

# COURSE GUIDELINES AND DESCRIPTION

<b>Course Name:</b>	<b>Technology Leadership Team</b>
<b>Sponsoring Agency:</b>	<b>DoDDS-Europe/Bavaria District/ Bamberg Elementary School</b>
<b>Semester Hours:</b>	<b>1.0</b>
<b>Course Dates:</b>	<b>September 30, 2005 – May 1, 2006</b>
<b>Course Meeting Times:</b>	<b>To be determined and announced by the course</b>
<b>Location:</b>	<b>Instructor Bamberg, Germany</b>
<b>Number of participants:</b>	<b>about 5</b>
<b>Tuition:</b>	<b>\$55.00</b>
<b>Class Approval Code:</b>	<b>(University of San Diego)</b>

## Course Guidelines

A. **Course Registration** - To register for the course, participants must submit an online registration form located at <http://www.usd-online.org/inted.htm> (University of San Diego) or <http://www.ces.sdsu.edu/dodds.html> (San Diego State University) or <http://www.ashland.edu> (Ashland University). The registration deadline is **October 9, 2005** (no later than ten days after the start of the class as per the agreement.)

## B. **Course Requirements** -

1. Attend all Tech Team meetings and training sessions
2. Help coordinate grade level/group training for specific topics learned at tech training sessions, such as: advance use of SMS, Grade book, Basic trouble shooting, and general computer use.
3. Participate in the Spring Science/Technology Day in support of grade level.
4. Create and deliver a technology-based lesson for grade level teachers.
5. Write an after action reflection about what was learned, what was valuable and possible needs for next year.

The finished course project paper must be sent to Cindy Templeton at [cindy.templeton@eu.dodea.edu](mailto:cindy.templeton@eu.dodea.edu). Attention: Cindy Templeton and received no later than, June 3, 2005. The paper must be typed and include a cover sheet with the course title, course number, location, dates, participant's name and mailing address.

**Course Description:** This course is designed for the elementary educator who has willingness to learn new software, basic tech troubleshooting, and want to share what they have learned. Teachers will learn to use new software programs and work as a team to develop how to show teachers how to use them and integrate them with their course standards. Teachers will also learn basic computer support such as installing a printer, creating a mailing list, creating and managing folders....

DoDDS-E Approving Official Signature for Course: Maryellen Riley  
**Maryellen Riley, Assistant Superintendent, Bavaria District**

Approving official will forward copies of this document to the following:

Dr. Jim Olivero ([JLO0004@aol.com](mailto:JLO0004@aol.com))

Deputy Director DoDDS-Europe

Cindy Templeton: [Cindy.templeton@eu.dodea.edu](mailto:Cindy.templeton@eu.dodea.edu)