Cal State San Marcos   Summer 2009

EDST E635_EX01: (3 units)

CRN: 30125

"Hardware Operations and Functions to Support Teaching and Learning"

**Note: This course also focuses on *universal access issues and tools and copyright law.* It is fully online.
Students *must* have Internet access and an up-to-date computer.**

Instructor	Office	Office Hours	Phone	E-mail Address
Erika McCulloch	UH447	By online or phone appt.	760-917-2421	emccullo@csusm.edu

Course Text: Shelly, G. B., Cashman, T. J., Andrews, J., & Jedlicka, L. S. (2004*). Understanding and Troubleshooting Your PC.* Boston: Thompson Learning, Inc.

Mission of the College of Education

The mission of the College of Education Community is to collaboratively transform public education by preparing thoughtful educators and advancing professional practices. We are committed to diversity, educational equity, and social justice, exemplified through reflective teaching, life-long learning, innovative research, and ongoing service. Our practices demonstrate a commitment to student-centered education, diversity, collaboration, professionalism, and shared governance.

(adopted by COE Governance Community October, 1997)

Course Description

This online course prepares educators to use computer and software resources and settings to support student needs. The assignments will include a close look at universal access issues and tools, and important copyright law.

Computer Concepts and Applications Supplementary Authorization

This course is one the four courses that have been approved to satisfy the California Supplementary Authorization (CSA) in Computer Concepts and Applications requirement. All four courses are offered completely online! Regardless of where you live in the state, you may now fulfill CSA requirements by completing four 3-unit graduate-level courses in Computer Concepts and Applications.

Course Objectives and Student Outcomes

You will find the objectives and outcomes of this course are embedded in each module. These are thoroughly described at the end of this syllabus.

Assessments

In order to successfully complete this course, assignments must be completed with at least an acceptable level noted on assignment rubrics. In addition to the assignments described in WebCT, performance assessment will be on student's ability to perform tasks using a variety of software. California State University San Marcos has adopted an all-university writing requirement. In each course, students are required to write at least 2500 words in essays, exercises, papers and examinations. Completion of the assignments in this course according to given directions will enable you to exceed that requirement,

Accommodations and Policies

Students with Disabilities Requiring Reasonable Accommodations

Students are approved for services through the Disabled Student Services Office (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with their instructor during office hours or, in order to ensure confidentiality, in a more private setting.

College of Education Attendance Policy

Due to the interactive nature of courses in the COE, and the value placed on the contributions of every student, students are expected to prepare for, attend, and participate in all classes. For extenuating circumstances contact the instructors before class is missed, and make arrangements to make up what was missed. At minimum, a student must attend more than 80% of class time, or s/he may not receive a passing grade for the course. If a student misses two class sessions or is late (or leaves early) for more than three sessions, the highest possible grade earned will be a "C". Notification of absences does not allow students to assume they are automatically excused from class or making up missed class.

In this course, the instructor has adopted this policy: You must be active in online coursework including email, discussions and activities *at least twice weekly*, or you cannot receive a grade of A or A-. If you are inactive for one week or more, you cannot receive a grade of B+ or B. If you have extenuating circumstances, you should contact the instructor as soon as possible.

Academic Honesty

Please be sure to read and understand the university policy on plagiarism and cheating, as it will be strictly enforced. Academic dishonestly will not be tolerated and will result in a failing grade for this course and will be reported to the University.

From the CSUSM Catalog: "Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral assignments must be original work. All ideas/materials that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks. Students are responsible for honest completion of their work including examinations. There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty in accordance with the general rules and regulations of the university. Disciplinary action may include [but is not limited to] the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole."

Posting Replies (The Value-Added Model)

When replying to a posting in the discussion area by another student, instructor, or a guest, your reply should include the previous message below your comment. Your response must do one of the following:
1. **give an example** of what the prior post had described;
2. **provide a different perspective** of the topic posted; OR
3. **expand upon the idea** posted in the message by including more detail and depth.

Participation and Professionalism

It is expected that all students will have an active presence in the online community. Organize your week so that you **visit the WebCT shell every 2-3 days.** This will provide you the opportunity to stay in touch with the module assignments and discussions. You will need to use an up-to-date computer and operating system that has the ability and speed to use WebCT, play sound files, and view movie clips. It is your responsibility to *check these capabilities out ahead of time* and have a plan to identify and utilize a facility or location where you can access using these technical capabilities during the course. Note that all assignment documents must be completed in Microsoft Office (Word and/or Excel). There is a tune up tool on WebCT to test your browser and access. Please use that tool!

Assignment Questions

There is a QUESTIONS section on the Discussion Board. This section is included to allow everyone the benefit of having access to their classmates' and instructor's responses. Please review the posted questions and replies before posting your question(s).

WebCT Questions

Call the CSUSM help desk. Their location and hours are listed on the web: http://www.csusm.edu/iits/sth/. If you leave a message regarding a problem you are having, be sure to leave a phone number and/or email. They can help with all technical aspects of the WebCT environment.

Other Important Considerations

- Assignments are due when noted on the assignment page.

- All assignments should be based on thoughtful reflection and at a Master's level, and submitted only after final editing, having been proofread and word-processed.

- Contact instructor in advance of any absence to weekly module activities and suggest a timeline for how you will make up missed work.

- Grading of written assignments will be based on adherence to the assignment, evidence of revision, clarity, coherence, and legibility in edited text. Points are deducted for spelling and/or grammar errors.

- Remember to cite completely all information obtained in APA (APA Manual, 5th ed.). References are also required.

Grading Procedures and Assignments: Grading is calculated using the following:

94 - 100 = A	80 - 83 = B-	70 - 73 = C-
90 - 93 = A-	77 - 79 = C+	60 - 69 = D
87 - 89 = B+	74 - 76 = C	below 60 = F
84 - 86 = B		

Additional Web Site Resources:

CSUSM Library: http://library.csusm.edu/
WebCT: http://courses.csusm.edu
TaskStream: http://www.taskstream.com
International Society for Technology in Education: http://www.iste.org
Center for Applied Research in Educational Technology: http://caret.iste.org
Tapped In: http://ti2.sri.com/tappedin/
Video Classroom http://www.needleworkspictures.com/vic/Home.html
Apple Learning Interchange: http://www.ali.apple.com
21st Century Literacies: http://www.kn.pacbell.com/wired/21stcent/
Digital Edge Project: http://www.iste.org/inhouse/nets/cnets/dedge/index.html
National Board for Professional Teaching Standards: http://www.nbpts.org/

Tentative Course Schedule

Week	Module Number	Module Topic(s)
Week 1	Module 0	Introductions, Expectations, & Course Exploration
	Module 1	HW, SW, Maintaining/Troubleshooting, Supporting, & Connecting
Week 2	Module 2	Printers, Protections, and Preventive Maintenance
	Module 3	Application of PC Knowledge in Your Work
Week 3	Module 4	Web Accessibility
	Module 5	Web Accessibility and Usability
Week 4	Module 6	Alternative Tools and Accessibility
	Module 7	Defining, Clarifying, & Applying Copyright Law
Week 5	Module 8	Applying and Evaluating Copyright and Fair Use
	Module 9	Compliance with Copyright and Fair Use Laws; Wrap-Up; Exit; Evaluations