking the QuickTime link above.
- ❑ Proceed through the QuickTime installation. *If you have problems installing Quicktime, let me know and I will help you.*
- ❑ Access the **Atomic Learning** website using the URL above and the login username and password for Macon County. If you do not know the username and password, contact me by phone or by email and I share that with you.
- ❑ Click "Curriculum Tools"
- ❑ Choose **ONE** of the following topics from the **Curriculum Tools**. Choose a topic that is challenging to you. Each topic has a series of 1 to 3 minute Quicktime tutorials. Access **EACH** tutorial under that topic. Log your topic and log each tutorial viewed. After completing the entire series of tutorials for **ONE** of the topics, send an email to me listing the topic and each tutorial that you completed.
- ❑ "Curriculum Tools" topics to choose from: (Choose one topic)
 1. [Searching the Web.....](#)(The INTERNET)...There is a wealth of information waiting for you on the Internet, if you know the right tools to use and the right way to use them. A common problem is finding too much information . . . lots of "stuff", just not the specific "stuff" you need. This series is designed to help you cut through the clutter and quickly get to the "right stuff".

2. [Microsoft Office 2002 \(XP\) Charting Workshop.....](#)(Microsoft EXCEL)...You see them all the time. Fancy charts and graphs in reports, presentations, newspapers, magazines and on the web. They take numerical information and make it graphical, easier to understand. You can learn to do that too, using **Microsoft® Office Excel 2002 XP** and this series of 38 informative tutorials.

3. [Office 2002 \(XP\) Newsletter Workshop.....](#)(Microsoft WORD)...One popular way of using **Microsoft® Office XP** is to create attractive publications that combine text and graphics. Here is a step-by-step guide to using Office XP to create a newsletter.

PART II

- From the [Atomic Learning](#) website (<http://www.atomiclearning.com>), enter your username and password
- Click "WINDOWS TUTORIALS"
- Choose ONE of the following from the "Windows Tutorials". Choose a topic that is challenging to you. Each topic has a series of 1 to 3 minute tutorials. Access EACH tutorial under that topic. Log your Topic and each tutorial viewed. After completing the entire series of tutorials for ONE of the topics, send an email to me listing the topic that you choose and list each individual tutorial that you completed under that topic.
- "WINDOWS TUTORIALS" topics to choose from: (Choose ONE topic)

1. netTrekker.....netTrekkerSM is an online search engine for schools that provides easy access to over 180,000 educator-selected resources, organized by curricula and aligned to state standards in the United States.

2. Word 2002 (XP) - Intro.....Microsoft® Word 2002 is the Office XP word processor. Create great-looking documents in less time. This introductory series shows you how!

3. Word 2002 (XP) - Intermediate.....Microsoft® Word 2002 is the Office XP word processor. This intermediate level series takes you several steps beyond what is covered in our Word 2002 intro series.

4. Microsoft Word 2002 (XP) - Advanced.....Here you'll find tutorials covering the more advanced topics surrounding the use of Microsoft® Word 2002 (XP).

5. Excel 2002 (XP) - Intro.....The comprehensive tools in Microsoft® Excel 2002 , the spreadsheet module of Office XP, make it easy to create powerful spreadsheets and work with others to review and analyze them.

6. Excel 2002 (XP) Intermediate.....Microsoft® Excel 2002, the spreadsheet module of Office XP, makes it easy to create powerful spreadsheets. This intermediate skills series will take you many steps beyond the basics.

7. Excel 2002 (XP) - Advanced.....The advanced tools in Microsoft® Excel 2002 , the spreadsheet module of Office XP, make it easy to create powerful spreadsheets to manage and analyze data. These tutorials cover the more advanced aspects.

8. PowerPoint 2002 (XP) - Intro.....Work smarter with Microsoft® PowerPoint® 2002, the Office XP presentation graphics program. Create attention-grabbing slides quickly and easily.

9. PowerPoint 2002 (XP) - Advanced.....Move way beyond the basics with this advanced Microsoft® PowerPoint® 2002 (XP) series. You'll learn how to work faster and smarter by taking advantage of features most users never discover.

Project 2 —PowerPoint

Use *PowerPoint* to create one classroom presentation (Between 20-30 slides) to be used with your students (on electronic presentation system or as transparencies. If you do not have access to an electronic presentation device, let me know and I will help provide one for you.)

The presentation must include:

1. A between 20-30 slides
2. You can choose the subject, but you must be able to use the presentation with your students in your classroom.
3. a title page (Title, your name, date, your school);
4. fair use disclaimer;
5. minimum/maximum text guidelines;
6. accessing, saving, and referencing an internet graphic;
7. using digital images from scanners, digital cameras, and/or photo services;
8. selecting templates;
9. add custom animations;
10. add slide transitions;
11. and -- animated Gifs, video clips, and audio *may be* included.

(If you need extra help using PowerPoint, access Atomic Learning at <http://atomiclearning.com> for short tutorials on all of the above.)

When you have completed the PowerPoint Presentation, use the presentation as part of your classroom instruction or activity.

I will need the following submitted to me on or before the project deadline:

1. A brief summary describing the results of the classroom presentation. Share your thought about the effectiveness of the presentation as a classroom tool for teaching. Was it successful or not?
2. A copy of the presentation in one of the forms below:
 - Print the completed presentation either as **full pages** or **2 slides** to a page
 - **or save the presentation to floppy disk(s) OR burn to a CD.**
 - **or email the presentation to me (if the file is very large, zip the file before emailing).**

If you have questions on any of the above, please let me know. You can email me at: fergusonp@k12tn.net or call.

Links to help you complete the assignment:

Fair Use Disclaimer: <http://www.adec.edu/admin/papers/fair10-17.html>

Other PowerPoint tutorial websites to help you:

1. http://internet4classrooms.com/on-line_powerpoint.htm

[Basic Slide Show](#) |

[Addition Slide Show](#) |

[Advanced Tutorials](#) |

[Integration Ideas](#) |

[Slide Shows to Download](#)

[Great PowerPoint Sites on the Web](#)

Written by Susan Brooks and Bill Byles

2. <http://www.eiu.edu/~booth/pub/IntroPPointXP.pdf>

Written by: Sandra K. Nees, Booth Library, Eastern Illinois University

3. <http://help.unc.edu/pdf/1843.pdf>

By the University of North Carolina at Chapel Hill

- 4.

<http://www.microsoft.com/education/default.asp?ID=OfficeXPTutorial>

By Microsoft -- 1) Scroll down the page and click "PowerPoint 2002";
2) Click "Save" to save the tutorial to your hard drive OR click "Open" to open and view the tutorial.