Course Name: TEC 956 Desktop Publishing with iWork

Instructor or Instructors: Dr. Richard Swan and Jim DiAngelous

Contact Information: 559-999-5678, or rfswan@comcast.net or www.jdiangelous.com

Number of Units: Three

Course Description: course contains application to class such as show application to the classroom

Desktop Publishing with iWork is designed for the teacher, technology coordinator, principal or anyone working with iWork on the Macintosh computer. Through the process of completing the required assignments, participants will develop strategies for using Desktop Publishing with iWork in their classroom. The course will also provide an understanding of how the various applications of iWork can be seamlessly integrated into curriculum. The textbook, “iWork “08’/09 ” by Richard Harrington and RHED Pixel will provide participants with the information and skills necessary to successfully complete the course. You will need an iMac or Mac laptop, with a CD/DVD. In addition, students will need an Internet connection. A digital camera or scanner would be beneficial. The course is appropriate for everyone from the beginner to the almost expert. This is a Macintosh only course. Additional information can be found at www.jdiangelous.com.

How the course fits into the National Standards:

Course content is based on Technology Standards from the International Society for Technology in Education. The course content is woven around the thesis of giving students authentic assignments of finding, reading, and evaluating information within the context of this course. Thus, what this course creates is a student whose is using iWork on the Macintosh to communicate information to students and staff. In addition, what is important to us, as educators, is the course will develop a direct relationship between critical thinking, problem solving, and decision-making. iWork inherently requires the student to be creative and innovative in completing assignments. You never know what situation you may encounter and it requires a basic understanding of the operations and concepts that make our modern technology function.

Course Materials

PROVIDED COPY OF BOOK
Syllabus information
Course of Study
Return Envelope
Grade Form (Three part White/Yellow/Pink form)

Course Requirements
Students will:
- Keep a Journal of Course Experiences.
- Create a reflection for each chapter.
Lesson Reviews
Chapter Assignments
Staff Lesson Plan
Student Lesson Plan
Return the Grade Form at the end of the course.

National Educational Technology Standards:

ISTE published the National Educational Technology Standards for Teacher (NETS•T). They documented a U.S. consensus defining what students needed to know about and be able to do with technology. These are the 2008 NETS standards.

(I) Facilitate and Inspire student Learning and Creativity
(II) Design and Develop Digital – Age Learning Experience and Assessments
(III) Model digital – Age Work and Learning
(IV) Promote and Model Digital Citizenship and Responsibility
(V) Engage in Professional Growth and Leadership

Links:  www.iste.org

Learning Objectives / Outcomes

Students will:
1. create reflections for each chapter – demonstrate key learning of each chapter through reflection (V)
2. create iWork 08 based lesson plans (I, II, III, IV, V)
3. identify Internet resources necessary for iWork and applications (IV, V)
4. Integrate the iWork application into assignments and curriculum. Classroom or school setting (I, II, III, IV, V)
5. Create assignments for iWork. Student lessons (I, II, III, IV, V)
6. Develop a Journal of Course Experiences (V)

Schedule of Topics and Assignments

Introduction
The tasks listed in the Schedule of Topics and Assignments will give you the practice and ability to create your own lessons for your students using iWork. Read through the requirements and begin deciding how you will accomplish each of the assignments to follow. Assignments will be returned to the instructor on CD or DVD. All assignments will be returned when you have completed the course. Assignments that require you to email the instructor will be sent at the time you complete that assignment.

WE’VE HAD TO UPDATE THE SYLLABUS FOR IWORKS 09. EVERYTHING IN THE SYLLABUS IS CORRECT, EXCEPT FOR THE LESSON ASSIGNMENTS AND PROJECTS. YOU WILL FIND A SEPARATE SHEET WITH ALL THE NEW ASSIGNMENTS FOR 09 BEHIND THIS COVER SHEET.

Journal of Course Experiences:

The purpose of the journal is basically to keep a log of the course experiences. It is important to keep such information in order to save you time at some later date when you run across the same situation. You cannot remember every bit of information that you will encounter and it's nice to have a log of what you experienced. Be flexible here and use whatever method you wish to make this a valuable tool. Submit in your favorite word processing program. Please include the times and dates you email assignments to the instructor.

Chapter Assignments:

In each of the chapters you will encounter a vast amount of great information. Write a short reflection for each chapter of three bits of information that you did not know. You will have fourteen short summaries at the end of this course. Include the following:

- The information you did not know
- How you it will improve your skill with iWork ‘08/’09

In addition to the reflections for each chapter you will have a number of tasks to perform.

Tasks:
Create Keynote Presentation – Using lessons 1 through 6 create a Keynote Presentation. Return this presentation to the instructor for evaluation. Return this to the instructor on CD/DVD for evaluation.

Publishing with Pages – Create a Newsletter using lessons 7 through 9. Return this to the instructor on CD/DVD for evaluation.
Creating Spreadsheets with Numbers – Planner – Referring to lessons 10 and 11, create an Event Planner. Return this to the instructor on CD/DVD for evaluation.

Project: Integrating iWork ‘08/’09 – Develop one of the tasks found in lessons 12 through 14. Return this to the instructor on CD/DVD for evaluation.

Lesson Reviews: Complete each lesson review found at the end of each lesson in the textbook. Return these to the instructor on CD/DVD for evaluation.

Lesson Plan Outline- Teacher:

One method to really get a handle on Desktop Publishing with iWork is developing a lesson plan outline to teach other staff members. Develop this outline based on the material found in the course textbook and from your own experiences in successfully using iWork.

Your lesson plan outline must include the following:
- The goals of the lesson
- The objectives for the lesson
- Materials used
- The hands-on activities
- The interaction between students and between students and teacher
- Student outcomes
- Local and state standards that this lesson addresses.

Submit this for evaluation in your favorite word processing program.

Lesson Plan Outline- Student:

One method to really get a handle on Desktop Publishing iWork is developing a lesson plan outline to teach iWork to your students. Develop this outline based on the material found in the course textbook and from your own experiences in successfully using iWork.

Your lesson plan outline must include the following:
- The goals of the lesson
- The objectives for the lesson
- Materials used
- The hands-on activities
- The interaction between students and between students and teacher
- Student outcomes
- Local and state standards that this lesson addresses.

Submit this for evaluation in your favorite word processing program.

Three Part Grade Form (Completed):
In your materials you received a three-part Grade Form for Fresno Pacific University (White/Yellow/Pink). **This form is to be completed and returned with the assignments.** Please make sure you have checked the appropriate box if you are applying for a grade of Credit (CR) or a letter grade. **You must return this form in order for me to submit your grade to the university.** If you wish me to return the pink copy to you, please include a self-addressed stamped envelope. Online grading is available on my web site at [www.jdiangelous.com](http://www.jdiangelous.com). OR login or create a new account to submit the online grade form at [http://ce.fresno.edu](http://ce.fresno.edu).

**Evidence of Learning**

I will evaluate each class assignment to make sure all students understand the content objective related to the assignment and that all requirements have been completed. All class assignments will be completed using word processing documents, iPhoto, GarageBand, iWeb, and iDVD.

Each student will demonstrate their understanding of course objective by completing successfully completing all the course assignments and posting some of their work on their iWeb site.

Each student will demonstrate their understanding of appropriate hands-on methods of teaching; by developing a lesson plans for students and staff focused on iWork on the Macintosh computer.

**Assignments to be returned for evaluation:**
- Keep a Journal of Course Experiences.
- Create a reflection for each chapter.
- Lesson Reviews
- Chapter Assignments
- Staff Lesson Plan
- Student Lesson Plan
- Return the Grade Form at the end of the course.

**Grading Policy**

**Important Information**

Please do not return any materials by registered mail or certified mail. I will not accept any mail that is registered or certified. Using priority mail your materials well arrive in about three days. In addition, please reserve two weeks for assignments to be evaluated and your grade to be posted at the university. If you have a deadline make sure you leave sufficient time to get all your records to the proper location.

To earn a grade of "CR" or "B" students must complete all assignments and 240-269 earned points. Responses to assignments should be clearly written and organized. Assignments should be grammatically correct with few spelling mistakes. Student responses should specifically address the questions or issues in the assignments and are adequate in length. A moderate degree of thought and analysis should be evident in assignment responses.

An additional complete Integration lesson from lessons 12 through 14, starting on 371, will be required for an “A” grade. Responses to assignments should be well written and
organized and **270-300 earned points**. The lesson for the “A” grade must meet all the requirements for the “B” grade and demonstrate how this lesson enhances your curriculum. The Assignments should be grammatically correct with few spelling mistakes. Student responses should specifically address the questions or issues in the assignments and be adequate in length. A high degree of thought and analysis should be evident in assignment responses. Contact me via email or phone to discuss the additional assignments.

A **“No Credit”** will be issued if all assignments are not completed, responses to assignments are not clearly written or organized, and grammar and spelling errors are evident in assignments and 239 or less points. In addition, a “No Credit” will be issued if responses do not address the questions or issues in each assignment, are not of adequate length, and show very little degree of thought and analysis. Please contact me via email or phone if you are having difficulty.

**Grading Rubric**

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th><strong>No Credit</strong> (239 or less pts.)</th>
<th><strong>CR or B Grade</strong> (269-240 pts.)</th>
<th><strong>“A” Grade</strong> (300-270 pts.)</th>
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<tbody>
<tr>
<td>Assignments (20%)</td>
<td>Journal of Course Experiences were not presented in a clear and organized format, on or before the due date.</td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics. Journal of Course Experiences (25pts)</td>
<td>An additional complete Integration lesson is required for an A grade. It must meet 100% of the requirements for a B grade. (100 pts.) Please contact me if you are considering working for an “A” grade.</td>
</tr>
<tr>
<td>Lesson Reviews (25 pts)</td>
<td>Lesson Reviews were not completed on or before the due date.</td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics. Lesson Reviews (25 pts)</td>
<td></td>
</tr>
<tr>
<td>Chapter Assignments (50%)</td>
<td>Chapter assignments are incomplete or are not completed in a clear and organized manner, or do not address the requirements as stated in the Schedule of Topics</td>
<td>Students must meet 100% of all requirements listed in the Schedule of Topics. Each task/assignment meets criteria as directed by the text. Chapter Assignments (50pts) each</td>
<td></td>
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<tr>
<td>Lesson Plan Outline (20%)</td>
<td>Assignments did not include all of the requirements, or are missing elements of the lesson plan as outlined in</td>
<td>Lesson plans include all of the requirements outlined in the Schedule of Topics, and are written in a clear and complete</td>
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the Schedule of Topics, are not thought out, and/or not presented in a clear and organized manner.

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<tr>
<th>Staff Lesson Plan</th>
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<tr>
<td>Student Lesson Plan (100pts.)</td>
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Grade Points:
A=300-270 pts.
B=269-240 pts.
No Credit= 239 or less pts.

Assignments will be evaluated on the requirements that are to be found in each assignment. Return all assignments at the end of the course. A self-addressed stamped envelope is included. Mail to:

Dr. Swan
P.O. Box 1863
Clovis, CA 93613-1863

If you have any questions, need advice or help, please call 559-999-5678 and leave your name, phone number and the best time for a return call. I will try and get back to you as quickly as possible. If you have Internet access and would like to exchange information in that way, my email address is rfswan@comcast.net

Instructor Student Contact
The instructor is available to answer questions and/or clarify directions at the contact information listed at the beginning of the syllabus. In addition, students are required to contact the instructor as outline in the course material.

Students will email me when they receive materials, assignments & when they return all assignments at the end of the course.

Plagiarism

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University catalog.

University Information

“Graduate level course work reflects Fresno Pacific University’s Desired Student learning Outcomes as it applies to professional development to demonstrate the following:

- Oral and written communication in individual and group settings
• Content knowledge, and application of such knowledge in the student’s area of interest to affect change
• Reflection for personal and professional growth
• Critical thinking
• Cultural and global perspectives to understand complex systems
• Computational/methodological skills to understand and expand disciplines, including an understanding of technological systems”
FRESNO PACIFIC UNIVERSITY
CENTER FOR PROFESSIONAL DEVELOPMENT

Fresno Pacific University is accredited by the Commission for Senior Colleges and Universities of the Western Association of Schools and colleges and authorized to offer coursework through the Center for Professional Development. The Center for Professional Development courses serve a distinct audience consisting of practicing pre-school through twelfth grade teachers and administrators. The primary goal of the Center is to meet the needs of school districts and provide courses that will strengthen the teachers, the school district, and the students they serve.

POLICY STATEMENT

900 Series – Independent Study Courses

Fresno Pacific University offers independent study courses through its Center for Professional Development that are primarily designed for students who have baccalaureate degrees and appropriate teaching credentials. These courses are graduate level, professional development units that are not part of a degree program, but instead are primarily used for professional advancement. Students should seek approval of appropriate district or college officials before enrolling in these courses to satisfy any degree, state credential, or local school district requirements.

The FPU transcript legend reads as follows for independent study courses:

<table>
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<tr>
<th>Course Number</th>
<th>Course Category</th>
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<tr>
<td>900 – 999</td>
<td>Graduate level university credit designed for professional development and not as part of a degree program.</td>
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<td>2000-3999</td>
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OFFICIAL GRADE REPORTS AND TRANSCRIPTS

BEFORE you order transcripts:
1. Finish the course. Be sure to return the completed 3-part Grade Form to the instructor.
2. Wait for the blue official computer-generated Grade Report to be mailed to you from Fresno Pacific University.

TO ORDER your transcripts:
After you receive your blue official computer-generated Grade Report, Go to www.fresno.edu/registrar for information and the official transcript request form (copy on back side); or call 559-453-2268 for information on how to order transcripts.
### Transcript Request for Official FPU Transcripts

#### STOP! Send only after you confirm that your grades have been officially posted. Send or FAX request to address at upper right. Requests will be honored only if financial obligations to FPU are current. Arrival and date received are not guaranteed.

#### 1. Student Information

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Maiden/Former Name</th>
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<th>FPU ID or SSN</th>
<th>Birth Date</th>
<th>Cell Phone</th>
<th>Day Phone</th>
<th>Email Address</th>
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- [ ] Check this box if you attended any FPU classes prior to Spring 1985.

- [ ] Change requested: Please change my official contact information to reflect the information given above. (FPU employees may not use this form to report a name change; contact Human Resources instead.)

#### 2. Delivery Addresses

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#### 3. Type of Request

- [ ] Regular request - $5.00 per copy (Processed within 5 business days; sent regular U.S. mail.)

- [ ] Rush request - $10.00 per copy (Processed within one business day; sent regular U.S. mail.)

- [ ] Same day pick-up - $10.00 per copy (Processed within one business day.)

- [ ] Same day FAX/E-mail - $25.00 per copy (Processed same day if requested by 4:00pm PST. In addition, includes an official copy sent within one business day.)

- [ ] U.S. Express Mail - $25.00 per copy (Processed same day if requested by 1:00pm PST. Delivery time varies by zip code.)

#### 4. Payment Information

- [ ] Check
- [ ] Visa
- [ ] MasterCard
- [ ] Discover Card

- [ ] Amount enclosed: [ ] # transcripts: [ ]

- [ ] Credit Card Number
- [ ] Expiration Date
- [ ] Credit Card Signature

#### 5. Signature required to release information:

- [ ]

#### Office Use Only

- [ ] ID #
- [ ] Amount billed
- [ ] Payment received

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Instructors: Dr. Richard Swan and Jim DiAngelous
Updated 1/12
ACADEMIC POLICIES and PROCEDURES FOR INDEPENDENT STUDY COURSES

Enrollment Requirements

Open enrollment is available for all Center for Professional Development independent study courses. Students register by returning a completed registration form and appropriate fees to the Center for Professional Development office, by dialing 1-800-372-5505 using Visa, MasterCard or Discover Card, or online at www.fresno.edu/register.

Students have up to one year to complete a course.

A minimum of one week per unit of study has been set, by design, as a standard for all Center for Professional Development independent study courses.

Note: Do not call instructors to enroll. Instructors are notified daily of new registrants. Course materials are then mailed directly from the instructor, not the CPD office.

Tuition and Materials Fees

Tuition rate is $113 per semester unit plus applicable materials fees. All prices of taxable items include sales tax reimbursement computed to the nearest mil. Tuition and materials fees are subject to change without notice.
Center for Professional Development courses do not qualify for financial aid or loan deferment.

For courses listing a partial materials fee, certain materials may be shared with another student. Students ordering partial materials must ascertain that they have access to all the required materials before ordering.
Any shipment of materials after the partial materials have been mailed may be subject to additional postage and handling fees.

A telephone and/or additional postage fee may be charged, at the instructor’s discretion, to students receiving materials in Hawaii, Alaska, US territories, or foreign countries.

Dropping and Adding

Students are permitted to drop a course, or drop a course and add an alternative course within four weeks of the registration date. A full refund for tuition and instructional materials, less a $30 handling fee, will be granted if a course is dropped within four weeks of the registration date and all materials are returned to the instructor in their original condition. After four weeks, a 50% refund will be granted through nine weeks. After nine weeks, there is no tuition refund.
Withdrawal Requirements

Students must officially withdraw from a course or a “No Credit” grade will automatically be issued one year after the date of registration.

Extensions

Students may request an extension for up to six months from the Director of Independent Studies prior to the original due date. A letter or the Extension Request Form (found at www.fresno.edu/sps/extension.html) must be submitted to the Director of Independent Studies PRIOR TO THE ORIGINAL COURSE DUE DATE, accompanied by a $30 handling fee. Grades will not be released until all tuition and fees have been paid.

If students do not complete course requirements within the six-month extension period, a grade of “No Credit” will automatically be issued.

Reducing Number of Units

Students are not permitted to reduce the number of units in an independent study or online course for which they are enrolled.

Receiving Credit

Students must submit satisfactorily completed coursework to the instructor within one year of the registration date in order to receive credit. The postmark on coursework mailed to the instructor determines completion date.

Students may not receive credit for duplicate courses.

Grades will not be released until all tuition and fees have been paid to the university.

Grading System

Independent Study Courses are graded as either “A,” “B” or “Credit,” “No Credit.” “Credit” is equivalent to a letter grade of “B.”

A grade of “No Credit” will be issued if coursework does not meet the course requirements.

A grade of “No Credit” will automatically be issued if coursework is not completed within one year from date of registration, and an extension has not been requested.

Official Grade Reports

Grades are posted within five business days upon receipt of the Grade Form from the instructor.
Semester dates as defined by the Center for Professional Development are:

- Spring Semester: January 1 through April 30
- Summer Semester: May 1 through August 31
- Fall Semester: September 1 through December 31

The Grade Report will reflect the grade in the semester in which the course was registered.
The Transcript will reflect the course beginning and ending dates.

Re-Enrollment

Students may re-enroll in Independent Study Courses if they have previously received a grade of “No Credit.”
The current tuition fee and materials fees, if necessary, must be paid in order to re-enroll.

Grade Appeals

Grade appeals must be made within one year from the date the grade report was issued.

Appeals must first be presented to the instructor. If necessary, a second appeal may be made to the CPD Director of Independent Studies, and finally to the Continuing Education Executive Director.

Important Note: Health/Physical Education (HPE) and Computer Technology (TEC) courses do not fulfill the computer or health component requirements for the California Clear Credential.