



## LILIE, LLC Course Information

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*\*More detailed course curriculum can be provided upon request*

**Title of Course:** 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

The course is an asynchronous online course that is available for instructor and student participation 24/7. The four week duration of the class is broken down into four weekly sections each comprised of lecture in the form of instructor created articles and content, web links to academic and professionally reviewed articles in the discipline of general education, and instructor created discussion questions which are, in and of themselves, formative assessments to determine the extent to which the enrollees have comprehended and mastered the information and begun to apply it to their personal teaching practices. The answers to these questions are the basis for the class interaction, as enrollees are required to respond to each other within the classroom arena.

By providing a wide variety of professional articles, peer reviewed journal pieces and researched instructor created content that addresses the needs of all K-12 educators and by encouraging interactive dialogue among the enrollees, this course will encourage and require application, discussion and peer feedback of said strategies and understanding in teaching students within a teacher's own individual classroom practices. The discussion and feedback will give us our own meta-assessment of useful, research based and practiced strategies and techniques for addressing the needs of our varied students thus giving them more opportunity to truly excel.

#### **Proof of Course Completion:**

LILIE, LLC is committed to assuring that enrollees fully participate in and receive the educational benefits provided by the course. Enrollees must demonstrate participation by making detailed postings designed to foster dialogue among colleagues and instructor that reflect the content, skills/ strategies learned and assessments covered in course. These enrollee postings must be made six times each week, in separate sessions, and including a minimum of 4 academic posts and at least 2 peer-peer comments of others' postings and possible shared assignments. Enrollees are required to submit a detailed reflection in combination with the archived work. Attempts to falsify record 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 I & II*

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.

### *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.



### *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.

- 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 keep 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.