

TSIP Anytime - Anywhere Syllabus

When: November 5 - December 16

Location: <http://blackboard.whro.net>

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Course Purpose and Intended Audience:

TSIP Anywhere Anytime is a six-week online course that is an online adaptation of the ever popular Technology Standards for Instructional Personnel (TSIP) Certification course that has been offered for years as a face-to-face class through the C.I.I. Just like the face-to-face course, registrants for TSIP Anywhere Anytime will receive 4.5 Continuing Education Units (CEUs) from Old Dominion University upon successfully completing the online course. The purpose of this course is designed to assist Virginia Educators in exploring and developing expertise with the various aspects of telecommunications tools as well as model the ways in which these tools can be used for personal learning and for integration into the teaching/learning process. This course will focus on six main areas: beginning Windows, Word, Excel, Access, PowerPoint and beginning Internet.

Prerequisites:

All students must have access to the Internet, Microsoft Office Professional and an email account.

TSIPs:

The following (TSIPs) will be covered in this course:

- A. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.
- B. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.
- C. Instructional personnel shall be able to apply computer productivity tools for professional use.
- D. Instructional personnel shall be able to use electronic technologies to access and exchange information.
- E. Instructional personnel shall be able to identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives.
- F. Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum.

Week 1 Objectives:

Students will learn how to use the Windows environment including:

- Exploring and identifying the components of Window
- Identifying and changing desktop functions
- Starting and using programs and applications
- Formatting a floppy Disk
- Using Help

Week 2 Objectives:

Students will learn the basic skills needed to develop a word processing document:

- Starting Word
- Creating a new document
- Changing font appearance, size, and style
- Saving the document
- Quitting Word

Week 3 Objectives:

Students will learn the basic skills needed to create a spreadsheet for both a personal management tool and an instructional tool:

- Starting Excel
- Creating a new worksheet
- Creating a grade book and attendance sheet
- Creating charts and graphs
- Saving the spreadsheet
- Quitting Excel

Week 4 Objectives:

Students will learn the basic skills needed to create a database for both a personal management tool and an instructional tool:

- Starting Access
- Creating a new database
- Creating a table
- Creating a report
- Saving the database
- Quitting Access

Week 5 Objectives:

Students will learn the basic skills needed to create a multimedia presentation as an instructional tool:

- Starting PowerPoint
- Creating a multimedia presentation that includes graphics, animations, and transitions.
- Saving the multimedia presentation
- Quitting PowerPoint

Week 6 Objectives:

Students will learn how to surf and browse the internet as an instructional tool:

- Investigate Directories
- Explore search engines.
- Learn the difference between a search engine and directory
- Investigate browsing the Internet
- Explore searching the Internet
- Learn how to improve a simple search
- Locating instructional sites

Project:

During the course, students will work on a technology portfolio. At the end of the class, the portfolio will be submitted as the final project.