ED 170 | COMPUTER APPLICATIONS IN THE CLASSROOM

COURSE SYLLABUS

ED 170 is an introduction to the application of computers to teaching and learning. This course provides hands-on experience with computer and Internet applications and covers the following topics:

- operating systems
- word processors
- spreadsheet managers
- database managers
- presentation programs like PowerPoint
- Internet applications such as electronic mail and World Wide Web browsers
- Internet resources for educators
- web-based classroom management software
- electronic portfolios
- assistive technologies both hardware and software that are commonly used by students with disabilities

COURSE FORMAT

This is an online course with all contacts occurring in the class web site. Content will be presented through:

- online PowerPoint slide shows,
- a textbook,
- pre-recorded demonstrations,
- lab exercises,
- discussions, and
- hands-on experiences

ASSIGNMENTS/GRADING

Students will engage in readings, demonstrations, discussions, and a variety of learning exercises. Daily access to an Internet-connected computer is required. Students are REQUIRED to access the web site and obtain course materials on a regular basis. **This is not a self-paced course; the class schedule will be adhered to strictly.**

You will be graded on the assignments listed below. Refer to the course schedule and assignment drop box for specific assignment guidelines, deadlines, and other information. This list is provided to give you an idea of the workload for this course.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussions</td>
<td></td>
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<tr>
<td>Responses to topics about yourself and course content.</td>
<td>25</td>
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<tr>
<td>Scavenger Hunt</td>
<td>5</td>
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<tr>
<td>Projects</td>
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<tr>
<td>One project, each worth 10 points, on each of these topics:</td>
<td>50</td>
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<tr>
<td>Word (10pts)</td>
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<tr>
<td>PowerPoint (15pts)</td>
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<td>ePortfolio (15pts)</td>
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<tr>
<td>Spreadsheet (10pts)</td>
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<td>Quizzes</td>
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<tr>
<td>Quizzes on basic concepts related to word processing, spreadsheet management, database management, presentation programs, and web browsers.</td>
<td>20</td>
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<tr>
<td>TOTAL POSSIBLE POINTS</td>
<td>100</td>
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POLICIES:

Grades will be based solely on the assignments listed above; there will be NO extra-credit work. Only one submission of each assignment is allowed; drafts will not be accepted in any form. The programming exercises must be submitted to the instructor via course website assignment drop box by midnight (Laulima time) on the due date. Late assignments will be assessed a penalty of one point per day. Waiver of this penalty is
possible in extenuating circumstances that are beyond the control of the student, e.g., illness, death in the family. Documentation of such circumstances may be requested. It is the responsibility of the student to initiate a waiver of the penalty. Make-up quizzes/exams may be given only for extenuating circumstances and must be initiated by the student as soon as possible after a quiz/exam is missed. Cheating & plagiarism on any assignment or quiz are unacceptable and will result in an “F” for the course for ALL parties involved.

**WHAT I EXPECT OF YOU**
I am pleased you are a member of this class and want you to succeed. Success is based in part on understanding and meeting the following expectations:

- As a student in this course, you are a part of a community of learners. One responsibility as a member of this community is to ‘talk’ to other members through our discussion board. You are an important part of my class and you have ideas, experiences, and knowledge that can enrich our online classroom. We need to ‘hear’ your voice and ‘see’ you in the classroom through comments, questions, and responses to the discussion topics.
- Since the course is compressed into six weeks, you must devote a significant amount of time to the reviewing material and practicing programming on a regular basis. You should plan to spend some time on this course nearly every day. If this was a face-to-face course, we’d be meeting in class every week day. A similar time requirement is expected for the online course, but you have the freedom to choose the time of day you devote to the course.
- Practice good netiquette.
- Read and adhere to the KCC Student Conduct Code.
- Cheating & plagiarism on any programming exercise or assignment are unacceptable and will result in an “F” for the course for ALL parties involved.

**WHAT YOU CAN EXPECT OF ME**

- I will maintain a positive learning environment for all students.
- Course materials will be posted in a timely manner and feedback on your contributions to this course will be provided in a timely manner.
- I place great value on communication among students and between instructor and student. I am accessible via:
  - email at mary.hattori@hawaii.edu
  - the course chat room when online
  - Skype on an appointment basis
  - In-person office hours at Kap'olani Community College, Naio 201 on Thursday from 4:30-5:30
  - phone at 734-9840
- I am most responsive to email since I am online more than I am near my office phone, so please use email as the first means of contact.
- I take Sundays off for myself and family. Therefore, if you send me email or post questions on the discussion board on a Sunday or late Saturday night, I may not respond until Monday.
- Except as stated above, you may expect a response from me within 24 hours of a posting or email message.

**COURSE TEXT AND OTHER MATERIAL**
There is no required course textbook. All readings and supplemental slide shows will be supplied online through the course website. Instructions and links to the readings will be provided in the Lessons section of the site. Students MUST review all reading material and slide shows.

Students in the class will learn standard, common software tools using a simulated environment. This ensures that every student will have the same learning experiences without having to require that you all purchase the same exact software. We will be using the simulated learning environment for Microsoft Office 2007 known as SimNet. It is a powerful learning tool and is very affordably priced. It uses the ‘teach me, show me, let me try method of instruction’ which gives you lots of chances to acquire the information and skills. You will be required to practice the skills by taking practice exams.

You will have to produce documents, spreadsheets, and slide shows but can use any of the products listed below.
**REQUIRED TECHNOLOGY TOOLS:**

- A web browser such as Internet Explorer, Firefox, Opera, or Safari.
- SimNet software which costs about $45.00. This is REQUIRED. Go to https://ed170.simnetonline.com to purchase a registration code and access the software.
- Acrobat Reader