



EDTC5330-W1: Computer and Information Systems, online

Fall 2004, Semester, 3 credit hours

Office Hours: Tues 3-4 pm and by appt.

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[1] Course Description:

This course is for educators for whom the computer will be an everyday tool. This course covers core concepts of computers and information systems in order to be able to use the computer competently. Information is presented on the capabilities of computers that users can apply at work, home, and school. Topics covered include computer development; input processing, storage, and output hardware; software development; database management; information management; ethics; privacy; security; and purchasing and maintaining a computer system.

[2] Learning Objectives:

- Students will be able to demonstrate their understanding of ethical issues on computing by being able to describe key issues that face individuals and society in terms of ethical use of information and computing capabilities. Students should be able to compare and contrast ethical and legal views of computer technology.
- Students will be able to demonstrate their understanding of privacy and security issues on computing by being able to describe key issues that face individuals and society in terms of privacy and security use of information and computing capabilities. Students should be able to compare and contrast different views of privacy and security with regards to computer technology.
- Students will be able to demonstrate their understanding of the applications of information technology by being able to compare and contrast examples of several uses of computer technology in several functional areas of education (i.e. as a tool, as a tutor, as a tutee.)
- Students will be able to demonstrate novice level use with electronic mail and standard MS Office tools: word processing (Word), spreadsheet (Excel), database (Access), and presentation (Powerpoint).
- Students will be familiar with major computer components related to computer hardware (CPU, storage devices, input devices, and output devices).
- Students will be familiar with the major categories of software (operating systems, business applications, in house vs. packaged, programming languages, etc.).
- Students will be able to describe the basic concepts of telecommunications including signals, channels, local and wide area networks, the Internet, protocols, wireless, and emerging technologies.

[3] Projected Schedule of Activities:

Week 1:	August 22	Course Overview Introduction to Communication Tools and WebCT Survey of Computer Skills
Week 2:	August 29	Internet History and Brief History of Computer WWW, search engines
Week 3:	September 5	Planning a Trip
Week 4:	September 12	Evaluating Web Sites Web Quests
Week 5:	September 19	Hardware: CPU, input, output, secondary storage and communications (End of Test #1 material)
Week 6:	September 26	Software: word processing, mail merge
Week 7:	October 3	Test #1
Week 8:	October 10	Software: spreadsheets, excel to mail merge
	October 17	Fall Break
Week 9:	October 24	Software: databases, using Excel as database (advanced filter)
Week 10:	October 31	Software: power point and presentations
Week 11:	November 7	Software: multimedia (End of Test #2 material)
Week 12:	November 14	Test #2
Week 13:	November 21	Work on Project
Week 14:	November 28	Ethics; social issues
Week 15:	December 5	Work on Project
Week 16:	December 12	Final Exam

[4] Resources:

Textbook: None required.

[5] Evaluation:

Weekly activities/assignments (approximately)	400
Tests (2) (100 pts each)	200
Final project	200
Final exam	200

I plan to keep the final project. So if you desire a copy of it, please make one for yourself before turning it into me.

[6] Attendance:

This is a web-enhanced course. Students must be willing to interact with the instructor and other students online, and to have some of their work (documents and photos) posted on the web for viewing by other class members. One must have Internet access (from home, office, or on-campus) and the ability to use Internet tools and other software. See the course activities above.

Plagiarism:

As we learn how to build web pages it is often advantageous to look at other websites and see what they have done, sometimes mimicking what other people do is helpful, let me

caution you though, that if you copy another web site (multiple links, multiple graphics, or the same themes and backgrounds) we may be guilty of plagiarism. Therefore, you may need to provide credit for either graphics or backgrounds used. Sometimes similar themes and links may be used, but please try to limit the number of links that you use from other sites to no more than five.

NOTE: This syllabus is subject to change at the discretion of the instructor; therefore, regular attendance is required.