



Gary E. West College of Business

Vision

West Liberty University aspires to offer innovative, inclusive, and inspirational opportunities that prepare graduates to be leaders in their communities and professions.

CIS 530: WVSTC Information Technology Management CE CRN XXX SECTION 06

Fall II 2025 Session

Monday, October 20, 2025 through Friday, December 5, 2025

(3 continuing education graduate credits)

Registration for this Information Technology Management continuing education course is available, for an additional fee, to participants registered to attend the West Virginia Statewide Technology Conference (WVSTC) on October 15 and 16, 2025 at Oglebay Resort in Wheeling, WV. [Insert registration link here](#)

This course may be used for renewal of your professional certificates and for advance salary classification. West Liberty University has no official capacity in recertification or salary advancement.

This course may not be used to meet requirements for a graduate degree at West Liberty University.

Instructor's Name: Ann Saurbier

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Office Phone: 304-336-8060

Office Location: College of Business, Room 230, East Wing, Main Hall

Office Hours: By appointment, as needed, in-person, by phone, or via Microsoft Teams

Course Delivery Format:

This course requires:

- Active participation in the West Virginia Statewide Technology Conference on October 15 and 16, 2025.
- Successful completion of follow-up assignments as outlined in Assignments section of the course syllabus.

Course Description:

This class is intended professionals to enhance their knowledge and skills related to information technology, digital learning programs and related techniques in education through their active participation the 2025 West Virginia Statewide Technology Conference. There are no prerequisites for the CIS 530: WVSTC Information Technology Management CE course.

Course Objectives:

The Candidate will be able to:

- Recognize the variety of information technology tools available
- Increase participant understanding of the best practices and use of digital learning and information technology.
- Demonstrate and explain strategies and techniques relevant to implementation.
- Practice thoughtful reflection to improve instructional practices.
- Present an overview of the information shared during conference sessions.

Virtual Course Introduction and Help Sessions:

An introduction to the CIS 530: WVSTC Information Technology Management CE course and Canvas Learning Management System will be held, via Microsoft Teams, on Monday, October 20, 2025 at 4:30pm.

If you need assistance with any course related concerns or issues that you have, you are welcome to request a virtual help session, via Microsoft Teams, by contacting the instructor.

Canvas Guides and Passport to Canvas Course

As a student in this course, you have access to a series of online Canvas Guides. At anytime, you are welcome to search the Guides to find information on using Canvas as a student. The Canvas Guides provide images and step-by-step directions for using Canvas. The series can be found at:

https://westliberty.instructure.com/courses/145/pages/1-dot-11-%7C-canvas-guides?module_item_id=1465

Passport to Canvas is a self-paced virtual course that will help you learn more about this learning management system. It's suggested that you review the modules focused on Global Navigation, Communications Tools, Navigating a Course, Assignments and Grades and Feedback for this course. You can access Passport to Canvas through this link: <https://westliberty.instructure.com/courses/145>

Course Tools and Resources

Students will need internet access to complete the course requirements.

All assignments for this course will be turned in using *Canvas*, West Liberty University's new course management system.

COURSE ASSESSMENTS

The requirements for the assignments for this course include:

- Attend at least four breakout sessions at the West Virginia Statewide Technology Conference on October 15 and 16, 2025 at Oglebay Resort in Wheeling, WV.
- Write a 500-750 word summary of four of the sessions you attended. Describe why the information was helpful, how you might use it in your current role, and how you could share it with colleagues or students. Note: These are four different summaries, each 500-750 words.
- Write a 250-500 word summary on the strategies learned in one or a combination of the sessions. How will the strategies become a part of your technology toolbox?
- Create a virtual presentation. It can be on one session that you attended or a combination of sessions. The presentation should be at least 15 minutes and cover an overview of the topic, what you learned about the subject, and how you can use this in your current role. Please note, you do not need to be an expert on the subject. You are sharing your perspective on the topic not teaching on the subject. You are welcome to prerecord the virtual presentation or record a synchronist presentation (please let the participant(s) know you will be recording). Submit the virtual presentation, an outline of your presentation notes, 10 discussion questions used to facilitate a group discussion, and tools used during presentation such as PowerPoint, Slides, Keynote, or Prezi.

ALL rubrics are included with the assignment details in Canvas.

Assignment Submission Procedure and Format

All assignments for the EDUC 578: WVSTC Information Technology for Educators course may be submitted on a rolling basis via Canvas. All assigned coursework is due by 11:55 pm on Friday, December 5, 2025 to receive full credit. Any assignments submitted after 11:55 pm on the due date will be deducted 10% of the possible points.

If you have extenuating circumstances or experience problems that will delay your completion of assignments on time, please contact the instructor, but please do not email the instructor your assignments.

Each assignment should be submitted according to these guidelines:

- Be one attachment (unless indicated differently)
- Include student's last name in attachment file name
- Have student's name, date, and assignment title in the "header" at the top of each page
- Be in Word or PDF format and spell checked. Assignments should not be submitted as HEIC or HTML files.

- Be double spaced, have one-inch margins, and 12-point font (unless the assignment requires a specific format, such as a chart or presentation)
- Follow APA formatting and include a reference page (when resources are used); see Purdue University's Online Writing Lab at: <https://owl.english.purdue.edu/owl/resource/560/01/>

AI Use with Attribution

Use of AI tools, including ChatGPT, is permitted in this course for students who wish to use them, unless otherwise prohibited in the directions for specific assignments.

To adhere to our scholarly values, students must cite any AI-generated material (including images) that informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies as academic dishonesty, (University of Massachusetts, Amherst 2024).

For guidelines on citing generative AI in APA style see the entry on “How to Cite ChatGPT” from the official APA style website: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Evaluation and Grading

This course uses a cumulative point system for evaluation and grading purposes. All assignments have a point value that will be totaled for your final course grade.

West Liberty University policy indicates that incomplete grades are an option for extenuating circumstances. Should you need to arrange an incomplete, you must contact the instructor to prepare a written agreement. This agreement will specify the work that you need to complete before your grade can be calculated. According to University policy, a grade of incomplete will convert to a grade of F if a student has not completed the work required within the specified timeframe.

Transcripts

Your transcript will be available after you satisfy all the course requirements and approximately two weeks after the end of the Fall 2025 Semester. Official transcripts can be requested through this link: <https://westliberty.edu/student-success-center/>

WEST LIBERTY UNIVERSITY POLICIES:

Academic Honesty: Each student in this course is expected to abide by the West Liberty University Policy on Academic Honesty (see College Catalogue section on Academic Honesty). Any work submitted by a student in this course for academic credit must be the student's own work. Plagiarism, collusion, cheating, or any form of academic dishonesty will result in failure of the assignment and may result in failure of the course.

Incomplete: As stated in the WLU Catalog, an Incomplete is "to be given at the discretion of the instructor and must be completed within one semester after the end of the course or an "F" will be recorded." Incompletes are only given for extenuating circumstances with documented evidence of the circumstances.

Statement of ADA Compliance: As required by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided to ensure equal opportunity for students with verified disabilities. If you have a disability that requires accommodations, contact the ADA Coordinator in the Student Success Center.

If you are receiving academic accommodations, with a Letter of Accommodation (LOA) from the ADA Coordinator, it will be sent directly to your instructor. Please reach out to the instructor to ensure appropriate accommodations are planned and implemented. If you believe you are eligible for accommodations and are not receiving them, please contact the <https://westliberty.edu/student-success-center/> to begin the process for consideration.