

## **F. Course Goals and Objectives:**

- 1. Candidates define computer literacy terms and describe the use of specific hardware and software for computer applications and operations. (UCA TOPA: C7 & D6)**
  - § Given a term, it will be defined and its purpose in computer technology will be explained using the terminology used in class discussion and/or the textbook.
  
- 2. Use a computer as an integrative tool in word processing, spreadsheets, and creating instructional materials and presentations. (UCA TPOA: C7)**
  - § Create and print documents using Microsoft Word.
  - § Utilize a spreadsheet to analyze data with graphs and formulas.
  - § Create an electronic presentation using Microsoft PowerPoint.
  
- 3. Demonstrate the ability to use effective search strategies in locating electronic resources for instructional and educational materials. (UCA TPOA: A2, A4)**
  - § Locate online resources that relate to teaching a lesson, diversity issues, or technology integration into the classroom.
  - § Develop a list of resources, listserves, email addresses, websites, online newsletters, and/or databases, to support teaching and learning.
  
- 4. Demonstrate the ability to use a digital camera and other video technology in an instructional context. (UCA TPOA: C7)**
  - § Record a brief segment of videotape. During a cooperative presentation in class, one member of a group will videotape another member's presentation. The recording should keep the presenter and/or presentation-props in focus and steady while providing smooth transitions during camera movements.
  
- 5. Create a traditional or web-based portfolio. (UCA TPOA: A5, C2, C6, C7)**
  - § Create a traditional or online portfolio that reflects organization and valid, relevant, and quality portfolio projects. If the chosen format is traditional, the submitted items will be placed in a 2 or 3 ring binder and handed in to the instructor. If the chosen format is online, the submitted items will be placed at a specified Internet location and will be uploaded in the correct format with the proper filename.