



EDU 59128 KA Technology In the Classroom Course Syllabus

Ottawa University

EDU 59128-KA

2 Credits

Fall 2, 2026

Description:

The use of technology benefits educators from the stand points of managerial tasks and more effective teaching strategies. This course is one of a series of courses designed for K-12 educators interested in incorporating technology into their existing curricula and daily classroom management by enhancing their technology skills. This particular course will enhance the educator's skill with Advanced Microsoft Office Applications to create a number of classroom management resources as well as instructional materials. Participants will be required to complete a project outside of class.

Location: Online via Blackboard

Fall 2, 2026

Contact Information:

Instructor:

Sharon Beems, 785-418-4318 or email: beemss@usd290.org or,

Course Prerequisites:

Experience as a classroom teacher.

Course Materials: Computer with Internet Access and Microsoft Office Programs as well as Movie Maker.

Course Objectives:

Upon successful completion of this course, the student will be able to:

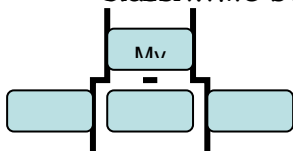
- Demonstrate a better understanding of the advanced use of Google Docs in the classroom setting
- Create instructional resources for his or her classroom that include: graphics, Word Art, Watermarks, Tables, Charts, and Graphs
- Create effective resources for classroom management as well as communication with parents, administrators, colleagues, and other professional purposes.
- Utilize Screen Castify to create instructional resources for online learners.
- Create excellent Slideshow Presentations that include but are not limited to; integrating several different music clips into one presentation, timing skills to create dynamic animation, use of the Powerpoint Tool Bar, and tools to create an exceptional resource for instruction.

Course Methods and Procedures:

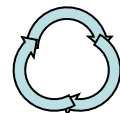
Students will be guided through a variety of hands-on activities that will give them the skills necessary to create documents using Microsoft Word.

Students will submit an extensive project outside of class that is relevant to his or her curriculum.

Course Outline: Participants will produce an instructional presentation in class while being guided through the following activities:



Final Project Guidelines:



Diagram

★ Participant may select the content/purpose of his or her project. The project should be one that fulfills a real life need for the participant within their curricular area. These could be a Powerpoint that incorporates multimedia throughout and includes links to resources that reinforce a particular subject area based on lessons from the course. For example- a websearch utilizing several different resources from the course incorporating a table or graph for students to gather information for. (This is just an example.) I want the project to be something that you can and will utilize within your curricular area!

- ★ The project must show evidence of at least eight hours of work outside of the class period.
- ★ The final project is due three weeks from the date of the class.
- ★ The final project may be submitted to the instructor by email, regular mail, or dropped off at the middle school office.
My email is: beemss@usd290.org, My home phone is: 785-242-6189, wk is 785-229-8030 ext 3153.

Rubric for Project Evaluation

	Level 1	Level 2	Level 3
Effort	Lacking in many aspects required in the project; appearance is messy and unprofessional; seems hastily thrown together	Includes most aspects required in assignment; clean, neat appearance	Includes all aspects of assignment in detailed and challenging manner; neat, attractive, professional appearance
Overall Design	Layout of information is cluttered or distracting making the information hard to read	Layout is not cluttered and is readable	Layout is not cluttered, is readable, attractive, and appropriate for the project's purpose

Graphics & Word Art	No graphics or word art used	1 or more graphics or Word Art objects used; placement is questionable	3 or more graphics used, placement is appropriate, and graphics/word art is relevant to the content
Online Resources or Table, Chart, or Graph	No online resources utilized or a table, chart or graph is not included	1 online resource is used or; a table, graph, or chart is used but context is questionable	3 or more resources either online or table, charts, or graphs are utilized appropriately within the documents
Proofing	Many grammatical, spelling or punctuation errors	No more than two grammatical, spelling or punctuation errors	No grammatical, spelling or punctuation errors

Important Policies

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies folder in the Info & Policies section of Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

Late Assignments

Please note all assignments are due before the Ending Date. (no late assignments will be accepted).

Academic Integrity

Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, *“The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the university by the provost/director.”*

Please refer to **Academic Honesty** in the **Info & Policies** section of the online course menu for important information about Ottawa University's policies regarding plagiarism and cheating, including examples and explanations of these issues.

Academic dishonesty also includes turning in work submitted for a grade in another course. For example, it would be considered academic dishonesty to turn in a paper that you wrote for English 101 as if you had written it for Philosophy 202. In addition, turning in a paper that you constructed by simply cutting and pasting sections from a paper you wrote previously, is also considered academic dishonesty. Although the consequences of plagiarism and/or academic dishonesty may vary, depending on the nature of the violation, the Ottawa University Student Handbook states, "The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred" (p. 35).

Student Handbook/Catalog

"Students should refer to the Ottawa University Handbook for all University regulations."

Disclaimer

"Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructor will explain the rationale for any variance as it occurs."

Blackboard Technical Support

The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support 24 hours/day for all students, staff, and faculty at no cost. See www.ottawa.edu/ouhelp for contact information.

The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.