

# WHRO CII TSIP Course Syllabus

TSIP Course – Technology Standards for Instruction Personnel Course

## Target Audience

This course is intended for pre-service and in-service teachers grades PreK-12.

## Course Description

TSIP Anywhere Anytime is a six-week online course that is an online adaptation of the ever popular Technology Standards for Instructional Personnel (TSIP) Certification course that has been offered for years as a face-to-face class through the C.I.I. The purpose of this course is designed to assist Virginia Educators in exploring and developing expertise with the various aspects of telecommunications tools as well as model the ways in which these tools can be used for personal learning and for integration into the teaching/learning process. This course will focus on six main areas: beginning Windows, Word, Excel, Access, PowerPoint and beginning Internet.

## Instructor/Facilitator

See instructor/facilitator sheet

## Hours

45 Hours

## Standards:

The Virginia Board of Education has identified eight technology standards for instructional personnel. Individuals who completed a Virginia approved program in any instructional area since December 1998 have met the TSIP requirements. Virginia colleges and universities require that individuals must meet the requirements as part of their approved program. It is not necessary for local school division personnel to reassess this requirement for these graduates of a Virginia approved program.

### The eight standards (as written in the Code of Virginia) are:

**Standard One:** Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.

**Standard Two:** Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.

**Standard Three:** Instructional personnel shall be able to apply computer productivity tools for professional use.

**Standard Four:** Instructional personnel shall be able to use electronic technologies to access and exchange information.

**Standard Five:** Instructional personnel shall be able to identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives.

**Standard Six:** Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum.

**Standard Seven:** Instructional personnel shall be able to plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.

**Standard Eight:** Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology.

### **Learner Outcomes**

Week 1 Objectives:

Learners will learn how to use the Windows environment including:

- Exploring and identifying the components of Window
- Identifying and changing desktop functions
- Starting and using programs and applications
- Formatting a floppy Disk
- Using Help

Product: Learners will share 3 new ideas they learned from this lesson.

Week 2 Objectives:

Learners will learn the basic skills needed to develop a word processing document:

- Starting Word
- Creating a new document
- Changing font appearance, size, and style
- Saving the document
- Quitting Word

Product: Learners will sharing a educational Word document they can use with their students or on the job.

Week 3 Objectives:

Learners will learn the basic skills needed to create a spreadsheet for both a personal management tool and an instructional tool:

- Starting Excel
- Creating a new worksheet
- Creating a grade book and attendance sheet
- Creating charts and graphs
- Saving the spreadsheet
- Quitting Excel

Product: Learners will share a sample grade book they created using Excel.

#### Week 4 Objectives:

Learners will learn the basic skills needed to create a database for both a personal management tool and an instructional tool:

- Starting Access
- Creating a new database
- Creating a table
- Creating a report
- Saving the database
- Quitting Access

Product: Learners will share a sample database they created using Access.

#### Week 5 Objectives:

Learners will learn the basic skills needed to create a multimedia presentation as an instructional tool:

- Starting PowerPoint
- Creating a multimedia presentation that includes graphics, animations, and transitions.
- Saving the multimedia presentation
- Quitting PowerPoint

Product: Learners will share a sample PowerPoint presentation they created using PowerPoint.

#### Week 6 Objectives:

Learners will learn how to surf and browse the internet as an instructional tool:

- Investigate Directories
- Explore search engines.
- Learn the difference between a search engine and directory
- Investigate browsing the Internet
- Explore searching the Internet
- Learn how to improve a simple search
- Locating instructional sites

Product: Learners will share a hotlist of 10 education websites they have located on the Internet.

### **Final Project**

Learners will submit a lesson plan that integrates technology.