

Teacher Productivity with Technology

Course Syllabus

Ottawa University
EDU 67126
2 Credits

Description:

Teacher Productivity with Technology
Sharon Beems, M.S.

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 produce a number of classroom management resources as well as instructional materials.

These materials are to be used in student assessment, parent communication, student communication, character education, collaborative learning, record keeping, and planning projects to name a few. Participants will complete projects, research, and reflection.

Location: Online Course via Blackboard

Fall 2, 2026

Contact Information:

Sharon Beems, 785-4184318 or email: beemss@usd290.org

Course Prerequisites:

Experience as a classroom teacher.

Course Materials:

Microsoft Office Software- MS Word, Powerpoint and Excel, Computer with Internet

Course Objectives:

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

- Demonstrate a better understanding of the advanced use of Microsoft Word 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.
- Produce exciting technology driven lesson plans centered around his or her specific curriculum
- Create excellent PowerPoint 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 Office. Students will submit an extensive final project via Blackboard 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:

★ Creating Advanced Resources for utilization within their discipline area.
★ Creating Excel Graphs that represent researched data
★ Creating a Web worksheet using Microsoft Word.
★ Create student examples of various different lesson plans for specific curricular area.
★ Creating Multimedia Lesson Plans.
★ Utilizing the Internet to locate resources for specific lessons and topics.
★ Create a Rubric to assess student progress using an online tool.
★ Create dynamic PowerPoint Presentations.

Standards Addressed Throughout Course:

Standard #4, the educator understands and uses a variety of appropriate instructional strategies to develop various kinds of students' learning including critical thinking, problem solving, and reading.

Standard #11, the educator demonstrates the ability to integrate across and within content fields to enrich the curriculum, develop reading and thinking skills, and facilitate all students' abilities to understand relationships between subject areas.

Standard #12, the educator understands the role of technology in society and demonstrates skills using instructional tools and technology to gather, analyze, and present information, enhance instructional practices, facilitate professional productivity and communication, and help all students use instructional technology effectively.

Final Project Guidelines:

This project must demonstrate a mastery of the components covered in class. Acceptable projects include, but are not limited to, instructional presentations, staff development trainings, lesson plans, instructional websites, and instructional guides or handouts. The overall project will be evaluated with a rubric that will be provided to the students during the class. The final project consists of three parts, the presentation part, a research-based paper discussing the use of technology within the content area, and a

reflection based on how you plan to implement the project into your classroom, explaining why you chose this subject and this particular project.

- ★ Part 1: Participant may select the content/purpose of his or her project. The project should be one that fulfils 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 web search 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!
- ★ Part 2: A three to four page paper reflecting research over technology in the classroom. What are some statistics in regard to utilizing technology within the classroom? What are the impacts? You must discuss the research findings within your paper with proper citations throughout. This paper should explain the impact research shows that technology can have on student learning with a brief reflection over your findings. The second part of this paper should be a reflection (1-2 pages in length) How do you plan to utilize this project within your classroom? What kinds of obstacles do you foresee and how will you handle these?
- ★ The project must show evidence of at least eight hours of work outside of the class period.

The final project is due the last day of class. The final project may be submitted to the instructor by email, regular mail, or dropped off at my home, 1612 Apple Lane, Ottawa.

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