Syllabus for
CIEC 534 - Application Software in the Classroom Curriculum Area
3 Credit Hours

Marshall University Graduate College
Graduate School of Education and Professional Development
Elementary and Secondary Education
100 Angus E. Peyton Drive
South Charleston, WV 25303-1600

Instructor

Instructor: Lisa A. Heaton

Office: GC 240
Office Hours: 1:00-3:00 M-Th or by appointment
MU Email: heaton@marshall.edu (use of Messages in the online course is preferred)
Phone: 800.642.9842 x. 6.2026 or 304.746.2026

Instructor's CV

Teaching Assistant:	Inga Barker	Sherri Stepp
MU Email:	barker131@live.marshall.edu (in course Messages preferred)	goodall@marshall.edu (in course Messages preferred)
Responsibility:	Ms. Barker will work with you on Module 5: Using the WWW	Ms. Stepp will work with you on Module 7: Using PowerPoint

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Meeting Time

This online course is designed to be completed within one semester. The beginning and ending dates for this semester are reflected in Marshall University's Academic Calendar.

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Materials

The cost for materials for this course is approximately $30.00.

- USB flash drive (recommended for backup)
- A three ring binder for printouts (optional)
- A textbook is not required for this course

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Computer Requirements

Refer to MUOnline for information regarding minimum requirements for Web-based courses. In addition, **Microsoft Office* applications are required for this course**.

*Microsoft Office is available to students for $149.95 by going to http://www.microsoft.com/student/. A valid .edu email address is required to take advantage of this discount for students. Your Marshall University email account (@live.marshall.edu) will serve this purpose. Your Marshall University email is accessible through myMU.

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Prerequisites

None

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Course Description

This three credit course is designed to provide teachers and teacher education students with the opportunity to develop technology skills and use through the creation of technology-related teaching materials and/or lesson plans. The course format will include discussion of issues related to technology in education, examples of software applications, and hands-on computer use and materials development. Each participant will use course information to design instructional materials and/or lesson plans that effectively integrate technology into the subject area(s) that he or she teaches or would like to teach. Lesson plans and instructional materials should be aimed at meeting the West Virginia Content Standards and Objectives or other appropriate content standards. This class will cover Microsoft Office applications for developing spreadsheets, databases, presentations, and word processed materials; digital imaging media; and Internet applications (including using and developing a basic Web page). In addition, participants will learn to work effectively within an online course environment.

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Major Topics

This class covers the use and integration of spreadsheets, database, digital imaging, word processing, and the World Wide Web. Technology standards and current issues and resources related to technology integration are discussed in alignment with the International Society for Technology in Education (ISTE) standards - National Educational Technology Standards for Teachers (NETS*T) @ http://www.iste.org/standards/nets-for-teachers.aspx

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Course Objectives

The following objectives are addressed in this course:

1. Participants will be able to use online learning tools, such as Discussions, Mail, and Blogs to communicate with the instructor and classmates.
2. Participants will be able to locate and use other resources within the online learning environment, including the calendar, dropbox, quizzes, etc.
3. Participants will be able to create instructional/administrative materials using applications software, including: word processor, spreadsheet, database, and presentation programs.
4. Participants will be able to develop technology based activities that require student use of applications software, including: word processor, spreadsheet, database, and presentation programs.
5. Participants will be able to locate WWW resources and develop ideas for integrating WWW resources into instruction.
6. Participants will be able to capture digital images from public domain sources and/or from a scanner or digital camera.
7. Participants will be able to discuss technology related topics, including issues related to technology standards, citing electronic resources, and technology integration.

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Assignments

Course assignments which are drawn directly from the objectives for the class, include completion of reading assignments, tutorials, quizzes, journal entries, and individual projects created with each program covered in the course. Checklists and grading rubrics are provided with the assignments for each learning module.

You can track your status in the course throughout the semester by accessing **My Grades** in navigation bar at the left. Assignments are described in detail within each major section of the course. Corresponding due dates for all assignments and quizzes are outlined below and on the **Calendar**. Assignments should be completed in the order assigned, by the due dates given. Try to work ahead and stay ahead. Please contact the

instructor immediately if you have questions or foresee the need for extra time. Points may be deducted for late assignments.

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Schedule

Assignments are to be submitted by 11:59 p.m. on the due date indicated. **A 10% deduction will be made for late assignments. Assignments that are more than two weeks late will not be accepted.**

Due Dates	Module	Assignment
Jan 22	Module 1: Orientation	• Browser Tune-up • Review Syllabus • Getting Started Mail (5 pts.) • Student Bios Discussion (5 pts.) • Update Avatar (5 pts.) • Idea Log Dropbox (20 pts.) • Practice Quiz (5 pts.)
Jan 29	Module 2: Tech Standards & Integration	• NETS*T Survey (20 pts.) • NETS*S Survey (25 pts.) • Tech Use Discussion (45 pts.)
Feb 5	Module 3: Digital Imaging	• Free Clipart Dropbox (10 pts.) • Image Citation Review (10 pts.) • Banner Dropbox (10 pts.) • Photo Edits Dropbox (20

			pts.)
Feb 12		Module 4: Word Processing & Desktop Publishing	• Word Project Dropbox (100 pts.)
Feb 19			• Minute Paper: Word Processing (20 pts.) • Word Quiz (10 pts.)
Feb 26		Module 5: Using the WWW	• WebQuest Review Discussion (50 pts.) • WWW Terminology Quiz (10 pts.) • Minute Paper: Using the WWW (20 pts.)
Mar 5			• Weebly Hotlist Discussion (100 pts.)
Mar 12		Module 6: Using MS Excel	• Excel Tutorial Dropbox (50 pts.) • Excel Quiz (10 pts.)
Mar 19		**Spring Break**	
Mar 26			• Excel Project Dropbox (100 pts.) • Minute Paper: Spreadsheets (20 pts.)
Apr 2		Module 7: Using MS PowerPoint	• PowerPoint Tutorial Dropbox (50 pts.) • PowerPoint Quiz (10 pts.)
Apr			• PowerPoint

	9		• Project Dropbox (100 pts.) • Minute Paper: Multimedia Presentations (20 pts.)
	Apr 16	Module 8: Using MS Access	• Access Tutorial Dropbox (50 pts.) • Access Quiz (10 pts.)
	Apr 23		• Access Dropbox (50 pts.) • Minute Paper: Databases (20 pts.)
	Apr 30		• Idea Log Update Dropbox (20 pts.)

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Grades and Grading Scale

The following grading scale will be used in this course:

Grading Scale:

A = 930 - 1000 pts.

B = 830 - 929 pts.

C = 730 - 829 pts.

D = 630 - 729 pts.

F = 0 - 629 pts.

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Plagiarism / Academic Dishonesty Policy

Refer to Academic Requirements and Regulations in the Marshall University Graduate Catalog for additional details related to Academic Dishonesty including issues of Cheating, Fabrication/Falsification, Plagiarism, Bribes/Favors/Threats, and Complicity. Plagiarism is applicable to both print and digital (computer based) works. As noted in the 2011-2012 Graduate Catalog, Plagiarism is "submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes: Oral, written and graphical material; both published and unpublished work. It is the student's responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism" (p. 49). Sanctions imposed by an instructor for academic dishonesty may include "A lower or failing project/paper/test grade, A lower final grade, Failure of a course, Exclusion from further participation in the class" (p. 49).

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Non-Discrimination Policy

It is the policy of Marshall University to take affirmative action to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual orientation, religion, age, national origin, ancestry, veteran status, or disability. Marshall University neither affiliates nor grants recognition to individuals, groups or organizations that do not comply with federal, state or local equal opportunity regulations.

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Policy for Students with Disabilities

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117 (304.696.2271) to provide documentation of their disability. Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing, and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, access the website for the Office of Disability Services.

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Communication - Marshall University Email

For students enrolled in MUOnline courses, communication with the instructor is typically via one of the course tools (discussions/mail). If, however, it is necessary for you to contact the professor, the program secretary, or anyone else at Marshall via e-mail, university policy requires you to use your Marshall Email account. The university contacts students using MU Email to share important information, including emergency announcements, course-related information, reminders and deadlines. You MUST have and use your MU email account. The email process includes a procedure for redirecting your email, but you must sign into your MU email account to do this. For more specific information and assistance refer to Student Success with Technology.

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Bibliography

In addition to a variety of online resources referenced throughout the course, the following were consulted during the development of content for this class:

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Preparing the Experienced Professional as Specialist

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