

EDUC 7702, Section 70
Advanced Instructional Media and Technology

March 2014

Piedmont College, Gwinnett Cohort

Class	Date	Topics	Readings	Activities	Assignments
1	03-04-2014	<ul style="list-style-type: none"> • UNIT 1 <ul style="list-style-type: none"> ○ Introductions ○ Review of Syllabus ○ Login at Berkmar HS ○ Skills Survey ○ Needs Assessment ○ Discuss Group Study ○ Electronic communication 	<ul style="list-style-type: none"> • Syllabus Review • Review of ways to determine Group Study topics 	<ul style="list-style-type: none"> • Complete one Skills Survey – save through Adobe pdf • Complete one Needs Assessment – save through Adobe pdf • Work in Groups to Determine Group Study Report Topics 	<ul style="list-style-type: none"> • Assignment #1: Technology Team Interview (due 03-18-2014) • Assignment #3: Choose one project from either Category #1, #2 or #3 (due 04-15-2014)
2	03-11-2014	<ul style="list-style-type: none"> ○ April Showers bring May Flowers... ○ Hypertext Publishing ○ Portfolio Management 	<ul style="list-style-type: none"> • Group Study topics 	<ul style="list-style-type: none"> • Web Site Creation • Work on linking into Electronic Portfolio • Find your article for Reflection #1 	<ul style="list-style-type: none"> • Reflection #1: Integration of <u>Word Processing</u> Applications into Teaching and Learning (due 03-18-2014) • Choose Group Study topic (Three groups, at least two members each) <ul style="list-style-type: none"> ○ Presentations on 04-29-2014

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3	03-18-2014	<ul style="list-style-type: none"> • UNIT 2 <ul style="list-style-type: none"> ○ Word Processing applications in classroom instruction and management ○ Creating a Technology Connected Lesson • Retrieving files from the Cloud 	<ul style="list-style-type: none"> • Articles on Integration of Word Processing Applications into Teaching and Learning • Word Processing options on the web like Windows Live and Google Docs 	<ul style="list-style-type: none"> • <i>Classroom Discussion</i> – Mail Merge • Brochures and Newsletters using MS Publisher • Tables using MS Word • Importing/Exporting files using MS Word • <i>Classroom Discussion</i> – SkyDrive...iCloud...Dropbox...mozy • Work on linking into Electronic Portfolio • Choose Group Study topics through email to gbagwell0731@lions.piedmont.edu 	<ul style="list-style-type: none"> • Technology Connected Lesson (due 04-01-2014)

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4	03-25-2014	<ul style="list-style-type: none"> • UNIT 3 <ul style="list-style-type: none"> ○ Spreadsheet applications in classroom instruction and management ○ Statistics for the K-12 Teacher and Administrator • UNIT 5 <ul style="list-style-type: none"> ○ Introduction to Network Planning and Topology 	<ul style="list-style-type: none"> • Find an article of your choice on Integration of Spreadsheet or Database or Presentation Applications into Teaching and Learning 	<ul style="list-style-type: none"> • <i>Classroom Discussion</i> – Excel • Graphs and Charts using MS Excel • Data Extraction and Manipulation using MS Excel • DataBase Administration using MS Excel • Importing/Exporting files using MS Excel • <i>Classroom Discussion</i> – Network Planning and Topology • Work on linking into Electronic Portfolio • Work on Group Study 	<ul style="list-style-type: none"> • Assignment #2: Excel Chart to Demonstrate Educational Statistics (due 03-25-2014) <p>{Completed in class}</p>

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5	04-01-2014	<ul style="list-style-type: none"> • UNIT 4 <ul style="list-style-type: none"> ○ Presentation applications in classroom instruction and management ○ Audio, Video and Animation Techniques 	<ul style="list-style-type: none"> • Examples of Multimedia Presentations 	<ul style="list-style-type: none"> • <i>Classroom Discussion</i> – Necessity for and level of technical expertise in classroom instruction and management • <i>Classroom Discussion</i> – PowerPoint • <i>Classroom Discussion</i> – Music Trimming • <i>Classroom Discussion</i> – Video Capture • <i>Classroom Discussion</i> – Video Production • Work on linking into Electronic Portfolio 	<ul style="list-style-type: none"> • Reflection #2: Integration of <u>Spreadsheet</u> or <u>Database</u> or <u>Presentation</u> Applications into Teaching and Learning (due 04-15-2014) • Assignment #4: PowerPoint Presentation for Technology Connected Lesson (due 04-22-2014)
6	04-15-2014	<ul style="list-style-type: none"> • UNIT 3 and UNIT 6 <ul style="list-style-type: none"> ○ Database applications in classroom instruction and management 	<ul style="list-style-type: none"> • Technology Connected Lesson Plans 	<ul style="list-style-type: none"> • <i>Classroom Discussion</i> – Access • <i>Classroom Discussion</i> – Local Area Network (LAN) Support • <i>Classroom Discussion</i> – Troubleshooting Technology • Correct technology malfunction • Work on linking into Electronic Portfolio 	

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7	04-22-2014	<ul style="list-style-type: none"> • UNIT 3 <ul style="list-style-type: none"> ○ Technology Planning ○ Computer System Peripherals ○ Computer Software Installation 	<ul style="list-style-type: none"> • Technology Connected Lesson Plans • Examples of instructional software evaluation rubrics 	<ul style="list-style-type: none"> • <i>Classroom Discussion</i> – Computer System Peripherals • <i>Classroom Discussion</i> – Computer Software Installation – Microsoft Community Clips • <i>Classroom Discussion</i> – OneNote • Install software download • Work on Group Study 	<ul style="list-style-type: none"> • Group Study Presentations (due 04-29-2014)
8	04-29-2014	<ul style="list-style-type: none"> • Reflecting on the Use of Technology in Teaching and Learning • Collection of Technology Connected Lesson Plans for Internet posting 	<ul style="list-style-type: none"> • Technology in Teaching and Learning 	<ul style="list-style-type: none"> • Group Study Presentations 	<ul style="list-style-type: none"> • The Rest of the Story