Objectives
When you complete this course, you will be able to:

- Develop a teaching unit and formal lesson plans using a word processor;
- Use a word processor to outline text;
- Integrate photographs, clip art, and images taken from the internet into a word processing document;
- Develop a lesson around a PowerPoint presentation;
- Use a graphic organizer program;
- Use a spreadsheet to calculate basic statistics, develop graphs and charts, and insert tables and graphs into a word processing document;
- Use a database program to classify and sort information;
- Use a web browser and search engine to locate lesson plans, educational resources, and instructional web sites;
- Download text and graphics from the internet;
- Use a web authoring program to develop a classroom website.

Course Requirements
Unit Plan (15%)
You will create a small unit plan appropriate to the grade level and content of your choice. Your unit plan will contain:

- A cover page indicating unit title, your name, the appropriate grade (or grade range), and the subject area. This title page should also contain attractive and appropriate clip art taken from the AppleWorks clipart library or downloaded from the internet. Some useful sites for free clip art include:
  - [http://teacherfiles.com/clip-art.htm](http://teacherfiles.com/clip-art.htm)

- Table of Contents

- Rationale: Two or three paragraphs outlining the content of the unit plan, explaining where the content might fit in an elementary or secondary curriculum and why the content is important.

- A formal lesson plan which requires that students view a PowerPoint presentation (with a minimum of ten slides) and respond to the content of the presentation on a comprehension/fact sheet.
  - The comprehension/fact sheet should be attached to the end of the lesson plan.
  - This plan should include a homework assignment requiring students to complete a puzzle (crossword, acrostics, etc.) related to the content. See:
    - [http://puzzlemaker.school.discovery.com](http://puzzlemaker.school.discovery.com)
    - [www.edhelper.com](http://www.edhelper.com)
  - The puzzle should be appended to the plan
  - This lesson should also include printouts of the slides in the PowerPoint presentation.

- A formal lesson plan which incorporates Inspiration for instructional purposes.

- A formal lesson plan which requires students to use a spreadsheet program to statistically manipulate or graph data. A sample of the product should be attached to the end of the plan.
• Print a hard copy of your completed unit plan for submission.

Classroom Newsletter (5%)
This is a one page, three-column classroom newsletter. Create an imaginary classroom, develop mock news articles. Incorporate clip art or pictures from the internet. Submit a printed copy of your newsletter.

PowerPoint Presentation (10%)
You will develop a PowerPoint presentation relevant to your mini-unit plan. The presentation must contain a minimum of 10 slides. Consider incorporating pictures which you have found on the internet, or which you have taken yourself and have scanned, pictures from a digital camera, graphic organizers which you have created, etc. Send your completed presentation to me by email.

Classroom Website (20%)
You will develop a website which contains the following information:
1. Your first page will briefly and attractively identify your fictitious classroom. Consider including your (the teacher’s) name, the grade level, a fictitious school name, etc. This first page will also contain a link to your unit plan.
2. The second page will contain your unit title and the table of contents for your unit plan. The elements of your table of contents will be links to the actual plans.
3. Subsequent pages will include the individual plans with links to supporting materials.
4. I will view your website in class when it is completed.

Midterm and Final Exam (15% each)
I will give you a problem set for each exam which you’ll complete at your computer.

Problem Sets (20%)
This includes problems completed in class as well as those assigned for homework.

**Topic Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
<td>Introduction to Macintosh OS X, introduction to word processing.</td>
</tr>
<tr>
<td>January 18</td>
<td>Word processing applications</td>
</tr>
<tr>
<td>January 25</td>
<td>Introduction to spreadsheets</td>
</tr>
<tr>
<td>February 1</td>
<td>Instructional applications of spreadsheets</td>
</tr>
<tr>
<td>February 8</td>
<td>Introduction of Database</td>
</tr>
<tr>
<td>February 15</td>
<td>Instructional Applications of Database</td>
</tr>
<tr>
<td>February 22</td>
<td>Midterm Exam</td>
</tr>
<tr>
<td>March 1</td>
<td>Applications of Graphic Organizers</td>
</tr>
<tr>
<td>March 8</td>
<td>Spring break -- No class</td>
</tr>
<tr>
<td>March 15</td>
<td>Introduction to PowerPoint</td>
</tr>
<tr>
<td>March 22</td>
<td>Internet Teacher Resources</td>
</tr>
</tbody>
</table>
March 29:  WebQuests
April 5 - 19:  Developing a Classroom Website
April 26:  Final Exam