# ED 517 Syllabus

**Course:**     ED 517 101-C Computers for Teachers, 3 credits

**Instructor:**     Sharon Teabo, steabo@su.edu
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**Catalog Description:**     The course emphasizes the function of the computer in an educational setting. Topics include: computer operations, selection, acquisition, and maintenance of computer software and hardware, integration of the computer into the curriculum, computer-assisted instruction, computer-managed instruction, and an introduction to the use of Microsoft Office.

This class is for you, the student. On the first night of class we will discuss your current skills and needs with Windows and Office. Instruction will be customized to address issues discovered in class.

**Textbook(s) & Readings:**
- *Teachers Discovering and Integrating MS Office: Essential Concepts and Techniques*, Shelly, Cashman, Gunter, Gunter. ISBN: 0-7895-6733-4. Published by Thomson Course Technology. Available at the SU bookstore.
- *The Technology Façade: Overcoming Barriers to Effective Instructional Technology,* Lawrence A. Tomei. ISBN: 0-205-32676-5.Published by Allyn & Bacon. Available at the SU bookstore.
- Readings and online resources as assigned.

**Course Schedule:**     A detailed listing of all scheduled meeting dates with discussion topics and assignments with their due dates will be posted to the course web site on Blackboard.

**Evaluation:**     Students will be evaluated on the quality of individual and collaborative projects, assignments, and contributions. Detailed point evaluation will be included with each assignment and a grading rubric will be posted to the course web site on Blackboard. Students will keep a hard copy of all assignment in a 3-ring binder that will be turned in at midterm and on the last day of class. Students should email a digital copy of each assignment at the time of completion (assignment due date) the instructor.

- Late assignments will not be accepted. Failing to turn in an assignment will result in "o" points for that assignment.
- All work submitted for grading must be your own.
- Any plagiarism or cheating will result in an automatic failure (F) for the course. This includes, but is not limited to
    - Copying or sharing a file or any portion of a file from another student
    - Sharing or allowing another student to copy your files or any portion of a file
    - Turning in another student's work
    - Cheating on a quiz, test, or graded assignment

**Blackboard:**     The class will use a Blackboard course site provided by SU. All assignments, announcements, and updates will be posted to the course site.

**Incomplete Grades:** A grade of "I" is only an option under extreme circumstances, and only possible if the student has completed at least half of the semester's work and has a medical excuse. Should a problem arise, contact the instructor immediately.

**Attendance:** Mandatory. Students are expected to contribute to activities/class discussions and to be polite and courteous at all times. Not permitted: food, drink, children, cell phones, beepers, etc.

**Note:** If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please contact me as soon and possible. You may also contact Judy Landes in the Academic Support Center.

**General Topics:**

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|---|---|---|
| Microsoft Office | PowerPoint | Multimedia |
| Teaching & Learning w/ MS Office | Excel | Converting Files to PDF |
| Word | Access | Creating Tutorials |
| Integrating Office Products | Lesson Plans and Interactivity | Email & Course Management |
| Computer Mediated Comm. | Virtual Classrooms | Technology in the Classroom |

**Academic Dishonesty:** Academic dishonesty in any form, including plagiarism and giving or receiving unauthorized assistance in academic work, is prohibited. All students at Shenandoah University are responsible for upholding the Honor Code. The Honor Code is a system of conduct that reflects the core principles and values that the University has established regarding individual responsibility and matters involving honorable conduct. Violations of the Honor Code include the following general areas: cheating, plagiarism, falsification, tampering with records, forgery, and withholding information. It is every student's responsibility to report any violations that he or she observes to the professor or the Honor Court. Please see the Student Handbook for more specific information.

**Disability:** If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with me, or if you need special arrangements in case the building must be evacuated, please notify me within the first two weeks of the semester by making an appointment with me as soon as possible. In addition, if you need classroom accommodations, please contact the Coordinator of ADA Services.