

Course Name: IntegrateOnline 101: Introductory Technology Integration for Educators

Course Description

This course is designed to provide educators with an in-depth understanding of how to use technology as a seamless part of the teaching and learning experience. This self-paced, interactive course enables busy educators to train at their own pace, whenever and wherever they have access to a computer with an Internet connection. Educators immerse themselves in learning how computers and multimedia technology can be incorporated into the classroom through standards-based instruction.

This course is open to all K-12 personnel. There are no prerequisites for this course.

Course Goal

There are six sections of the introductory course, designed to introduce teachers to the ways basic word processing, databases, spreadsheets, and presentation applications can enhance classroom teaching. Teachers will take the skills developed during this course back into their perspective classrooms and apply them as appropriate to enhance their curricula.

Course Objectives:

1. IntegrateOnline 100 - Mac/PC - Introduction to Technology for Teaching and Learning

Participants will learn:

- the definition of technology integration
- about National Educational Technology Standards
- about student-centered learning
- about project-based and inquiry-based learning
- teaching strategies for technology integration
- how to evaluate software
- how to optimize technology configurations
- how to use technology effectively
- about ergonomics and healthy computing
- how to evaluate the use of technology in assessments
- about data driven decision making
- how technology can enhance productivity and professional practice
- the benefits of collaborative teaching
- about fair use guidelines of multimedia
- about software piracy
- about technology and diversity

2. IntegrateOnline 101 - Operating Systems for the Classroom for PC-Office or Mac-Appleworks

Participants will:

- build an understanding of basic computer terms and operations.
- become familiar with elements of the desktop and the taskbar.
- organize and use windows and menus.
- create and manage files and folders.
- undo commands or actions.
- use date-time and calculator.

- use Microsoft Paint and WordPad.
- format diskettes.
- navigate a web browser such as Explorer.

3. IntegrateOnline 101 - Enhancing the Writing Process with Word Processing for PC-Office or Mac-Appleworks

Participants will:

- format documents.
- work with text.
- check spelling and grammar.
- insert clip art and WordArt.
- create bulleted and numbered lists.
- insert page breaks.

4. IntegrateOnline 101 - Enhancing Critical Thinking with Spreadsheets

Participants will:

- become familiar with the Excel screen.
- develop an understanding of worksheets.
- enter and format data in a cell.
- manipulate cell contents.
- enter formulas and use functions.
- use the Chart Wizard.
- print worksheets.

5. IntegrateOnline 101 - Enhancing Critical Thinking with Databases

Participants will:

- develop an understanding of workbooks.
- manipulate cell contents.
- design, define, and navigate databases.
- enter data and text.
- use data forms.
- sort and filter data.

6. IntegrateOnline 101 - Presentation Tools for Project-Based Learning

Participants will:

- become familiar with the PowerPoint window.
- develop an understanding of slideshows.
- insert and edit text in slide view.
- work in outline view.
- prepare speaker notes.
- add clip art, images, and drawing objects.
- rearrange slides in slide sorter view.
- add transitions and text animation.

Learner Outcomes:

By the end of this course, participants will be able to:

- Effectively and seamlessly integrate technology into the teaching process
- Accommodate multiple learning styles through enhancing the curricula with multimedia, visual demonstrations, and interactive hands-on, technology-based projects.
- Have the confidence in their ability to use the technology-based tools provided by schools
- Use technology to motivate students and increase student achievement

Course Requirements

Full Integrate Diagnostic Assessment for PC-Office or Mac-Appleworks	1.5 hours
IntegrateOnline 100 - Mac/PC - Introduction to Technology for Teaching and Learning	5 hours
IntegrateOnline 101 - Operating Systems for the Classroom	5 hours
IntegrateOnline 101 - Enhancing the Writing Process with Word Processing	5 hours
IntegrateOnline 101 - Enhancing Critical Thinking with Spreadsheets	5 hours
IntegrateOnline 101 - Enhancing Critical Thinking with Databases	5 hours
IntegrateOnline 101 - Presentation Tools for Project-Based Learning	5 hours
Full Integrate Post Assessment for PC-Office or Mac-Appleworks	1.5 hours
Lesson Plan Creation & Implementation	10 hours
Reflective Essays	<u>2 hours</u>
Total Hours	45 hours

Portfolio Requirements

- Full Integrate diagnostic and post assessment results
- Verification of course participation through a time log
- A reflective essay explaining how course participation influenced the way technology will be integrated into classroom practice
- A technology-rich lesson plan to be implemented in the participant’s class
- After implementing the lesson plan in a classroom they will add three samples of student work resulting from the implementation of the lesson plan
- A reflective essay evaluating the success of the lesson plan implementation
- An essay outlining the next steps for individual technology-related professional development

Credits Available

3 (Three)

Grading Criteria

Pass/Fail

Submitted work will be evaluated using assessment rubrics. Teachers whose portfolios and time logs are approved will earn PDE credit.