Professional Development Institute

Flex Course Syllabus

Educational Technology 101 (K-12)

PDI Course Number: 99T02

UCSD Course Number: EDUC41493

If you would like information about receiving post-baccalaureate (graduate) credit for completing this course, please click here.

Course Timeline

Participants have one year to complete the course. Participants must spend a minimum of three weeks in this course.

Course Description

Do you want to improve your technology skills and keep up with your students? This online course is designed for educators interested in learning about the most current technology being used in classrooms. The course begins by examining the issues with Internet safety while exploring ways to keep students safe while online. Effective search strategies are shared along with lessons for teaching students about information literacy. Topics addressed in the course, accompanied by detailed instructions for every app, include designing WebQuests, using wikis (Wikipedia, PBWorks), creating and participating in blogs (Blogger), creating podcasts (Anchor, Podbean, Audacity), creating a website (Google Sites, Weebly, Educator Pages), how to develop digital stories, participating in and creating virtual field trips (Google Tour Creator), effectively using YouTube to enhance lesson content, issues with social media (Facebook, Twitter, Instagram), and using interactive whiteboards. Teachers will learn how to use all of these technologies in the classroom and integrate them into their content curriculum. Teachers will also learn the basics of Microsoft Word and Excel as well as the basic functions of Google Drive and Google Docs. By the end of this course, teachers will have a strong educational technology foundation.

Educational Outcomes

1. Teachers will understand the basics of using Microsoft Word.
2. Teachers will understand the basics of using Microsoft Excel.
3. Teachers will learn the basics of Google docs.
4. Teachers will learn Internet search strategies.
5. Teachers will gain resources for teaching information literacy and citing sources for your students.
6. Teachers will learn how to create a WebQuest.
7. Teachers will learn what RSS technology is.
8. Teachers will know what a wiki is and how to create a wiki for your classroom.
9. Teachers will know what a blog is and how to create a blog for your classroom.
10. Teachers will learn how to create a classroom website.
11. Teachers will learn how to incorporate digital storytelling into your curriculum.
12. Teachers will learn how to listen to and create a podcast.
13. Teachers will know how to create a virtual field trip.
14. Teachers will know about YouTube and TeacherTube.
15. Teachers will understand social media and how students are using it.
16. Teachers will understand what interactive whiteboards are.
17. Teachers will gain information on interactive websites for students.

Instructional Media

- Online Discussions
- Online Engagement
- Online Collaboration
- Instructor Feedback
- Instructor Interaction
- Online Resources and Websites
- Supplemental Instructional Materials
- Printable Classroom Resources

Evaluation

- Test #1 (5% of final grade)
- Test #2 (5% of final grade)
- Test #3 (5% of final grade)
- Test #4 (5% of final grade)
- Test #5 (5% of final grade)
- Autobiography and Goals for the Course (10% of final grade)
- Article/Video Reflection (15% of final grade)
- Course Collaboration/Share Ideas with the Class (10% of final grade)
- Cumulative Assignment/Project: Create a Podcast (20% of final grade)
- Culminating Practicum (20% of final grade)

Topical Outline

Unit One

- Introduction to Educational Technology
- Introduction to Microsoft Word
- Introduction to Microsoft Excel
- Internet Safety
- **Assignment #1**
  Write an autobiography including information about yourself, your grade level and what you specifically hope to learn about using technology in your classroom. Your autobiography should be a minimum of three paragraphs.
- **Test #1**

Unit Two

- Successful Search Strategies
- Information Literacy
- Creating a WebQuest
- **Assignment #2**
  As an educator, it is important to be aware of the research, studies, and professional work done in the field. In the course, you will find an article and video that are relevant to the specific course content. Read the article and then write an essay with your thoughts.
- **Test #2**

Unit Three

- Keep it Simple with RSS
- The World of Wikis
- Going Blog Wild
- **Assignment #3**
  Online Discussion Board Participation/Engagement: Please post a tip, strategy, or idea that specifically relates to integrating technology into the curriculum and will make a difference to other teachers in their own classrooms. Your assignment should be a minimum of three paragraphs and detailed enough for another teacher to easily follow. This is a great opportunity to share and collaborate with other teachers at your grade level around the country. Take time to review and respond to other postings that are relevant to your classroom population in order to gain effective ideas to use immediately in your classroom.
- **Test #3**

Unit Four

- Classroom Websites
- Digital Storytelling

- Podcasting
- **Test #4**

Unit Five

- Virtual Field Trips
- YouTube and TeacherTube
- Social Media
- **Test #5**

Unit Six

- What is Google Drive?
- An Introduction to Google Docs
- Interactive Websites
- Interactive Whiteboards
- **Assignment #4**
- *Create your own classroom podcast. Complete instructions are provided in the course content. Your podcast must be directly related to content and at least three minutes long. You must create a script or detailed bullet points to follow for the podcast. Post the script or bullet points along with a link to your podcast in the Discussion Board so your instructor and classmates can access it.*
- **Assignment #5**
  The culminating practicum is a three-step process. (1) In the first assignment, you were asked what goals you had and what you hoped to learn from the course. Think back to your original goals for this course. Write a minimum two-paragraph reflection specifically describing how what you learned can be used to help you reach those goal(s). (2) Next, write a minimum three-paragraph plan that specifically describes the ways in which you intend to implement a particular strategy you learned in this course into your own teaching situation. (3) Last, write a minimum two-paragraph reflection describing a student you have or have had in the past. Then, discuss how the strategies you learned in this course will specifically benefit that student as you put your plan into action.

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