



## LILIE, LLC Course Information

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### Title of Course (*45 hours*): Computer Utilization and Literacy

#### Course Description:

Get the most out of your available instructional technology! This course will cover the many ways in which you can turn your K-12 classroom into an eClassroom. In this course you'll dust off your basic skills in the Microsoft Office Suite (Excel, PowerPoint), and expand upon those skills into the advanced range. We'll cover Instructional Applications of the Internet, Navigation of State Websites, Internet Safety, Excel Grade Book, PowerPoint, WebQuests, and Unit Planning.

This course will culminate in students getting an introduction to free website hosting sites, and how to post classroom materials online. Many lessons in this course will be demonstrated via an instructor "Video Cast" or "VodCast". Requirements for this course include broadband Internet access, a personal computer, and the following programs: Word, Excel, and PowerPoint.

#### Overall Course Objective and Expectation(s):

This is a course designed to guide educators in the useful resources available on the internet, offering an exploration of credible educational Web Pages, important navigation of state Web Pages, unit plans tailored toward content areas, and an overview of the dangers the internet may pose to youngsters. Educators will also be instructed in the use the grade book for Excel, PowerPoint, and various WebQuests. Educators will exit this course with strategies for developing and implementing the use of current computer technology in education as well as explore creative techniques to enhance their existing curriculum and support their instruction. Little prior computer experience is needed.

#### Course Instructional Materials:

All courses maintain a fully developed and dynamic webpage that houses all resources, reference material and various other required informational texts, videos and alike that is both active and relevant to course objectives and content. Course web pages are routinely updated to reflect most current research and available readings therefore instructional materials used to teach course objectives are subject to change.

#### Instructor Consultation and Interaction:

Real time consultation and instruction is provided through the LILIE, LLC discussion boards for each course/classroom on a daily basis.

#### Suggested Readings (*subject to change*):

1. Lucas Kent; 6 Steps to Success in Teaching with Technology: A Guide to Using Technology in the Classroom
2. Justin Reich; Best Ideas for Teaching with Technology
3. Howard Pitler, Elizabeth R. Hubbell, Matt Kuhn, Kim Malenoski; Using Technology With Classroom Instruction That Works

### Proof of Course Completion:

LILIE, LLC is committed to assuring that enrollees fully participate in and receive the educational benefits contemplated by the course. Enrollees must demonstrate participation by making detailed postings designed to foster dialogue among colleagues and instructors. These enrollee postings must be made four times each week in separate sessions. Enrollees will be required to submit a detailed log documenting at least 45 hours of course work, including discussion board posts, and will be required to apply information and strategies acquired from the course content to weekly classroom instruction. Attempts to falsify logs or discussion board entries will result in denial of credit and a report to the enrollee's employer.



## Scope & Sequence/Weekly Topics and Objectives

### *Week 1*

Topic(s): TeachersDomain.com

#### **Objectives:**

By the end of the week, all participants will:

- Explore TeachersDomain.com, and collect information to enhance classroom lessons, and presentation materials.

#### **Impact on Classroom Instruction:**

Lesson plans can be improved upon with the use of the multimedia resources from TeachersDomain.net.

#### **Learner Outcomes:**

Teachers will be confident in their abilities to search TeachersDomain.com for pertinent classroom materials to create new, and augment existing lessons.

#### **Assessment of Understanding and Learning/ Weekly Assignments (including but not limited to posting requirements set forth by LILIE, LLC):**

Create a multimedia, techno-savvy lesson plan utilizing things that you've found on Teachers Domain.com. Lesson will include videos, standards, and handouts from TeachersDomain.com.



## *Week II*

### **Topic(s):**

New York State Education Department Website, Internet Safety.

### **Objectives:**

By the end of the week, all participants will:

- Investigate the NYSED website, and outline the resources available for Parents/Students, Teachers, Administrators, Licensed Professionals, and the Public.
- Compose a review of the ease of use and navigation of the NYSED website.
- Observe various multimedia sources regarding Internet safety, and write a critique of each one.

### **Impact on Classroom Instruction:**

- Teacher can now utilize the wide range of resources available via the NYSED website to better equip their classrooms/schools.
- Teachers can provide their students with Internet safety lessons, and show the real life story videos of people who practiced unsafe acts on the web, and paid a price.

### **Learner Outcomes:**

- Teachers will be capable of navigating the NYSED website, and find needed information.
- Teacher will access Internet safety videos on the web.

### **Assessment of Understanding and Learning/ Weekly Assignments (including but not limited to posting requirements set forth by LILIE, LLC):**

- Visit <http://www.nysed.gov/>  
The State Education Department offers many resources to many different populations. Please outline the resources available to all of the following:

1. Parents/Students
2. Teachers
3. Administrators
4. Licensed Professionals
5. The Public

Write a 1 paragraph opinion about the ease of use of the NYS Education Dept. website. Email your opinion to me.

Tracking Theresa: Complete a short reaction/opinion essay about the video.

Amy's Story: Complete a short reaction/opinion essay about the video.

Julie's Journey: Complete a short reaction/opinion essay about the video.

FBI Parent's Guide to Internet Safety: Complete a short reaction/opinion essay about the video.

Protect Out Kids Website: Complete a short reaction/opinion essay about the website AND video.



### *Week III*

#### **Topic(s):**

*Excel and PowerPoint in the classroom*

#### **Objectives:**

By the end of the week, all participants will:

- Watch a 6-part screen cast explaining how to make a grade book in Excel.
- Watch a 3-part screen cast explaining how to use PowerPoint.
- Create both Excel spreadsheets, and PowerPoint presentations for use in the classroom.

#### **Impact on Classroom Instruction:**

- The use of Excel in the classroom can greatly help in keeping facts and figures organized. The use of PowerPoint in schools can make presentations more effective, and even provide printable notes to keep the information presented as accurate as possible.

#### **Learner Outcomes:**

Teachers will now be able to create their own customized grade books for use in the classroom, and use PowerPoint to present lessons, and materials to students/parents/administrators/colleagues.

#### **Assessment of Understanding and Learning/ Weekly Assignments (including but not limited to posting requirements set forth by LILIE, LLC):**

- Compose a grade book in Microsoft Excel. This grade book will include basic functions, as well as advanced conditional formatting. This grade book must encompass an entire school years worth of assignments, to include quarterly grades and averages, mid-term average, mid-term exam grade, final average, and final exam grade.
- Create a PowerPoint lesson plan for use in their classroom.
- Create a PowerPoint presentation for "Open School Night".
- Create a PowerPoint presentation for use in teaching students how to use PowerPoint.



### *Week IV*

#### **Topic(s):**

WebQuests in the classroom, and Long Range Unit Planning

#### **Objectives:**

By the end of the week, all participants will:

- Research the advantages of using WebQuests in the classroom.
- Complete several webquests, and provide a critique.
- Create a WebQuest for their own curriculum.
- Exchange WebQuest with other class participants
- Create a Long Range Unit Plan

#### **Impact on Classroom Instruction**

- Webquests are a fun and interactive way to present lesson materials. By using webquests, students will be kept interested in the lesson, and have some fun while completing their assignments.
- Creating a robust long-range plan is important in any classroom. By utilizing all the things learned in this course, participants will create a Long Range Unit Plan that maximizes all available instructional technology.

#### **Learner Outcomes:**

- Participants will critique various webquests, review websites, complete an existing WebQuest, create a new webquest, and exchange webquests with fellow participants.
- Participants will also create a comprehensive long-range unit plan for their content area.

#### **Assessment of Understanding and Learning/ Weekly Assignments (including but not limited to posting requirements set forth by LILIE, LLC):**

- Critique the Ancient Egypt WebQuest
- Critique the Wolves WebQuest
- Critique the Dream Car WebQuest
- Critique the Filimentality website
- Critique the TeacherWebQuest website
- Critique the Simple Tool website
- Critique the Blogs2Teach website
- Review the Very Simple website
- Write a brief opinion paper about your experience/opinion of WebQuests
- Complete a WebQuest, and email me the results
- Create a WebQuest for your subject area. Email me the completed WebQuests
- Exchange webquests with colleges
- Create a Long Range Unit Plan for your content area