Advanced Computer Applications in Education and Training LTEC 4160.020/.026
Course Syllabus, Fall 2018
August 27th – December 14th

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Office Hours: By appointment only. Please send me email through Canvas to set up either an electronic or face-to-face appointment.

<u>*Course Creator:*</u> Instructors in Applied Technology & Performance Improvement

<u>*Objectives:*</u>
Advanced Computer Applications in Education and Training was designed to help you increase your productivity with the Microsoft Office Suite by integrating data and sharing it across different programs in the suite. It was also designed to help you understand how to prepare training manuals that incorporate a variety of different graphic elements and procedural steps. You will also create a storyboard to visually describe website content, create a tutorial, and an electronic portfolio. These activities will help you enter an educational or training organization and effectively use graphic applications and electronic tools. There is no prerequisite for this course.

After completing this course, you should be able to successfully complete the following tasks:
1.) Discuss the benefits and disadvantages of the Microsoft Office Suite,
2.) Identify instances where databases, spreadsheets, and word processing applications can be merged to increase productivity,
3.) Explain the difference between shareware and freeware,
4.) Locate and use general academic resources for research, inquiry, and exploration,
5.) Explain the purpose of a storyboard and an electronic portfolio,
6.) Describe the difference between linking and embedding data,
7.) Explain copyright provisions, fair use, and plagiarism,
8.) Explain file sharing in digital environments,
9.) Explain the steps necessary for merging files, and
10.) Discuss ways to engage viewers when they are viewing training material.
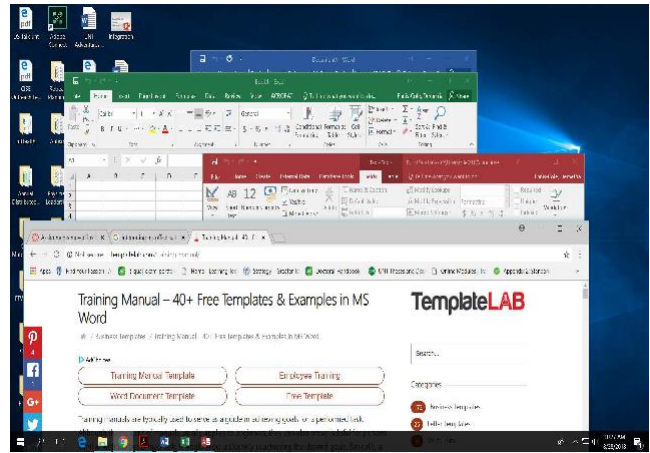
**No Text is Required**: All readings are online.

**Course Grading**:
There is no make-up work. All content is delivered online, and all
course assignments must be submitted by the due date.
**No grades will be dropped** in this course. Your grades
will be weighted as follows:

Activity	Percentage
(6) Discussion Posts and Responses to two Classmates for each post	About 14%
(5) Assignments	About 84%
(3) Class Chats	(Attendance is Optional, but helpful for questions)
(1) 50 Mile Form	About 02%

The grading scale is as
follows:
A - 90%-100% – 905 – 1005 pts.
B - 80-89%   - 804 – 904 pts.
C - 70-79%   - 703 – 803 pts.
D - 60-69%   - 603 – 702 pts.
F - 0-59%   - 602 – and below

Course Information LTEC 4160.020/.026:
It is to your advantage to read the assigned material and complete the required
activities each week. This will help you better learn the material and
keep you from falling behind. You should plan to spend 1-2 hours each
day on this class. Please plan your schedule accordingly. All activities
are due on the dates specified, unless there is an email message from
me altering the schedule. You should check your Canvas Email
frequently, and promptly reply to all queries.

If you are unfamiliar with Canvas, please review the student guide on your home page.
To get additional assistance, contact the UNT Helpdesk by email
(helpdesk@unt.edu) or phone (940-565-2324) for answers to your
questions about Canvas.

A course schedule is available for you. Click LTEC 4160 schedule on the home page to
see a lists all activities and due dates. Feel free to print the schedule to get a listing of

this semester's course activities. You may also view additional material listed inside the course modules. These will provide you with information and guidance on meeting the requirements for the assignments.

Class Assignments and Activities:

Six discussion posts and five assignments are required.

The total points available on the assignments is 150, and the requirements for each can be found inside each learning module. I expect you to complete the assignments yourself and submit them on or before the posted due date. I must have *your completed work by 11:59pm on the due date specified.* No late postings or assignments will be accepted. The work has been spread over several weeks to provide you with time to do your best work. Work a little each day, and you'll find that you'll meet all the deadlines.

Three Class Chat dates have been scheduled. These sessions will permit you to ask questions and synchronously participate in discussions with your classmates. The sessions are not mandatory, but they will provide you with the opportunity to ask questions and share information you have learned. Please attend the chats in Canvas to ask questions and respond to questions.

The content of each chat will be edited and posted so that you can read the discussion at your convenience. The dates for the chats are **Sept. 2nd, Oct. 1st, and Nov. 5th 2018 from 8:30 - 9:30pm**. The chats should be informative and enjoyable because of the content.

Discussion Postings: For every discussion you post, you will need to answer the

question(s) presented and respond to at least two of your classmates. Posting and responding to two of your classmates is a required part of the course. These communication activities are listed under the discussions tool, and they should be completed **during the week we read the chapter associated with the question**. Postings made at any other time, including the end of the semester will not be graded. Your posts should be meaningful. This means it should contribute to the course discussion. Simple phrases are not encouraged: "Great post!" and "Good work!" are not considered meaningful discussion posts. While a long essay is not the goal, a meaningful post of 50-75 words has these characteristics:

1. Disagrees respectfully with an alternative perspective,
2. Makes a comment that synthesizes comments by others,
3. Explains an alternative point-of-view,

4. Summarizes an observation that takes into account several different perspectives as they relate to a common theme, or
5. Encourages another person to elaborate or further explain a statement that has been made.

Class Supplies:

You must access Canvas regularly with your EUID and password to complete course material. You should use https://unt.instructure.com to get to the course, and login. Click on your course number (LTEC 4160.020/.026 – Fall 2018). Please make sure you backup your work so you have copies of everything you send me. After submitting your work, check your email or your grades in Canvas for feedback. Feel free to contact me via e-mail through Canvas to ask questions, and please give me 48 hours to respond. I will make every effort to respond to your questions as quickly as I can.

Cheating:

Cheating and plagiarism are forms of academic dishonesty. The definitions and disciplinary actions for these offenses are defined in the *UNT Policy Manual 06.003 please see (https://policy.unt.edu/policy/06-003).*

"Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one's own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practice scholastic dishonesty."

"Academic dishonesty matters may first be considered by the faculty member who may assign penalties such as failing, reduction or changing of a grade in a test, course, assignment, or other academic work, denial of a degree and/or performing additional academic work not required of other students in the course. If the student does not accept the decision of the faculty member, he/she may have his/her case heard by the academic department chairperson or head for review of his/her case. If the student does not accept the decision of the academic department chairperson, he/she may then follow the normal appeal procedures listed in Disciplinary Procedures." See https://deanofstudents.unt.edu/conduct.

EEO/ADA Statement:

The University of North Texas does not discriminate on the basis of race, color, religion, sex, age, national origin, gender, or veteran status in its educational programs, activities, admissions, or employment policies. Questions or complaints

should be directed to the Equal Opportunity Office (940) 565-2456. TDD access is available through Relay Texas 1-800-735-2989 (TDD Callers).

The University of North Texas does not discriminate on the basis of an individual's disability, and it complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment, and employment practices. ADA Policy

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation. Reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. Federal legislation (The Americans with Disabilities Act (ADA)) pursuant to section 504 of the Rehabilitation Act renews UNT's commitment to providing disabled Americans with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. **Students are responsible for** informing faculty members of their need for an accommodation by providing authorized documentation through designated administrative channels – specifically the UNT Office of Disability Accommodation. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found here: http://disability.unt.edu. You may visit the Office of Disability Accommodation in Sage Hall (Suite 167) by appointment on M-F from 8:00am - 5:00pm M-F, or call the office at (940) 565-4323.

By law, UNT provides academic adjustments and auxiliary aids to individuals with disabilities who are otherwise qualified to meet the institution's academic and employment requirements. Please see your instructor outside of class and make arrangements with the ADA Office for situations requiring special accommodations.

Expectations of Students:

1. **Class Preparation and Participation.** You should read the chapters and work on activities each week. See the electronic course calendar to see required weekly readings and activities.

2. **Appropriate Materials.** You should back-up your work, and adhere to deadlines listed in the electronic course calendar.

3. **Class Attention.** You should check the course your daily to keep abreast of any changes, special announcements, and course-related information.

4. **Assignments, Blogs, Discussion Postings.** You should complete all assignments, blog entries, and discussion posts and submit them for grading on their due dates. For your convenience, all course requirements have been entered and you may work ahead of the schedule.

NOTE ABOUT MEDICAL EMERGENCIES: If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify me at the time of your medical problem. Requests for an Incomplete (INC) or to DROP the course must come at the time of the medical emergency and must be supported by a letter from your physician indicating that your medical situation prohibits you from working at your computer to submit your assignments as scheduled. Requests for an Incomplete (INC) or to DROP this course based on a medical emergency **CANNOT be granted after the medical emergency**. All requests must meet standard university policy. Please see the course instructor about submitting the required paperwork.

Add/Drop Policy: The department adheres to the add/drop schedule established and published by the UNT Office of the Registrar. See the registration calendar for information on refunds and deadlines: http://studentaccounting.unt.edu/class-drop-withdrawal-refunds.

Important Notice for F-1 Students taking Distance Education Courses - Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov/. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study

program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

(3) Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Schedule for the Fall, 2018

Module	Assignment/Discussion	Possible Points	Due Date
	50 Mile Form	5	09/10/2018
	Discussion Post: Go to Discussions, Introduction and enter a thread that introduces you to the class: 15 Points for the initial post, 5 points each for the two replies you post to other students.	25	08/31/2018
1	Review the course content for Module 1. Create files demonstrating your ability to integrate word processing, spreadsheet, and database applications. The documents will be created using Microsoft Word, Excel, and Access. You will need to use the labs on campus or your own tablet, laptop, or PC equipped with the MS Office Suite to complete this assignment. MS Access is required, and this program is not available on the Mac. Campus Lab Locations Go into Assignment #1 and use Submit Assignment to upload your work for grading.	200	09/14/2018
	Respond to instructor posted topic in the Discussion Tool. Discussion Post: Go to Discussions, Assignment #1 and enter a thread that answers the reflective questions listed: 15 Points for the initial post, 5 points each for the two replies you post to other students.	25	09/14/2018
2	Review the course content for Module 2. Create step-by-step training procedure with graphics that demonstrate downloading, installing, and utilizing a freeware program. This document will be created using Microsoft Word. Go into Assignment #2 and use Submit Assignment to upload your work for grading.	200	10/05/2018
	Discussion Post: Go to Discussions, Assignment #2 and enter a thread that answers the reflective questions listed: 15 Points for the initial post, 5 points each for the two replies you post to other students.	25	10/05/2018
3	Review the course content for Module 3. Create a storyboard for an electronic portfolio. Create using pen or pencil and then use a scanner to scan the worksheets into a document for submission to the instructor. Go into Assignment #3 and use Submit Assignment to upload your work for grading.	50	10/26/2018
	Discussion Post: Go to Discussions, Assignment #3 and enter a thread that answers the reflective questions listed: 15 Points for the initial post, 5 points each for the two replies you post to other students.	25	10/26/2018
4	Review the course content for Module 4. Create a PowerPoint presentation using Microsoft PowerPoint that shows mastery of the advanced elements on the rubric. Choose a topic of your interest that is non-computer or software related. Go into Assignment #4 and use Submit Assignment to upload your work for grading.	200	11/16/2018
	Discussion Post: Go to Discussions, Assignment #4 and enter a thread that answers the reflective questions listed: 15 Points for the initial post, 5 points each for the two replies you post to other students.	25	11/16/2018
5	Review the course content for Module 5. Use the storyboard you created in Module 3 to create a portfolio. This assignment uses web authoring software such as Microsoft Expression Web, Dreamweaver, KompoZer, or	200	12/07/2018

| | other approved software.

Go into Assignment #5 and use Submit Assignment to upload your work for grading. | | |
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| | Discussion Post: Go to Discussions, Assignment #5 and enter a thread that answers the reflective questions listed: 15 Points for the initial post, 5 points each for the two replies you post to other students.

Please go to my.unt.edu and complete the SPOT Evaluation for this course. | 25 | 12/07/2018 |
| | TOTAL | 1005 | |