Computer Technology and Applications for Teachers

60 Inservice Points   Component No. 3 007 006

General Objectives
1. Show the ability to recognize the parts of a computer system and their purpose.
2. Be able to use the Windows operating system.
3. Become acquainted with the basics of computer applications, word processing, spreadsheets, databases and telecommunications.
4. Learn how to use Microsoft Office PowerPoint and integrate this in a lesson plan.
5. Learn to capture images and text using a scanner and digital camera.
6. Learn how to use the Internet: how it works, what it can do for educators.
7. Learn to use Grade Quick as an electronic grade book.
8. Review current magazine and newspaper articles in the area of computers and computing.
9. Become familiar with the concept of a Web page, Design and create links to a Web page using a popular Web designing program.

Specific Objectives
1. Identify all parts of the computer: Input and output devices, etc.
2. Identify the main internal parts of the computer: i.e.hard drive, processor, memory, modem, etc.
3. Learn how to correctly assemble a computer system.
4. Be able to move effectively through the Windows environment.
5. Be able to use the taskbar, customize the taskbar, use the Start Menu, work on the desktop, configure the desktop, start and manage multiple applications, manage files and folders, use the Recycle Bin, use the Help system.
6. Enter, edit, and format the print out of text materials using a word processor.
7. Enter, manipulate, and print out data using a data management system.
8. Enter, manipulate and print out data using a data management system.
9. Learn to save, load and delete files and transfer data from one application to another.
10. Create and present two PowerPoint presentations to the class.
11. Be able to use a scanner to scan text and images and then bring those items into a computer application program.
12. Be able to use a digital camera and bring the digital images into a computer application program.
13. Be able to effectively navigate the World Wide Web using the Internet Explorer Browser.
14. Identify and use a variety of different search engines.
15. Explore different educational sites relative to specific subject areas.
16. Be able to set up the Grade Quick electronic grade book and use it as an effective tool to track students' progress.
17. Explore and discuss current literature dealing with educational technology and computer related topics.
18. Design and create a personal professional Web page and post it to the School's present Web Site.

Activities
1. Instructor will lecture and identify all parts of the computer (internal and external). Students will get to look at, touch and assemble their own computer systems.
2. Instructor will lecture using hands-on lessons covering the Windows operating system.
3. Instructor will lecture with hands-on lessons using a work processing program, database program and a spreadsheet.
4. After a demonstration students will participate in hands-on practice saving, deleting and loading files. Also, they will transfer data from one application to another.
5. Instructor will demonstrate and teach the basic concepts and steps in building a PowerPoint presentation. Students will get hands-on practice using these steps to create their own presentations.
6. Instructor will demonstrate how to use a scanner and digital camera. Students will receive hands-on practice both in scanning and using a digital camera.

http://fcis.org

7. Instructor will instruct students on how to use a WebBrowser, edmonstrate techniques to effectively navigate the Internet, and provide students with a variety of educational sites to explore. Students will be given the opportunity to practice these skills on their own and explore these sites and others they may discover.
8. Students will create several classes using Grade Quick. This will include adding test, quiz, and homework scores, establishing weighting scales, writing comments and printing a variety of reports.
9. Students will be expected to read selected articles and provide written and oral reports and daily feedback to the rest of the class.
10. Instructor will provide an overview of a popular Web design program. Students will receive hands-on practice designing and creating their personal professional Web pages.

Evaluation

1. Students will take a quiz on identifying the correct internal and external parts of the computer. Students must demonstrate the ability to correctly assemble a computer system.
2. Students will take computerized tests and demonstrate knowledge by hands-on activities.
3. Students will be expected to complete 80% of the objectives in the actual demonstration sessions.
4. Students will create two PowerPoint presentations and present them to the class. Criteria for each presentation will be given during the class.
5. Students will demonstrate the ability to scan text and images and bring the item into a computer application program.
6. Create a portfolio of "Favorite Sites" relative to your specific subject area.
7. Outline a Unit Plan incorporating resources found on the Internet.
8. Students will print several different Grade Quick reports to show that they have mastered the program.
9. Students must submit a typed report on the article and will lead a brief discussion on their topic.
10. Students will post their personal professional Web page onto the School's Web site.

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