California State University, San Marcos

*Authorization To Offer Non-Degree Extension Credit Course Through Extended Studies*

<table>
<thead>
<tr>
<th>1. Desired Term: Summer 2006</th>
<th>Year of implementation: 2006</th>
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| 2a. Course abbreviation and Number: EDUC E1033 |

| 2b. Abbreviated Title: Technology for Primary Grades |

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<tr>
<th>4. Number of Units: 1</th>
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| 5. Billing Units: 1 |

| 6. Allowed Student Levels: UC X GR X EE X (Default is to check all three levels) |

| 7. Grading Method: N Normal (Default is Letter Grade +/-, Students may request Credit/No Credit) |

| _____ Normal Plus Report-in-Progress (NP) (As for Normal; also allows Report-in-Progress) |

| _____ Credit/No Credit Only (C) |

| _____ Credit/No Credit or Report-in-Progress Only (CP) |

| 8. Mode of Instruction: |

| (See pages 17-23 at [https://www.csustate.edu/cjm/data-elem/doc/APDB-Transaction-DED-SectionV.pdf](https://www.csustate.edu/cjm/data-elem/doc/APDB-Transaction-DED-SectionV.pdf) for definitions of the Course Classification Numbers) |

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<tr>
<th>Type of Instruction</th>
<th>Number of Credit Units</th>
<th>Instructional Mode (Course Classification Number)</th>
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<tbody>
<tr>
<td>Lecture</td>
<td>1</td>
<td>02</td>
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<td>Activity</td>
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<tr>
<td>Lab</td>
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| 9. Attributes: Course Requires Consent for Enrollment? | Yes X No |

| Faculty | Credential Analyst | Dean | Program/Department - Director/Chair |

| Prerequisites: | Co-requisites: |

| 10. Does this course impact other discipline(s)? (If there is any uncertainty as to whether a particular discipline is affected, check "yes" and obtain signature.) | Yes X No |

If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

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<th>Discipline</th>
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**Important: Please Complete**

1. Instructor: Linda Buna

2. Please complete the Extension Course Proposal Form

[http://www.csusm.edu/academic_programs/curriculum_forms/index.html](http://www.csusm.edu/academic_programs/curriculum_forms/index.html)

**SIGNATURES: (COLLEGE LEVEL)**

**SIGNATURES: (UNIVERSITY LEVEL)**

[Signature]

1. Program Director/Chair [Signature] [Date]

2. College Dean (or Designee) [Signature] [Date]

3. Dean of the Program (or Designee) [Signature] [Date]

[Signature] [Date]
In planning the components of our Extended Studies program at Cal State San Marcos, this office consults closely with the academic colleges and departments to determine the suitability of course content, teaching methods and instructor qualifications. To assist us in evaluating your proposed course for credit, please submit this completed form to our office as soon as possible. Questions before you submit? Call me at (760)750-8713.

- **Course Title:** Technology for Primary Grades

- **Course Description:**
  In this interactive, hands-on class participants will learn how to use computer technology in their classroom to support curriculum standards in Language Arts, Math, Science and Social Studies. Logistics of setting up workspaces in the classroom are discussed as well as training students for computer use. Computer software and the internet will be explored as resources with tips on how to incorporate them into classroom activities. Since this is a Oceanside USD sponsored workshop, policy and permission slips for the specific school district is also covered with ethics discussions relating to both students and teachers.

- **Course Objectives:** *(Provide specific student learning outcomes and how they will be achieved.)*
  ✓ To understand computer technology and its value in the K-4 classroom
  ✓ To become familiar with, navigate, and practice using a variety of software and a selection of internet sites
  ✓ Identify where technology can best serve your students and create lesson plans to incorporate computers into the curriculum

- **Evaluation:**
  ✓ Class participation
  ✓ Completing lesson plans
  ✓ Online research results, outside readings, research assignments
  ✓ Development of Power Point summary presentation

- **Course Length:** 18 hours

- **Proposed Date(s):** June 26 - 30, 2006

- **Location:** Oceanside Unified School District computer lab

- **Support Needs:** None (OUSD will provide any materials or supplies)

- **Comments:** This workshop is part of a Summer '06 Professional Development Opportunities Series developed and produced by Oceanside Unified School District for their certificated teaching staff. Extended Studies would like to offer extension credit on a contract basis to participating teachers.

*When completed, please return this form, along with an up-to-date resume (with teaching references) to: Catherine Boyle, Office of Extended Studies, Cal State San Marcos, 333 S. Twin Oaks Valley Rd., San Marcos, CA 92096; FAX: (760)750-3138; E-mail: cboyle@csusm.edu*
The following agenda is based on eight sessions, two hours each session. 
Summer session will be three days, six hours per day.

Agenda Session 1

- Welcome, Introductions, Charts, Technology Survey, Technology Experience
- Goals for the In-service
  - Participants will:
    ✓ Learn to use computer technology in the classroom
    ✓ Explore the internet to find interactive websites, virtual field trips/tours, and other resources to support curriculum standards in Language Arts, Math, Science, and Social Studies
    ✓ Discover "kid-friendly" software to enhance instruction
    ✓ Explore PowerPoint presentations for students and parents
    ✓ Use e-mail to send, receive and save file attachments
    ✓ Create folders to save documents, how to cut and paste active links or text, shortcuts to desktop
- National and California Technology Standards
- Research and Technology: What technology experts say
- OUSD Technology Permission Slip(s), policy, ethics for internet use for students & teachers
- Basic computer information, desktop icons, navigating …
- "Hands-on" time with computers to explore educational websites packed with resources for teachers
- Small group discussion/ sharing

Agenda Session 2

- Presentation of actual technology use in classrooms to enhance instruction
- Computer hardware, software, resources for purchase, set-up for classroom computer workstation(s)
- Discuss workstation set-up in classrooms (small groups) Share ideas
- How to set up computer desktops for independent student use with shortcuts and folders
- Logistics for setting up computer centers and training students to use computers independently (ergonomics, networking, one or two students sharing computers: headphones and splitter)
• How to copy & paste active links into a Word document, putting web shortcuts on Desktop, creating folders to save documents and organize shortcuts
• Introduce interactive websites that are age-appropriate, skill-based and standards-based
• Introduce web sites that simulate real-life experiences: Virtual Field trips, Tours... to support Language Arts, Math, Science and Social Studies Standards
• “Hands-on” time to explore the websites introduced
• Discussion/feedback

Agenda Session 3

• How to navigate and refine searches on the internet, URLs, Boolean search techniques, search engines
• How to copy & paste active links into a Word document, putting web shortcuts on Desktop, creating folders to save documents and organize shortcuts
• Sending, receiving & saving e-mail attachments/docs
• Discuss and assign topics for research by individual participants
• “Hands-on” time to work on research assignments (save work on laptop in participant folder).
• Discussion/feedback

Agenda Session 4

• “Hands-on” time to work on research assignments
• Share time for completed assignments/discussion/ feedback

Agenda Session 5

• Kid-friendly software recommendations (KidPix, Ultimate Writing and Creativity Center, Kidspiration, Storybook Weaver)
• Where to get discounted software for students
• “Hands-on” time to work on research assignments
• Share time for completed assignments/discussion/ feedback
Agenda Session 6

- Breakout sessions for KidPix, Ultimate Writing and Creativity Center, Kidspiration, Report Card Maker
- Explore websites for word searches, crossword puzzles, poetry
- How to download programs and demos from the internet (Kidspiration, Real Player...)
- Deleting programs
- Share time/discussion/feedback

Agenda Session 7

- Basic steps to build PowerPoint presentations for students & parents
- How to capture images and clip art; how to insert graphics into documents and presentations
- "Hands-on" time to explore PowerPoint and build a simple slide show
- Complete assignment
- Discussion/feedback

Agenda Session 8

- Matt Evans (OUSD Tech. Director) will address participants' questions
- Save labeled assignments on to master CD/flash drive
- How to delete programs & files
- Revisit Technology In-Service goals/charts...
- Feedback/recommendations
- Certificate of Completion/complete evaluation

Thank You & Good Luck!
Linda C. Baza
- 1732 Cameo Dr. • Vista, California 92083 • Home: (760) 726-9214 • Work: (760) 433-8949 • lindabaza@yahoo.com

Accomplishments
- 28 years Teaching Experience in Elementary and Special Education
- 20+ years Experience in Integrating Technology in the Classroom
- Teaching Credentials for California & Guam, Certification for Gifted & Talented Education
- Certificate of Compliance for NCLB, Clear Certificate of Completion of Staff Development (SDAIE)
- Master Teacher in 2005 for UCSD Student Teacher
- Developed and Implemented Technology In-Service for Primary Teachers, 2005-06
- Recipient of the 2004 Technology Heroes Golden Mouse Award from Technology Training Foundation of America (TTFA)
  - Integrating Technology in the Classroom Presenter (TTFA), 2004
- 2004 Wal-Mart Teacher of the Year
- Nominated for Teacher of the Year in 2002
- Recognized in the San Diego Union Tribune - North County in 2002 for development of the “TECHIE ROOM”
- Nominated for “Hats Off to Teachers” Award in 2002
- Created Technology Partnership with United Education Institute (UEI) San Diego Campus, 2002
- Assisted in Coordinating Net Day at Reynolds Elementary School in 2001
- Quarterly Service Excellence Award Recognition for the Second Quarter of 2000-2001
- Integrating Technology in the Classroom Presenter in 2000
- Nominated for “Hats Off To Teachers” Award in 2000
- Presenter Web Design CTAP-OUSD August 2000
- Certificate of Appreciation for Mentor Teacher Program, OUSD June 1996
- Served as Interim School Base Resource Teacher, 1997
- Presenter, “Integrated Thematic Teaching for Elementary Teachers”, Summer 1996
- Master Teacher 1991-1992 for National University Student Teachers
- Assisted in the development of the first computer lab at Reynolds Elementary School, September 1987
- Trained and supervised students for the Guam Special Olympics, 1977-1981
- Master Teacher in 1981, University of Guam (UOG) USA

Experience

Reynolds Elementary School, Oceanside Unified School District (California Distinguished School) - Oceanside, California

**Teacher, Grades K, 1, 2**
August 1987 - Present
Taught grades kindergarten, first, and second grade classes. Planned, implemented, and evaluated curriculum and instruction for a diverse group of students. Integrated technology developing multi-sensory instruction (audio/video) to accommodate the varied learning styles to address student needs. Integrated the use of computers in the classroom to enhance instruction with whole class virtual field trips, student workstations. Created grade level standards based instructional PowerPoint presentations for language arts and math. Researched and compiled interactive educational links for student workstations to
supplement language arts, math, social studies, and science curriculum standards. Instructed students in basic computer use in navigating, accessing educational resources, use of interactive text to speech software (Kidspiration, Ultimate Learning Writing Program, and Storybook Weaver for students to create their own electronic presentations. Created and maintained the Reynolds School Web page. http://www.reynolds.oside.k12.ca.us/ Utilize Microsoft Office Programs to manage class data/information. Use PageMaker to create lesson plans, publishing teacher materials.

**School Site Technology Committee Member**
August 1987 - Present
Represent the school site at school district meetings. Assisted in writing the school technology plan. Serve as internal tech support. Provide teacher and parent technology in-services. Maintain school web page.

**Oceanside Unified School District - Oceanside, California**

**Presenter, Technology for Teacher of Primary Grades**
Developed and implemented technology goals and objectives for primary teachers. Instructional training goals were for teachers to learn to use technology in the classroom. Explore the Internet to find interactive websites, virtual field trips/tours, and other resources to support curriculum standards in Language Arts, Math, Science and Social Studies. Discover "kid-friendly" software to enhance instruction (Kidspiration, Kid Pix, Ultimate Writing Creativity, etc.). Explore PowerPoint presentations for students & parents. Use e-mail to send, receive & save file attachments. Create folders to save documents, cutting and pasting active links, shortcuts to desktop.

**Presenter, Web Design CTAP**
August 2000
Instructed 30 elementary, middle, and high school teachers in a CTAP Web Design course. Evaluated educational web sites. Prepared participants to create interactive, curriculum standards based instructional web pages for teachers/students using Netscape Composer. Microsoft Office Programs were introduced.

**Libby Elementary School, Oceanside Unified School District - Oceanside, California**

**Teacher, Grades 3, 4, 5**
October 1985 - June 1987
Taught a combination third/fourth grade class and fifth grade. Monitored and facilitated the “Before School” homework class for “At Risk” students. Ordered Gifted & Talented student resource materials for the school library.

**Anderson Elementary School - Yigo, Guam**

**Teacher, Special Education Resource Teacher, First Grade, & Kindergarten**
December 1976 - June 1983
Taught mildly educable mentally retarded students for five years utilizing direct instruction and behavior modification methods. Planned, implemented, and evaluated curriculum for special education students. Participated in student evaluation and I.E.P. Collaborated and teamed with site teacher for the learning disabled students. Trained and supervised students for the Guam Special Olympics. Instructed regular education first grade for one year. Taught kindergarten one year.

**Education**

United States International University (USIU) - San Diego, California

*Master of Arts in Education*

University of Guam (Accredited by WASC) - Mangilao, Guam U.S.A.

*Bachelor of Arts in Elementary Education and Special Education Cum Laude*

**Specialized Training**

Cognitive Guided Instruction in Mathematics (CGI) - Oceanside, California

*Continuing Education*

Oceanside Unified District Gifted and Talented Education Training - Oceanside, California

*Certification in Gifted and Talented Education*

Oceanside Unified District Staff Development Training SDATE - Oceanside, California

*Clear Certificate of Completion of Staff Development*

California Technology Assistance Project (CTAP) - Orroville, California

*Web Design Workshop*

University of Santa Clara - Santa Clara, California

*Integrated Thematic Instruction Workshop*

The University of Phoenix - Vista, California (Extension Program)
Professional Development (Continuing Education Courses)

Chapman College - Vista, California (Extension Program)  
Professional Development (Continuing Education Courses)  
June 1986 - August 1987

University of California, San Diego - San Diego, California (Extension Program)  
Computer Literacy for Educators Course  
August 1986

University of San Diego - San Diego, California (Extension Program)  
Professional Development (Continuing Education Courses)  
May 1986
Good afternoon John,

Attached is EDUC E1033 - Technology for Primary Grades, which Extended Studies would like to offer this Summer term. Would you please review this Form X and let us know as soon as possible if you have any comments or concerns. I apologize for the short notice.

Thanks,
Virginia

Virginia Peters Mann
Academic Programs
Cal State San Marcos
San Marcos, CA 92096-0001
(760) 750-4326

Contacted CS 2 times, with no reply, vpm