ITLS 4205/6205 – Computer Applications for Instruction and Training
(3 credits – online)
Syllabus

Course Description
This course takes a practical approach for using technology tools in instruction. The course will explore various technologies and how to use technology tools to enhance student/trainee learning. The tools covered include learning management systems, classroom presentation tools, video demonstration, screen casting, video conversion, cloud computing, and many others. Participants will develop a learning site (whether in an LMS or a website) to be used as a way to disseminate training. Participants will learn how to implement good instructional design as attendees develop course materials and instructional videos to create their instructional/training website or course.

Learning Outcomes:

Upon completion of this course,

1. Students will demonstrate a degree of technical proficiency in various industry standard software applications that assist in the production and distribution of instructional content.
2. Students will be able to use these tools appropriately and effectively (using best practices) in an instructional context, in ways that advance instructional objectives and improve learner experience.
3. Learn-how-to-learn. Software packages come and go at a rapid rate, and learning how to learn new software as it comes on the market is a key design skill.
4. Graduate students will develop an online teaching lesson for their peers in the course. This lesson will include objectives, activities, assignments, videos pertaining to an online tool chosen from a list of useful educational tools.

Major Topics (all with a purpose of how they are used in training)
>Google Slides and Forms
>Google Sites
>Audio Editing
>Video Editing
>Screen Casting
>Demonstration Videos
>Graphical Editing/Manipulation
>Learning Management Systems
>Other Educational Tools – varies by class

Hardware and Software
This course will require participants to have a microphone on their computer which can be used to record screencasts. A digital recording camera is also required to record a demonstration video and a microphone extension for that camera is strongly encouraged

Participants need to make sure they are using the most current version of their preferred browser and that a PDF add-on/extension tool is installed. MicroSoft Internet Explorer or Edge are not recommended for use with Canvas. Online learning requires a computer and a high-speed internet connection.

Participants will be required to install various software on their computer. They must have rights to do so on the computer they will be using. The software will generally be free of charge for the time needed for the course. Participants will be responsible to uninstall the software so that they are not charged.

Textbooks
All "textbook" items for this class will be an electronic compilation of relevant articles, tutorials, and examples.

Expectations
An online course requires more reading and writing than a typical face-to-face course. Online courses provide for more flexibly, but require more student responsibility. Evidence of learning will be based upon participation in class and the successful timely submission of assignments. Research in online learning finds that students who fail courses, fail because they do not engage in course content (missing important due dates), do not engage in course discourse, or simply do not ask questions. Online courses require personal motivation and commitment. **This 14-week long course** is asynchronous and will require diligent attention to the content and assignments. The "weekly" schedule in the course provides for flexibility, but the discussion and assignment ***due dates are deadlines, not guidelines.***

There is an expectation that discussion posts and assignments will be posted/submitted on time. An allowance may be made for unexpected circumstances, with prior approval. Late assignments will not be accepted unless a situation warrants more time and the request for more time has been received prior to the due date.

Course Work Schedule
Weekly modules will be released 1-2 weeks prior to the actual corresponding syllabus schedule dates. Participants will be able to access the weekly resources ahead of the schedule, however, they will not be able to enter the discussion prior to the weekly release/open dates. (It gets very confusing to have a few discussions going on over a couple of weekly topics/readings. The group will need to stay on the same schedule for discussions.)

Evaluation – Grades
Grades will be evaluated based on engagement in the online lessons, the timely submission, and the quality of course assignments. Participants should plan to spend 10-15 hours each week engaged (reading, posting, watching videos) in this 14-week course.

Late Work and Redos
Participants who have a situation that makes it impossible for them to submit an assignment on time, please let the instructor know and an accommodation may be made.   Some assignments may involve a peer review. Late assignments will not receive a peer review, nor will it be assigned a peer review. Late peer reviews are unacceptable, and will receive a zero score.

Grades
The points for each assignment will be noted and grades assigned in the following *minimum* percentage totals:

93% = A	87% = B+	77% = C+	67% = D+	<60% = F
90% = A-	83% = B	73% = C	60% = D	
	80% = B-	70% = C-		