

## **CTE 3401: SEMINAR IN TEACHING KEYBOARDING AND COMPUTER APPLICATIONS**

**DESCRIPTION:** A seminar to discuss professionalism, curriculum, resources, and legislation as it relates to teaching keyboarding and computer applications.

A seminar course is not a course where the professor does the talking. It is a course where the students seek out information before the class and are actively involved. This is the atmosphere we are trying to develop in the course. You, the student, are to assume that you have accepted a high school teaching position in business. Topics and activities in this class are similar to those that will take place when you begin your teaching career.

**CO-REQUISITE:** CTE 3400 & CTE 3402 and one year of junior/high school keyboarding or one semester of college keyboarding or demonstrated equivalency.

### **TEXTBOOKS:**

Crews, T., North, A., & Erthal, M. *Elementary/middle school keyboarding strategies guide*. (3<sup>rd</sup> ed.) Reston: Virginia, National Business Education Association.  
NBEA Standards, National Business Education Association, Reston: VA.

### **COURSE OBJECTIVES:**

Upon completion of this course, students will be able to:

1. Discuss levels at which keyboarding is taught and define learning principles for each.
2. Evaluate computer software to use in keyboarding and computer classes.
3. Provide linkage to local, state, and national professional organizations.
4. Provide linkage to Illinois State Board of Education certification.
5. Examine curriculum recommendations from National Business Education Association and Illinois State Board of Education.
6. Implement instructional strategies unique to the content area.

### **CLASS ACTIVITIES:**

The following activities are required. Additional information will be provided. Materials developed in this course can be used in your portfolio.

1. Microteaching

Introduction to keyboarding & formatting a business document microteaching	45 minutes	40 points
Computer application microteaching	45 minutes	40 points
Syllabi 2 @ 10 points each		20 points
Detailed lesson plans 2 @ 50 points each		100 points
Detailed Self Critique 2 @ 10 points each		20 points
Detailed Peer Critique with appropriate comments 4		12 points
Elementary Keyboarding Modules & Quizzes		37 points
Keyboarding 30-hour plan		25 points
Professional Development		30 points
Final (Completion of LiveText Portfolio)		30 points
Total	approximately	354 points

Other activities may be assigned throughout the semester. If so, the grading scale provided above will be adjusted accordingly.

Grading Scale: [A = 90%, B = 80%, C = 70%, D = 60%, F < 60%]

### **CLASS POLICIES:**

- Self critiques must be submitted within one week following the teaching of the lesson.
- All documents related to the teaching of the lesson (lesson plan, syllabus, activity, assessment) must be submitted to the instructor prior to the teaching of the lesson.
- Students will be required to provide and complete the peer critique sheet posted on WebCT to class. They will not be provided by the instructor.
- Students will be required to locate a business partner in which to collaborate with to develop an activity and assessment.
- Late assignments will not be accepted.
- Students will attend all class sessions, be on time, and remain until class is dismissed. Students will receive an excused absence when a doctor's note for an illness is presented to the instructor the day the student returns to class **and** the student has signed a release form with the medical provider. If a student does not provide the necessary documentation to the instructor the day the student returns or the student does not sign a release form, the absence will be recorded as unexcused. The only other excused absence is student athletes participating in athletic events. Student athletes should provide documentation of absence at the beginning of the semester and make prior arrangements for absences. All other absences will be considered unexcused. Conferences, meetings, weddings, funerals, routine check ups, appointments with guidance counselors, etc. are not excused absences. Students attending part of a class period (leaving the classroom at any time after attendance has been taken and before class is dismissed) will also be considered absent.
- Students will be allowed to make up assignments/quizzes/tests only when an excused absence is granted. It is the responsibility of the student to determine what assignments need to be made up. In addition, the student has only one week from the date of the excused absence (providing the necessary documentation as described above has been presented) to make up all missed work (assignments, quizzes, and tests). If the student has not made arrangements within the one week time period, the student will receive a zero for the missed assignments. Online assignments will not be allowed to be made up since they are assigned in advance and do not require attendance. Alternate assignments will be given for excused absence so be sure to make arrangements with the professor directly and not other students.
- The instructor will make every attempt to meet every class session and to be in class on time. However, if something should come up and the instructor is delayed or unable to meet the class, someone from the School of Technology or the College of Business will inform the class whether the class has been cancelled or if the instructor has just been detained. Students should wait until they have been informed in writing (note on door) or in person before leaving the class. Students leaving the class without permission from the School of Technology or the College of Business will be marked absent and assignments cannot be made up.
- Students will bring all materials to every class. This includes the textbook, paper, pens and pencils. Laptops, handheld computers, cell phones, and all other unauthorized devices should not be used during the designated class period.
- Quizzes and test are reviewed in class and should be returned to the instructor before leaving the classroom. Failure to return the quiz and test to the instructor before leaving the classroom will result in a zero on the quiz and test. Returning the quiz and test after it has been removed from the room will not negate the zero.
- Assignments should be submitted in person by the student or Web CT and not via email.
- WebCT assignments (quizzes) should be submitted by the due date and time. Also, students are allowed only one submission. Once the assignment/quiz is submitted, it cannot be resubmitted a second time. Files submitted via WebCT must be in either Word or RTF format. Students should not wait until the last minute to submit assignments. Technology does sometimes fail. Therefore, students should submit assignments well before the deadline.

- All work that is turned in **must** be prepared on a word processor and printed on a quality printer. Handwritten assignments will not be accepted. Homework assignments should be submitted by the student only. Students are not allowed to submit homework assignments for other students not in attendance. Also, assignments will not be accepted from students who submit their assignment and do not attend the entire class.
- Disruptions and/or outbursts will not be tolerated. Cell phones are to be turned off before entering class. Students that disrupt the learning environment may be asked to leave the classroom. The University's policy on Academic Integrity will be followed. This policy addresses five specific topics: conduct in subversion of academic standards (cheating on exams, plagiarism, etc.), theft or unauthorized possession of examinations, submitting work previously presented in another course, conduct which disrupts the academic environment, and complicity with others in violation of this standard. Plagiarism is defined as the use, without adequate attribution, of another person's words or thoughts as if they were one's own. Students may be asked to submit assignments via Turnitin.com.
- **STUDENTS WITH DISABILITIES:** *Appropriate academic support is available for students with a documented disability. Please notify the professor and contact the Office of Disability Services (581-6583) for further information.*
- Students who do not successfully complete all the required performance assessments will earn less than a 'C' for the course. No Incomplete grades will be given for students who do not complete the required performance assessments.