

**KINGSBOROUGH COMMUNITY COLLEGE**  
**of**  
**THE CITY UNIVERSITY OF NEW YORK**

DEPARTMENT OF BEHAVIORAL SCIENCES AND HUMAN SERVICES

Fall 2006

1. COURSE TITLE:

**Technology for the Paraprofessional, 3 credits**

EDU 50

Thursday: 5:20 -8:20PM p.m.

Room M 214

2. INSTRUCTOR:

Professor Marc B. Wiskoff

e-mail: mwiskoff@kingsborough.edu

3. COURSE DESCRIPTION:

This course is designed to provide students with the opportunity to become familiar with and understand the impact of the computer as an educational tool. They will explore and work with the modern software applications that have become industry standards.

4. COURSE OBJECTIVES:

- a. Students will be able to expand their knowledge of existing software programs as they relate to education
- b. Students will be able to develop documents, spreadsheets, databases and presentations using the Microsoft Office 2003 Suite of Programs.

5. COURSE REQUIREMENTS:

- a. Regular and prompt attendance, a professional attitude toward learning and the effort required for success, will be demonstrated at each session and is mandatory.
- b. Students are expected to participate in class discussions and group activities, and complete present assignments on time.

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EDU50syllabusfall05.doc

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- c. Each student will submit a **final project** which will incorporate all of the skills learned during the term. The topics will be discussed mid way through the term.
- d. Each student will be responsible for several projects during the course of the term. These projects will be discussed prior to assignment to develop a consensus of opinion as to relevance and significance of the assignment as it pertains to their respective professional responsibilities.
- e. Attendance follows the established procedure for the college and excessive absences will be reflected in the final grade.
- f. The college reserves the right to change any of the above due to unforeseen circumstances.

### 6. GRADING:

- a. Class attendance and participation: 20%
- b. Unit Projects: 60%
- c. Final Project: 20%

All assignments are graded on a point basis. Points are totaled and weighted at the end of the semester to determine final grades. Attendance and class participation will also be factors in determining the final grade. Grades are equated to the following percentages:

90-100%=A;                      80-89%=B;                      70-79%=C ;                      60-69%=D;                      Below 60%=F

### 7. COURSE CALENDAR:

Session	Date	Session	Date
1	9/7	7	10/19
2	9/14	8	10/26
3	9/21	9	11/2
4	9/28	10	11/9
5	10/5	11	11/16
6	10/12	12	11/30

Final exam date to be announced in November.

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**8. COURSE OUTLINE:**

**Session                      Topics and assignments**

Week 1    Distribution of course syllabus; orientation and overview of the course content and requirements –

Week 2    Intro to Windows 2003---

Week 3    Creating and Editing a Word Document—

Week 4    Formatting, Inserting Clip Art, Printing and Correcting Errors

Week 5    Word Project

Week 6---Midterm Project

            Microsoft Excel 2003—Creating a Worksheet and Embedded Chart and Formatting

Week 7    ACCESS 2003\_\_ Creating a Database Using Design and Datasheet

Week 8    POWERPOINT 2003—Using a Design Template and AutoLayouts to Create A Presentation

Week 9—Viewing the Presentation Using Slide Show-

Week 10    Assign Groups for Final Projects

Week 11    Work on Final Projects

Week 12    Final Projects Due

**Each student must bring in two flash drives to save their work.**