

Technology Training Course Catalog

Introduction

The primary purpose of the technology curriculum is to provide the opportunity for employees to develop the knowledge and comfort levels necessary to successfully use the computer and network technologies available at Texas Wesleyan University (TW).

The technology curriculum consists of courses grouped into five distinct domains: 1) Technology Literacy, 2) Administrative Tools, 3) Instructional Technology, 4) Web Development, and 5) Electronically-Delivered Instruction.

Course Information

Technology Literacy

1.1 Basic Terminology, Concepts, and Operations. Essential to effectively using the technology available on campus is knowledge of common computer terminology, computer operating systems, and network services. This course introduces users to technical terminology, concepts, and information resources necessary to complete professional tasks at TW.

Course Offerings Begin: Fall 2007

1.2 Digital Communications. Digital communications involves the use of computers and network technology to access information and to communicate and collaborate with others. Digital communications may have the most comprehensive effect on higher education because of its ability to end the isolation that has long been common in both administrative and academic environments. This course is designed to introduce employees to the use of computers and network technology in accessing information and communicating and collaborating with others. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations*

Course Offerings Begin: Fall 2007

1.3 Word Processing. Word processing is the act of using a computer to compose text, saving the document to a disk, printing the document and then recalling and making changes to the document without completely retyping it. In addition to creating many different kinds of documents, word processing offers many editing and formatting features to give the work a professional appearance. This course introduces users to the various uses of and functions and tools available in Microsoft Word. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations*

Course Offerings Begin: Fall 2007

1.4 Spreadsheets. Spreadsheets have developed into powerful tools that organize, manage, and calculate numerical data for many different applications. A spreadsheet uses numbers much like a word processor uses words. Where a word processor enables the author to enter and edit words and paragraphs until a composition is just right, a spreadsheet allows the user to manipulate numbers and formulas to analyze numerical models. This course introduces users to the various uses of and functions and tools available in Microsoft Excel. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations*

Course Offerings Begin: Fall 2007

1.5 Databases. A database is an electronic method of creating, organizing, manipulating, storing and retrieving information. A database may be used both for personal productivity and instructional pursuits. Databases are powerful tools for organizing and analyzing information. This course introduces users to the various uses of and functions and tools available in Microsoft Access.

Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.3 Word Processing

Course Offerings Begin: Fall 2008

1.6 Multimedia Applications. Multimedia applications are a combination of hypermedia and presentation software. These programs allow the user to support a variety of media including text, graphics, video, sound, voice, and animation when presenting and communicating information. This course introduces users to the various uses of and functions and tools available in Microsoft PowerPoint.

Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.3 Word Processing

Course Offerings Begin: Fall 2008

1.7 Desktop Publishing. Desktop publishing is a way of producing high-quality printed documents. Desktop publishing software allows you to use different typefaces, specify various margins and justifications, and embed illustrations and graphs directly into a text document. This course introduces users to the various uses of and functions and tools available in Microsoft Publisher.

Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.3 Word Processing

Course Offerings Begin: Fall 2008

Administrative Tools

2.1 WIN Terminology, Concepts, and Operations. Essential to effectively using the Wesleyan Information Network (WIN) is knowledge of common terminology and administrative services available. This course introduces users to the public components of WIN, WesNet e-mail services, and the terminology and concepts associated with WIN.

Course Offerings Begin: Fall 2007

2.2 RamLink for Students. RamLink allows students to access all of their university information resources and retrieve critical student information from several student support areas. It is important that students have a working knowledge of their RamLink utilities and interfaces to better enable them to quickly obtain accurate student information to assist them in making appropriate decisions regarding their academic future at Texas Wesleyan University. This course introduces students to the various uses of and functions and tools available in RamLink.

Course Offerings Begin: Fall 2007

2.3 RamMail for Students. RamMail is a free email account that is issued to every student upon registering for a course at Texas Wesleyan University. Students need to be familiar with their RamMail accounts because RamMail will be the primary resource for university administration to communication important student related information to the students. This course introduces students to the various uses of and functions and tools available in RamMail.

Course Offerings Begin: Fall 2007

2.4 RamLink for Faculty. RamLink for Faculty is an online service that allows instructors to access student record information for the purpose of student advising, student support, and grade posting. Instructors need a working knowledge of their RamLink utilities and interfaces to better enable them to quickly obtain accurate student information to assist them in making appropriate decisions regarding a student's academic future. This course introduces faculty to the various uses of and functions and tools available in RamLink. *Prerequisites: 2.1 WIN Terminology, Concepts, and Operations*

Course Offerings Begin: Fall 2007

Instructional Technology

3.1 Classroom Technology. A basic understanding of how to operate classroom technology is critical to its effective use as an instructional aid. This course introduces instructors to the use of technologies commonly found in classrooms at TW. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.3 Word Processing; 1.6 Multimedia Applications*

Course Offerings Begin: Spring 2008

3.2 Media-Enhanced Instruction. Developing competency in the integration and application of technology in the classroom is critical to maximizing the university's investment in instructional technology. Instructors need to know how to properly select media and use technology in support of instructional goals. This course provides a theoretical foundation for the selection and use of media in instruction. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.3 Word Processing; 1.6 Multimedia Applications; 3.1 Classroom Technology*

Course Offerings Begin: Fall 2008

Web Development

4.1 Administrative Website Maintenance. Websites have become an effective way of providing program and departmental information to and making contact with individuals within and outside university departments. This course introduces individuals charged with administrative website maintenance to the concepts, terminology, and tools needed to manage departmental websites. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.2 Digital Communications; 1.3 Word Processing*

Word Processing

Course Offerings Begin: Fall 2008

4.2 Instructional Website Maintenance. The use of websites to support instruction has become common practice in higher education. This course introduces instructors to the concepts, terminology, and tools needed to manage instructional websites. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.2 Digital Communications; 1.3 Word Processing*

Course Offerings Begin: Spring 2008

Electronically-Delivered Instruction

5.1 Online Instruction. Computer networks are frequently used to deliver and manage learning resources and experiences. This course introduces instructors to the concepts, terminology, strategies, and tools needed to effectively utilize the Internet for instruction. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.2 Digital Communications; 1.3 Word Processing*

Course Offerings Begin: Spring 2008

5.2 Interactive Video Instruction. Interactive Video (ITV) allows for two-way communication between the instructor and students at remote locations through video technologies. This course introduces instructors to the concepts, terminology, strategies, and tools needed to effectively deliver instruction through ITV. *Prerequisites: 1.1 Basic Terminology, Concepts, and Operations; 1.2 Digital Communications; 1.3 Word Processing; 1.6 Multimedia Applications*

Course Offerings Begin: Spring 2008