



RITL402 – Production of Instructional Technology Materials

Master Course Syllabus

Course Overview (QM Standards 1.2)

Course description:

This course will assist students in designing multimedia instructional materials. Focus will be on the development of web-based instructional materials.

Course Goals and Objectives:

- Describe, analyze and evaluate online training.
- Identify and apply best practices to identify basic design concepts and common design flaws in WBT.
- Develop instructional materials following best practices.

Pre-Requisites (QM Standard 1.6)

No pre-requisites are required for this course.

Minimum Technical Requirements and Online Resources (QM Standards 1.5 & 1.7)

In addition to a web browser (preferably Firefox) that is Blackboard compatible, you will need the following software in order to complete the activities in this class:

1. Word processing package capable of reading and creating .doc, .docx or rich text formatted (rtf) documents.
2. *Adobe Acrobat Reader*: If you do not have *Adobe Acrobat Reader*, you can download it free from <http://www.adobe.com/products/acrobat/readstep.html>
3. PDF Creator Software: If you are using a MAC or do not have software capable of saving a file as a .doc or .docx file and do not have the capability on your campus to print files to PDF, you can download a free version of *CutePDF* at <http://www.cutepdf.com/Products/CutePDF/writer.asp> This software installs a virtual printer on your PC that allows you to print files to the PDF format.

4. **Virus Protection Software:** This course requires you to download and upload files from your PC. Virus protection software protects your computer and my computer.

Online Resources: This course makes use of many online resources. I have made every effort to make sure the links I have are up-to-date. However, due to the changing nature of the web, you may find that a resource is temporarily unavailable or has been removed. If this should happen, please send me an email and I will find an alternative resource or modify the assignment accordingly.

Instructor Information (QM Standards 1.8 & 5.3)

Individual instructors complete this information.

Virtual Office Hours

I am available in my virtual office by appointment only. Send me an email to set up an appointment.

Personal Commitment

My personal commitments to you as a participant include:

I will reply to course mail messages within 24 hours;

I will read all discussion postings and will reply where appropriate within 3 days

I will acknowledge my receipt of every course mail message immediately upon reading it. If I am unable to respond to the request or concern at the time of initial reply, I will give you an estimated time for my next reply.

If I am going to be away from the course space for more than a day or two, I will send a message to you indicating the length of my absence.

I will regularly update information regarding due dates in the course announcements.

Optional/Required Course Materials (QM Standard 4.6)

All required readings and content are included in each of the modules.

Grading Policy (QM Standard 3.2)

Each module consists of assignments of varying types, each having specific point values. For each assignment, you will be given the rubric or grading criteria from which you will be evaluated.

Grading Scale:

Final letter grades will be assigned based on the following total points earned:

Final Letter Grade	Total Points Earned
A	900 to 1000 points
B	800 to 899 points
C	700 to 799 points
D	600 to 699 points
F	599 points and less

Module Objectives and Assessments (QM Standard 2.2, 2.3, 2.4, 2.5, 3.4, 3.5, 5.1)

Module 1

After you have complete the readings and content for this module you will be able to:

- **Explain the advantages and disadvantages of Web-based training and utilization of online instructional materials. [M1S1: Self-assessment, M1A1: Promoting E-Learning Discussion]**
- **Identify basic design concepts and common design flaws in Web-based training and online instructional materials. [M1A2: Best Practices Assignment, M1A2, Best Practices Discussion]**

Module 2

After you have complete the readings and content for this module you will be able to:

- **Analyze various Web-based training sites based on a benchmark set of criteria standards. [M2S1: Self-assessment, M2A1: Comparison of WBT Programs]**
- **Integrate the principles of adult education into the development of online instructional materials. [M2A2: Development of Online Quiz]**

Module 3

After you have complete the readings and content for this module you will be able to:

- **Identify various user interaction options for online instructional materials. [M3S1: Self-assessment, M3A1: Training Unit, M3A2: Design Document M3A3: Online Training Module]**
- **Draft a detailed design document and program flow chart for Web-based training. [M3A1: Training Unit, M3A2: Design Document, M3A3: Online Training Module]**
- **Develop instructional materials and a Web-based training unit. [M3A1: Training Unit, M3A2: Design Document, M3A3: Online Training Module]**