Course Introduction

Goal for the Course

The Intel® Teach Getting Started Course is a professional development offering to assist classroom teachers who have little or no computer experience to acquire basic technology literacy skills and an introduction to developing 21st century approaches to teaching and learning. The course:

- Introduces 21st century approaches such as student-centered instruction, critical thinking, and collaboration

- Introduces technology skills in a practical way that results in the creation of tools and documents that can help increase your teacher productivity

- Includes the development of an individual action plan detailing how you will apply your new skills and approaches to enhance your productivity and professional practice over time

The course involves the use of computers, and you will have many opportunities to use computer software to engage in hands-on exercises and activities. You will also find that the instructional mix features direct instruction, discussion and teamwork, self-reflection, and individual work on course exercises, activities, and action plans. All of this is designed to provide you with tools to be more effective and productive as a subject-matter teacher. However, we also recognize that access to computers in classrooms may be limited for teachers and for use by students. Therefore, this course does not focus on training you to teach computer skills to students, or to have you prepare student lesson plans that incorporate technology. Instead, this course focuses on giving you skills to be more productive as a teacher, and to incorporate new learning approaches into your classroom.

Our Goal for You

As you progress through the course modules, you will gain a better understanding of 21st century skills and project approaches, which include student-centered instruction, critical thinking, collaboration, and facilitation. You will also acquire and apply technology literacy skills in the areas of computer basics, the Internet, word processing, multimedia, and spreadsheets.

Our goal is for you to effectively use the new skills and approaches in your classroom. To help you meet this goal, you will engage in action planning during the last two modules to determine how the new skills and approaches will be applied to enhance your productivity and professional practices over time.

Course Overview

The following table outlines the major focus and outcomes for each module during the course.

Module 1: Developing 21st Century Skills	
Focus: 21st century skills and classroom environment	Outcomes: ▪ Identify 21st century skills ▪ Understand the trend towards creating a 21st century classroom environment ▪ Discover the differences between teacher-centered and student-centered approaches ▪ Reflect on professional practices
Module 2: Learning Computer Basics and the Internet	
Focus: Computer basics and the Internet	Outcomes: ▪ Learn about basic computer components ▪ Discover the fundamentals of the operating system ▪ Develop Internet navigation skills ▪ Reflect on professional practices
Module 3: Fostering Critical Thinking and Collaboration	
Focus: Higher-order thinking and student collaboration	Outcomes: ▪ Understand how to cultivate higher-order thinking in students ▪ Develop skills for promoting and facilitating collaboration ▪ Become familiar with the structure of each activity—a four-step iterative cycle of plan, do, review, and share ▪ Reflect on professional practices
Module 4: Discovering Word Processing	
Focus: Word processing software	Outcomes: ▪ Discover word processing by beginning with a technology introduction, exploration, and discussion ▪ Complete the required word processing activity: Assessment Handout ▪ Reflect on professional practices

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Module 5: Applying Word Processing	
Focus: Word processing productivity tools	**Outcomes:** • Apply your word processing skills by selecting and completing at least one relevant elective activity • Share your work with colleagues, and discuss and reflect on productivity and professional practices
Module 6: Discovering Multimedia	
Focus: Multimedia software	**Outcomes:** • Discover multimedia by beginning with a technology introduction, exploration, and discussion • Complete the required multimedia activity: Curriculum Preview • Reflect on professional practices
Module 7: Applying Multimedia	
Focus: Multimedia productivity tools	**Outcomes:** • Apply your multimedia skills by selecting and completing at least one relevant elective activity • Share your work with colleagues, and discuss and reflect on productivity and professional practices
Module 8: Discovering Spreadsheets	
Focus: Spreadsheet software	**Outcomes:** • Discover spreadsheets by beginning with a technology introduction, exploration, and discussion • Complete the required spreadsheet activity: Grade Book • Reflect on professional practices
Module 9: Applying Spreadsheets	
Focus: Spreadsheet productivity tools	**Outcomes:** • Apply your spreadsheet skills by selecting and completing at least one relevant elective activity • Share your work with colleagues, and discuss and reflect on productivity and professional practices

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Module 10: Developing 21st Century Approaches	
Focus: Facilitation skills	Outcomes: ▪ Develop strategies for promoting the skills of listening and speaking, giving directions, observing and monitoring, questioning, encouraging, and intervening ▪ Understand the process of accepting change ▪ Reflect on professional practices
Module 11: Planning and Doing Your Action Plan	
Focus: Action plan purpose and development	Outcomes: ▪ Understand the purpose and components of an action plan ▪ View sample action plans ▪ Determine the professional changes you want to make and develop a plan to implement the changes over time ▪ Plan the action plan on paper and do it on the computer
Module 12: Reviewing and Sharing Your Action Plan	
Focus: Action plan enhancement and sharing	Outcomes: ▪ Review and make changes to your action plan ▪ Share your action plan and receive constructive feedback ▪ Conclude the course

Considering Your Role as a Participant Teacher

Classroom teachers are continually looking for ways to teach more effectively and to increase productivity. As a Participant Teacher in this course, you will do both. As you learn new teaching approaches and methods, you will consider how you can apply your knowledge in your classroom environment. As you acquire and apply new technology skills, you will think about how the products you create will help increase your productivity as a teacher. This course is designed to be flexible and allow you to bring your content to the products so that the tools you create are relevant to your needs as a teacher.

At this point, the facilitator should distribute a course schedule, outlining the dates of the training sessions and the modules that will be covered in each session.

Course Introduction

As part of the course, you are asked to commit to the following:

- Attend all course sessions

- Be prepared and give your best effort

- Take notes and ask questions

- Complete all exercises, assigned activities, and an action plan

- Share your ideas and work

- Support, encourage, and respect others

- Have fun while learning

- Provide daily feedback about the course

After each module, you should expect to spend at least one hour of homework time reviewing the completed module content and your notes, and doing a take-home exercise for the next module. These tasks can be done independently or with one or more of your colleagues. Although computers may be used to complete homework assignments, access to a computer outside of course sessions is neither expected nor required.

Discuss the course goals, outcomes, expectations, and roles with the group.

When you successfully finish all assignments and demonstrate an understanding of the key skills and approaches, you will receive a Certificate of Completion at the end of the course.