

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF COMMUNITY REHABILITATION

TA 1237: SUPPORTING TECHNOLOGY IN THE CLASSROOM

Fall 2002: September 4 to December 6, 2002

Class Time: Tuesday evenings 6:30 –8:30 p.m.

Credits: 2 (30 hrs)

Location: A312

Instructor: Ann Nicol

Phone: 539-2234

e-mail: [annnicol@hotmail.com](mailto:annnicol@hotmail.com)

Office: E401

Office Hours: Tues./Thurs. 10:00 a.m. to 12:30 p.m.

OCT. 02 2002

**COURSE DESCRIPTION**

The purpose of this course is to provide students with basic computer knowledge and experiences that can be transferred to school settings. The course provides opportunity to explore computer software that may be utilized to assist students with exceptionalities.

**REQUIRED TEXT**

Shelly, et al., (2001) Teachers Discovering Computers: Integrating Technology in the Classroom, 2<sup>nd</sup> ed., Boston, MA: Thompson Learning.

**CLASS FORMAT**

Instruction and discussion, based on required readings from textbook, will precede hands on experiences with computers. Students will be given assignments to be completed by the end of each class.

**COURSE OBJECTIVES**

Students will:

- \*demonstrate greater confidence through successful experiences with computers.
- \* understand basic computer skills using the internet, electronic mail, word processing, and keyboarding.
- \*describe how to integrate the use of computers into existing curriculum
- \*become aware of technology available to assist students with exceptionalities and know how to locate resources that enable them to stay updated with new trends.
- \*gain exposure to instructional strategies and techniques when working with students and computers.

## SPECIFIC LEARNER OUTCOMES

Students will:

1. become familiar with and use basic computer technology.
2. demonstrate proper start-up and shut-down procedures.
3. use control panels to customize the look and performance of computer.
4. use Netscape/Microsoft Explorer to access World Wide Web.
5. use search engines to access resources on the Web.
6. identify safety issues and concerns around the use of the internet with students.
7. use email as an effective form of communication.
8. use word-processing to create and format text documents, combined graphics, and text to create print-based materials for the classroom.
9. identify instructional strategies and techniques as they apply to students with exceptionalities in a computer lab setting.

## COURSE SCHEDULE

The following schedule is tentative and subject to revision.

DATE	TOPIC	READINGS	ASSIGNMENT
Sept. 10	Computer Terminology	Chapter 1: 1.01-1.16	Log on Text site/Practice Quiz
Sept. 17	Application Software	Chp. 3: 3.01-3.30	Term.Quiz Keyboarding Skills
Sept. 24	Classroom Prep.	Chp. 2:46-2.48 Class Handouts	Create Resume
Oct. 1	Input/Output Devices	Chp. 4: 4.01-4.35	Terminology Quiz
Oct. 8	Classroom Prep.	Class Handouts	Create Database 3.46/4.45
Oct. 15	Internet	Chp.2: 2.11-2.24, 2.31,2.33-2.36	Search Engines-Exceptionalities
Oct. 22	What is Curriculum?	6.01-6.15, 6.22-6.25,6.32-6.33	Terminology Quiz/Keyboarding
Oct. 29	Classroom Prep.	Class Handouts	Role of TA Create Newsletter 6.40
Nov. 5	Ethical Issues	Chp. 8: 8.16-8.24,8.28,8.41	Ethics Quiz/email
Nov. 12	Multi-media	Chp.5: 5.01-5.07, 5.20-5.28	Program Search/Practice 5.47-5.52
Nov. 26	Classroom Prep.	Class Handouts	Programs for students with Excep.
Dec. 3	Classroom Prep.	Class Handouts	Programs for students with Excep.

## EVALUATION

- 10% Attendance/Participation
- 25% Computer Operational Skills: SLO #1-5
- 40% In-class Assignments: SLO #4-9
- 25% Chapter Review Quizzes

## RIGHTS, RESPONSIBILITIES AND PROFESSIONALISM OF STUDENTS

Students are advised to familiarize themselves with their rights and responsibilities as outlined on pages 36 and 37 of the college calendar.

## SPECIFIC TO THIS COURSE:

\*The Teacher Assistant program at Grande Prairie Regional College prepares students for the workplace by integrating necessary employment attitudes and behaviors. Regular, punctual attendance are fundamental characteristics necessary for success in today's workforce. Instruction takes place at the start of class, prompt attendance will be noted.

\*No food or drink will be allowed in the computer lab.

\*Some assignments will require students to form partners and demonstrate a congenial, collaborative working relationship.

\*Assignments and quizzes will be averaged. Students will receive a zero for any assignment or quiz not submitted. If this is due to absence, participation mark will also be affected.

\*The instructor reserves the right to determine if the absence will be excused. Should it be agreed to excuse the absence, students are required to locate a computer to complete the assignment. Late assignments will be reduced by 5% per day. If student fails to complete an assignment or quiz, a zero will be assigned. Quizzes must be made up prior to the next class.