

Computer Applications for Instruction and Training

Syllabus

ITLS 6205
online 3 credit course

Course Description:

This course takes a practical approach for using technology tools in instruction. The course will explore various technologies and methods in utilizing technology tools to enhance student/trainee learning outcomes. Some of the tools covered in the course include classroom presentation devices, graphic creation/editing, screen casting, video demonstration/conversion, cloud computing, and others. Participants will develop a culminating instructional project to add to their portfolio. Participants will be expected to work with other students in a group for various course projects using online collaboration tools.

Intentional performance outcomes:

1. Students will demonstrate proficiency in industry standard software by creating instructional collateral to supplement their portfolio.
2. Students will be able to use these tools appropriately and effectively in an instructional context to improve learner experience.
3. Students will be guided through the process of learning new software.
4. Students will develop an online instructional project for their peers. This project will include an instructional video, activities and an assessment.

Tools Taught in this Course

- Microsoft Office Suite/Office 365
 - Automation
- Adobe Creative Cloud
 - Graphical Editing/Manipulation
 - Audio creation and editing
 - Video creation and editing
- Screen Casting
- Learning Management Systems

Theory Taught in this Course

- Basic introduction to instructional design
- Color Theory
- Layout Design

Hardware and Software

Computer hardware minimum requirements:

8GB free hard drive space, 4GB RAM, 2x Intel processors

Computer microphone

Digital recording camera (a 2yr old cell phone will be more than adequate. For high quality audio, a wired or wireless microphone is encouraged)

Online learning requires a high-speed internet connection.

Software requirements:

Ability to install various software on the computer you choose to use.

Current web browser, Google Chrome recommended.

Microsoft Internet Explorer or Edge are **not** recommended for use with Canvas.

[Microsoft Office 365 suite](#) (free for every USU student)

[Adobe Creative Cloud](#) (University provides student license for free)

As a student, you will have access to the Microsoft 365 Suite and Adobe Creative Cloud for free, however you'll need to follow the steps below to procure the Adobe Creative Cloud software. If assistance is needed, please contact the help desk.

To use the Microsoft 365 Office Suite:

Using a web browser, navigate to <https://www.office.com>. Use your A-Number and password to login.

Our current Adobe license includes Creative Cloud for students.

Each student will need to submit a request for an account thru <https://adobecc.usu.edu>. After the form is submitted, the student should get a confirmation from Adobe. Also, if a student works for USU, the Help Desk needs to manually update their account from using their @aggiemail address to their @usu.edu address. They can reach out the Help Desk for help. There are a few common bugs that happen with installation—students are welcome to reach out to the help desk if they run into problems.

Textbooks

No textbook is required for this course.

Expectations

An online course requires a level of discipline different than a typical face-to-face course. Online courses provide for more flexibility but require more student responsibility. Evidence of learning will be based upon each course project which demonstrates proficiency and the successful timely submission of assignments. Research in online learning suggests that students who fail courses, fail because they do not engage in course content (missing important due dates), do not engage in course assignments, 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 project assignments. The weekly schedule in the course provides for flexibility, but the discussion and assignment **due dates are deadlines, not guidelines**. An allowance *may* be made for unexpected circumstances based on the instructor's evaluation. Communication is key. 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. Students should plan to spend 8-9 hours each week on course work such as viewing lectures and assigned videos, learning software, and developing instructional content.

Evaluation – Grades

Grades will be evaluated based on each project rubric. ***Late work without approval will not receive credit.***

Late Work

In the case that a participant encounters 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.

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	63% = D	
	80% = B-	70% = C-	60% = D-	