

Integration of Technology: Using Productivity Software in the Classroom

Course Outline/Syllabus

Week 1: What is technology?

Introductions to Each Other

Module 1 – What is technology?

Module 2 – What do we know about technology and our students?

Week 2: Productivity Software in the Classroom – An overview

Module 1 – What is Productivity software

Module 2 – Examples of Productivity software

Module 3 – Questions to ask when integrating technology

Activity: make a quick integrated lesson

Week 3: Using Word Processing in the classroom

Module 1 – What is word processing and how to use it.

Module 2 – Examples of word processing in the classroom

Module 3 – Making an integrated lesson using Word Processing

Week 4: Using Spreadsheets in the classroom

Module 1 – What is spreadsheets and how to use it.

Module 2 – Examples of spreadsheets in the classroom

Module 3 – Making an integrated lesson using spreadsheets

Week 5: Using databases in the classroom

Module 1 – What is a database and how to use it.

Module 2 – Examples of databases in the classroom

Module 3 – Making an integrated lesson using databases

Week 6: Using Presentation Software in the classroom

Module 1 – What is presentation software and how to use it.

Module 2 – Examples of presentation software in the classroom

Module 3 – Making an integrated lesson using presentation software