MIT 515 Course Outline:

1. Course will be laid out for use in Cape Fear Community College Course; Foundations in Instructional Technology which will include:
    a. A weekly calendar with each section (Word processing, Spreadsheets, Databases, Internet, LEARN NC, Multimedia, Networking, etc.)
        i. Within the Weekly Calendar will be links to the readings and assignments due for the week
        ii. There will be an assessment section which includes quizzes, tests, rubrics for assignments, and a grade calculator for students to keep up with their grade throughout the semester
    b. Links to examples of computer applications used in the classroom
    c. Links to web resources
    d. Tutorials/Help section to describe how to use certain functions within each program (Burning a CD, importing graphics into PowerPoint, Mail Merge, etc.); these will be printable
    e. Discussion section
    f. Email function
    g. Chat option
    h. Syllabus
    i. Each week will be devoted to a different topic accompanied by readings, discussion topics, and group work, syllabus draft (course description will be improved):

EDU 3005 Foundations in Instructional Technology

Instructor: Patrick H. Gunn
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       (910)620-0733

Course Meeting: Tuesday 5:30-8:30
Class Location: Cape Fear Community College (Hampstead Campus)
Contact Hours: 30

Course Description: This course is designed to prepare teachers and other educators in the effective use of instructional technology. The course will focus on required teacher technology competencies adopted by the NC State Board of Education, with special emphasis on an increased use of the Internet as an educational and classroom resource. Course topics will include understanding how to use resources of LEARN NC – an Internet-based archive of educational resources developed for NC. They will improve the use of e-mail, posting boards, and chats. Participants will explore teaching methodologies that enhance a greater use of computer technology in the classroom and will use the Internet to create support materials for their classroom.

Objectives:
- Participants will Investigate components of computer information systems

- Educators will learn word processing, database, and spreadsheet software methodologies
- Participants will use the Internet as a research tool for classroom and lesson planning needs
- Educators will learn how to create classroom materials using computer applications and the Internet

Attendance: Students will be required to attend a minimum of 80% of all classroom sessions to receive a certificate upon successful completion

Materials Needed:
- Minimum 2" 3-Ringed Binder
- Storage Device (3 ½ " Floppy, CD-RW, USB/Flash Drive)

Evaluation Method:
Participants must complete assigned computer operations; Complete individual and group presentations of technology skills

Grading: "S" – Satisfactory; "U" – Unsatisfactory; "W" – Withdrew; "NS" – No Show

Course Outline:

Week 1	Course Overview Computer Operation Skills Setup, Maintenance, and Troubleshooting
Week 2	Word Processing Basic Desktop Publishing
Week 3	Word Processing Basic Desktop Publishing
Week 4	Spreadsheets and Graphing Mail Merge
Week 5	Database Applications
Week 6	Telecommunications/Internet LEARN NC
Week 7	Telecommunications/Internet LEARN NC
Week 8	Networking Multi-Media Communications
Week 9	**NO CLASS; SPRING BREAK**
Week 10	Multimedia Communications Course Evaluations
Week 11	Special Topics