

Edison State Community College

Course Information

Educational Technology
EDU-126S-801FS
3 Credit Hours
Fall 2026
Online

Instructor Information

Instructor: Jessica Edwards, Med
Master of Education, Completion Date 2018
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Office hours: Monday & Wednesday 9-11 am (virtual or in person)

Course Description

Encompasses effectively identifying, locating, evaluating, designing, and preparing and efficiently using educational technology as instructional resources in the classroom related to principles of learning and teaching including legal and ethical use. Includes the development of increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project. Lab fee.

Required Textbooks and Materials

None, Open Educational Resources available in Blackboard

Prerequisite(s)

None

Course Goals

- CG1: Develop basic technology competencies through effective use of multiple operating systems.
- CG2: Develop the basic understanding of productivity and utility software capabilities and be able to use a variety of applications.
- CG3: Develop the basic understanding of using existing and emergent educational technologies in achieving curriculum goals including classroom management, curriculum design, and instructional strategies.
- CG4: Develop an understanding of copyright law, use of copyrighted materials, software licensing, and other ethical issues.
- CG5: Develop the ability to align curricular goals, instructional objectives, and the capabilities of electronic media through the principles of effective visual design, specification of clear instructional objectives and the production of electronic media in various digital and non-digital formats.

Instructional Methods

This course uses a variety of instructional methods to support student learning and engagement. Students will read course materials, watch instructional videos, participate in discussion boards,

and complete projects and assignments within Blackboard. Various Blackboard tools are used throughout the course to facilitate communication, collaboration, assessment, and access to learning resources.

Communication and Feedback

Regular communication and meaningful feedback are important components of this course. Email is the preferred method of communication, and students must use their Edison State email account when contacting me. I check email frequently and typically respond within 24 to 48 hours, excluding weekends and holidays.

Feedback on assignments, discussions, and projects will be provided through Blackboard using detailed grading rubrics and instructor comments. To promote transparency and support your success, students are encouraged to review the assignment rubric **before submitting their work** to understand the grading criteria and expectations. After grades are posted, please review the completed rubric and any feedback provided, as it is designed to highlight strengths, identify areas for improvement, and guide future performance in the course.

Course-Specific Technology Requirements

This course requires students to use several technology tools to complete assignments and course activities successfully.

- **Microsoft 365 (Office 365):** All students must have access to their Edison State Microsoft 365 account. Throughout the course, students will use productivity tools such as Word and PowerPoint.
 - Students can access Microsoft 365 applications through their Edison State student account.
- **Canva (Free Account Only):** Students will also use Canva to create visually engaging course projects and presentations. A **free Canva account** is sufficient for all required course activities. There is **no need to purchase Canva Pro or any paid subscription**.
 - To create a free Canva account:
 - Visit www.canva.com
 - Select Sign Up
 - Create an account using your Edison State email address or another preferred email address
 - Choose the Free plan when prompted

Assignments and Assessments

This course uses a variety of assignments and assessments designed to support learning, engagement, and application of course concepts. Students will participate in:

- Discussion boards
- Short quizzes
- Short projects
- Comprehensive final project

Detailed instructions, grading criteria, due dates, and submission requirements for all assignments and assessments are available within Blackboard. Students are encouraged to review all assignment materials carefully before beginning and submitting their work.

Grading

Grading Policy

Grades will always be available in Blackboard. This course will use a standard grading scale listed below. The grade center is set up as a running total. It will show you your grade for all assignments that are graded thus far. It is not necessarily representative of your final grade. Items that are not completed by the due date will be marked as a “0”. You can expect assignments to be graded within 2 weeks after the due date.

Grading Breakdown

Assignment	Points
<i>Assignments</i>	<i>900 pts</i>
<i>Quizzes</i>	<i>50 pts</i>
<i>Discussion Boards</i>	<i>150 pts</i>
<i>Comprehensive Project</i>	<i>200 pts</i>
<i>Total</i>	<i>1300</i>

Grading Scale

89.5% - 100% = A

79.5% - 89.4% = B

69.5% - 79.4% = C

59.5% - 69.4% = D

0% - 59.4% = F

Course Specific Policies

Attendance Policy

For online courses, attendance is measured by completion of activities. To remain in attendance, you must submit assignments throughout the course. If you do not complete the syllabus quiz by the due date or go several weeks without completing any assignments, you may be dropped from the course.

Artificial Intelligence (AI) Policy

For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited in order to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

Late Work/Make-Up Policy

All assignments are expected to be submitted on or before the designated due date and time. Late assignments may not be accepted. **All assignments will be due by Sunday at 11:59 pm on the appropriate week, unless otherwise specified.**

Exceptions:

- **Documented Absences:** Students with excused absences may be granted extensions, but these must be arranged with the teacher before the due date whenever possible.
- **Special Circumstances:** In rare cases of documented emergencies, the teacher may consider exceptions on a case-by-case basis.

Consequences:

- **Late Work:** Assignments submitted after the due date will receive a grade of zero.
- **Impact on Grades:** Late assignments can significantly impact a student's overall grade.

Additional Notes:

- Students are encouraged to seek help from the teacher before the due date if they are struggling with an assignment.

College Policies

Testing Your Faith

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its students. The College will accommodate sincerely held religious and/or spiritual beliefs, observances, and practices of its students. Students are permitted to be absent for up to three (3) days each semester to take holidays for reasons of faith or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization with no academic penalty as a result of an absence permitted in this policy.

Students will be given alternative accommodations for examinations/academic requirements missed due to an absence permitted in this policy if both of the following conditions are met:

- The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement; and
- The student provides written notice of the specific dates for which the student requests alternative accommodations to each faculty member within fourteen (14) days of the first day of instruction in a particular course.

Faculty will accept without question the sincerity of a student's religious or spiritual belief system and keep requests for alternative accommodations confidential. Faculty will schedule a time and date for an alternative examination, which can be before or after the time and date the examination or other academic requirement was originally scheduled, but does so without prejudice.

W	SUBJECT	ACTIVITY	DUE DATE
1	Operating Systems	Syllabus Quiz, System Maintenance & Troubleshooting Best Practices, Operating Systems Quiz	8/30/2026
2	Productivity Software	Creating an Educational Tool with Word	9/6/2026
3	Productivity Software	PowerPoint as an Educational Tool, The Power of Productivity Software	9/13/2026
4	Utility Software	Utility Software Quiz, Creating an Accessible Document	9/20/2026
5	Classroom Management Tools	Comparison of Two LMS	9/27/2026
6	Instructional and Assessment Tools	Educational Tool Integration	10/4/2026
7	Learning Theories & Instructional	ADDIE or IDL Infographic	10/11/2026
8	Integrating Technology	Reflecting on Flipped or Blended Learning	10/18/2026
9	Ethical Considerations	Ethical Considerations Quiz	10/25/2026
10	Software Licensing	Software Licensing Quiz	11/1/2026
11	Aligning Curriculum and Media	Unpacking Unclear Objectives, Media Selection for Curriculum Goals	11/8/2026
12	Visual Design Principles	Analyzing Visual Communication	11/15/2026
13	Multimedia Prod. Tools/Content Tech.	Visual Storytelling with Canva	11/22/2026
14	Evaluating Instructional Media	Key Evaluation Area Quiz, Gathering Feedback on Media & Digital Tools	11/29/2026
15	AI in Education	AI in Education: Shaping the Future of	12/6/2026
16	Comprehensive Project	Comprehensive Project	12/11/2026