

COURS OUTLINE

B.ED IN INFORMATION TECHNOLOGY EDUCATION

ITE 362 – INFORMATION TECHNOLOGY TOOLS IN EDUCATION II

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Acknowledgements

I would like to thank the following people for their help and support in coming out with this document

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About this Course Outline

ITE 362 has been produced by The University of Education, Winneba. All Course Outlines produced by The University of Education, Winneba are structured in the same way, as outlined below.

The course is a final ‘polish up’ for the students of the ITE Department to ensure that they have been adequately prepared to teach ICT courses at the Senior High School Level. It reviews courses taken on Microsoft Office applications.

How this Course Outline is structured

The course overview

The course overview gives you a general introduction to the course. Information contained in the course overview will help you determine:

- If the course is suitable for you.
- What you will already need to know.
- What you can expect from the course.
- How much time you will need to invest to complete the course.

The overview also provides guidance on:

Study skills.

Where to get help.

Course assignments and assessments.

Activity icons.

Units.

We strongly recommend that you read the overview *carefully* before starting your study.

The course content

The course is broken down into Lessons (also called lectures). Each lesson comprises:

- An introduction to the lesson content.

Lesson objectives.

Core content of the lesson with a variety of learning activities.

A lesson summary.

Assignments and/or assessments, as applicable.

Weekly Schedule

Week	Topics	Assignments	Readings/Discussion
Feb. 18	Course Introduction, Review of IT Tools I		
Feb. 25	Microsoft Word – Advanced Features		
Mar. 3	Microsoft Word – Advanced Features		
Mar. 10	Introduction to Microsoft PowerPoint		
Mar. 17	Microsoft PowerPoint		
Mar. 31	Review of treated Topics	Assignment 1	Assessment week
April 7	Introduction to Microsoft Excel		
April 14	Microsoft Excel		
April 21	Microsoft Excel	Assignment 2	
April 28	Internet & Email		
May 5	Revision Week		

Course Requirements

- Students must attend at least 70% of the class
- Must take at least 2 practical quizzes

- Must write a practical End of Semester Exams.

Resources

For those interested in learning more on this subject, we provide you with a list of additional resources at the end of this Course Outline; these may be books, articles or web sites.

Your comments

After completing this course, we would appreciate it if you would take a few moments to give us your feedback on any aspect of this course. Your feedback might include comments on:

- Course content and structure.

Course reading materials and resources.

Course assignments.

Course assessments.

Course duration.

Course support (assigned tutors, technical help, etc.)

Your constructive feedback will help us to improve and enhance this course.



Course overview

Welcome to ITE 362: Information Technology Tools in Education

This course is designed to prepare students adequately to be able to work effectively at IT departments of Senior High Schools in Ghana

ITE 362: Information Technology Tools in Education II —is this course for you?

This course is for all level 300 students of the ITE Department.

In order to take this course, you should have taken ITE 361: Information Technology Tools in Education I.

Course outcomes



Outcomes

Upon completion of ITE 362: Information Technology Tools in Education II you will be able to:

- *use* advanced features of Microsoft Word.

use spreadsheets for simple office data applications

use presentation software (PowerPoint) for official presentations

access the internet and use it for academic work..

use Email effectively.

Timeframe



How long?

This Course will run for 14 Weeks

Because of the practical nature of this course, we will have one hour of lecture/demonstration and two hours for self-study practical.

Study skills



As an adult learner your approach to learning will be different to that from your school days: you will choose what you want to study, you will have professional and/or personal motivation for doing so and you will most likely be fitting your study activities around other professional or domestic responsibilities.

Essentially you will be taking control of your learning environment. As a consequence, you will need to consider performance issues related to time management, goal setting, stress management, etc. Perhaps you will also need to reacquaint yourself in areas such as essay planning, coping with exams and using the web as a learning resource.

Your most significant considerations will be *time* and *space* i.e. the time you dedicate to your learning and the environment in which you engage in that learning.

We recommend that you take time now—before starting your self-study—to familiarize yourself with these issues. There are a number of excellent resources on the web. A few suggested links are:

- <http://www.how-to-study.com/>

The “How to study” web site is dedicated to study skills resources. You will find links to study preparation (a list of nine essentials for a good study place), taking notes, strategies for reading text books, using reference sources, test anxiety.

- <http://www.ucc.vt.edu/stdysk/stdyhlp.html>

This is the web site of the Virginia Tech, Division of Student Affairs. You will find links to time scheduling (including a “where does time go?” link), a study skill checklist, basic concentration techniques, control of the study environment, note taking, how to read essays for analysis, memory skills (“remembering”).

- <http://www.howtostudy.org/resources.php>



Another “How to study” web site with useful links to time management, efficient reading, questioning/listening/observing skills, getting the most out of doing (“hands-on” learning), memory building, tips for staying motivated, developing a learning plan.

The above links are our suggestions to start you on your way. At the time of writing these web links were active. If you want to look for more go to www.google.com and type “self-study basics”, “self-study tips”, “self-study skills” or similar.

Need help?



Help

Hello, I am Kwame Ansong-Gyimah and don't hesitate to contact me if you need help with this course. My office hours and contact details are as follows

Office: NL Room 2

Hours: Monday to Friday Time: 2PM to 5 PM

Email: kwameansong@hotmail.com

Phone: 020.891.2120

Assignments



Assignments

There will be two practical class exercises. The dates for these exercises would be announced in class

The Assignments will be submitted in an electronic form

Assessments



Assessments












The two class exercises will be marked and use as continuous assessment for the course

Getting around this Course Outline

Margin icons

While working through this course outline you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in activity; they have been included to help you to find your way around this outline.

A complete icon set is shown below. We suggest that you familiarize yourself with the icons and their meaning before starting your study.

 Activity	 Assessment	 Assignment	 Case study
 Discussion	 Group activity	 Help	 Note it!
 Outcomes	 Reading	 Reflection	 Study skills
 Summary	 Terminology	 Time	 Tip



Lesson 1

Microsoft Word Basics Review

Introduction

In this lesson, we will revise topics we treated in IT Tools I

Upon completion of this unit you will be able to:

- *Use* Microsoft Word to create simple text documents.

Set margins in Microsoft Word.

Create simple tables in Microsoft Word.

Save and Exit from Microsoft Word.

Use the format painter command in Microsoft Word.

Create Headers and Footers.



Outcomes



Terminology

Toolbar:	A horizontal bar that is made up of icons that represent commands
Format Painter:	An Icon/Command that applies a bundle of formatting to a selected text
Header:	Text that is formatted to appear in the top margin of every page of a given document
Footer:	Text that is formatted to appear in the bottom margin of every page of a given document
Icon:	A symbol that represents a command

Microsoft Word Basics

Details of what will be revised include

- The typical Microsoft Word window
- Setting margins

- Creating a simple table
- Save and exit

Format Painter

The format painter is an extremely useful tool in Microsoft Word. It allows a user to apply a bundle of formatting that has already been created and used before, to a new text, without having to activate all the formatting again.

Header and Footer

The typical example of headers and footers can be seen in any good newspaper. Headers and footers appear on every page of a document and is a very good way of organising documents. A common example of a footer is the page numbering that appears in a document.

Lesson summary



Summary

In this lesson you revised the basics in Microsoft Word that were treated in IT Tools I and also learnt the format painter and header and footer features. These features help us create professional documents

Assignment



Assignment

Create a 3 page document that shows all the features we revised in today's lesson. This is only a practice assignment and will not be assessed.