COURSE SYLLABUS

**Semester:** Fall 2013

**Course Prefix/Number:** CGS3604

**Course Title:** Applications of Information Technology

**Course Credit Hours:** 3.0

**Class Meets:** Online Campus

**Course Website:** [http://elearning.uwf.edu](http://elearning.uwf.edu)

**Prerequisites:** CGS2570 or EME2040; MAC1105 or higher

**Instructor and Contact Information:**

Carolyn McDuff

cmduff@uwf.edu

**Office Hours: Days and times:**

Office hours are by appointment via eLearning.

**Required Text:**

Fluency with Information Technology: Skills, Concepts, & Capabilities, 5/e

Lawrence Snyder, 2013

Required Materials:

- Internet Access (broadband is recommended)
- Activated UWF E-mail Account
- Activated my.uwf account

COURSE CATALOG DESCRIPTION

Investigates current applications of information technology in business, scientific research, education, and media, and examines issues facing the information technology professional working in a variety of disciplines.

About this Course:

Welcome! Throughout this course we will technology applications in today’s world. Please feel free to incorporate technology topics that interest you into this course via class discussions and/or individual assignments.

This course is delivered completely online. You must have consistent access to the Internet. Learning at a distance may be a very different environment for many of you. You will generally set your own schedules, participate in class activities at your convenience, and work at your own pace. You may require some additional time online during the first few weeks while you become acclimated to the online format and you may even feel overwhelmed at times. It will get better. You should be prepared to spend approximately 6 to 8 hours per week online completing lessons, activities, and participating in class discussions. The following link will acclimate you to UWF’s online learning features: http://onlinecampus.uwf.edu/gearup/. Finally, you may want to incorporate these tips to help you get started:
• Set a time each week (schedule) to:
  
  o Check the course web site to determine your tasks for the week.
  o Check the course web site frequently throughout the week for updates.

• Within the first week, become familiar with the site and how to use it.
  
  o View this eLearning demonstration.

• Team up with your classmates to discuss class assignments and questions you might have.
  
  o Check the “Classlist” link on eLearning for fellow student biography information and email addresses.

• Ask questions when you need answers.
  
  o If you have problems, contact me early.

**Student Learning Outcomes**

Upon successful completion of the course, students will be able to investigate current applications of information technology in business, scientific research, education, and media, and examine issues facing the information technology professional working in a variety of disciplines. The student will be able to describe the following list of topics:

- IT (information technology)
- HCI (human-computer interface)
- networking basics
- hypertext markup language
- WWW (World-Wide Web)
- online research
- debugging
- digital information
- computer operation principles
- algorithms
- digital multimedia
- social implications of IT
UNIVERSITY POLICY ON ACADEMIC CONDUCT

Honesty in our academic work is vital, and we will not knowingly act in ways that erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor to plagiarize the work of others (UWF Student Life Handbook).

Academic dishonesty is a serious offense and will be taken seriously. Please refer to the UWF Student Life Handbook for a list of behaviors that fall under the definition of academic misconduct. The handbook also outlines the penalties for academic misconduct and the due process procedures that must be followed. (Links to the Student Life Handbook and the UWF Academic Conduct Statement are posted on the UWF web site at: http://www.thezonelive.com/SchoolStructure/FL_UniversityofWestFlorida/handbook.pdf.)

Additional Information on Plagiarism

Your writing is your intellectual property. Guard it carefully. Do not leave copies of your work on computers that are in common use. You could find yourself in the unpleasant position of trying to prove that you are the true author of this work. Save preliminary drafts of your work, reading notes, data collection sheets, and copies of library sources you make while researching your paper. You may be asked to produce these if questions of authorship arise. Make backup copies to protect your work from computer failures. Plagiarism is a serious violation of academic
standards and will be punished severely. Students who plagiarize will fail the course and will be referred to the Dean for academic dishonesty. Some students are surprised to learn that they plagiarized themselves when they inappropriately used work produced for one course in another course. If you are unsure, ask your instructor for guidance. See the UWF Student Life Handbook for the University policy on academic conduct and plagiarism and the consequences for students who engage in academic misconduct. (A link to the UWF Plagiarism Policy is posted on the UWF web site at: http://www.uwf.edu/cas/resources/.)

ASSISTANCE FOR STUDENTS WITH SPECIAL NEEDS

The Student Disability Resource Center (SDRC) at the University of West Florida supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, such as time limited exams, inaccessible web content, or the use of noncaptioned videos and podcasts, please notify the instructor or the SDRC as soon as possible. You may contact the SDRC office by email at sdrc@uwf.edu or by phone at (850) 474-2387. Appropriate academic accommodations will be determined based on the documented needs of the individual.

WEATHER EMERGENCY INFORMATION

In the case of severe weather or other emergency, the campus might be closed and classes cancelled. Cancellations do not apply to fully online courses. Official closures and delays are announced on the UWF website and broadcast on WUWF FM.

Weather Emergency Information
- WUWF FM (88.1MHz) is the official information source for the university. Any pertinent information regarding closings, cancellations, and the reopening of campus will be broadcast.
• In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and my.uwf.edu will both provide current information regarding hurricane preparation procedures, the status of classes and the closing of the university.

Emergency plans for the University of West Florida related to inclement weather are available on the following UWF web pages:

Information about hurricane preparedness plans is available on the UWF web site:

http://uwfemergency.org/hurricaneprep.cfm

Information about other emergency procedures is available on the UWF web site:

http://uwfemergency.org/

EXAMS AND GRADING

55% Exercises and Labs. Each module contains exercises and/or a lab assignment. The assignments, unless specifically mentioned within the module, are an individual effort. Students may use outside resources to complete the assignment as long as the resources are cited using MLA or APA style citations. The assignments must be posted to the applicable module’s dropbox by Saturday, 11:59PM CT.

10% Online discussions. This course contains four discussions. The discussions will open and close in correlation to the active week/module. Your posts must be completed prior to Saturday at 11:59PM CT for the current week/module’s discussion board. Late entries will not receive credit. The minimum number of contributions/posts is described in the applicable module under the ‘Discussions’ tab in eLearning. Please review the grading rubric, located in the ‘Assessments’ tab in eLearning to make sure you receive full credit for your contributions.
**15% Midterm exam.** The midterm exam consists of 100 multiple-choice and true/false questions. Students have two attempts to complete the midterm exam. Although the midterm exam is ‘open-book’ which also means ‘open-note’ and ‘open-internet,’ it is an individual effort.

**20% Final exam.** The final exam consists of 150 multiple-choice and true/false questions. Students have one attempt to complete the final exam. Although the final exam is ‘open-book’ which also means ‘open-note’ and ‘open-internet,’ it is an individual effort.

Final grades will be calculated using the standard UWF grade distribution, which is described below:

<table>
<thead>
<tr>
<th>Overall Grading Scale</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
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<tr>
<td>B+</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>B-</td>
</tr>
<tr>
<td>C+</td>
</tr>
</tbody>
</table>

Exams, quizzes, and assignments will be administered on the dates indicated in the course schedule. I do not provide makeup quizzes, exams, assignments, or projects except in extreme situations that are well documented. Review the “Grades” tab on eLearning. You will notice that the cumulative points of all assignments is >100. This schema allows for missed assignments.

The last day of the term for withdrawal from an individual course with an automatic grade of 'W' is July 11, 2011. Withdrawals after that date will result in a grade of 'WF' or withdrawal-failing.
Applying for an incomplete or 'I' grade will be considered only if: (1) there are extenuating circumstances to warrant it, AND (2) you have a passing grade and have completed at least 70% of the course work, AND (3) approval of the department chair.

**Attendance Policy**

You should plan to log onto this course at least twice a week to monitor and contribute to discussion boards as well as complete other course activities. Remember to check the course home page for any news items. Any changes to the course content or syllabus are announced on the course home page under ‘News’.

**Online Behavior**

Please review the following link: [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html). Please do not engage in any online activities (discussions, emails, etc.) that are not appropriate in a physical classroom. Use care in your correspondence as body language, tone, and other indicators that can be used in a physical classroom are not available in an online classroom and may cause a misinterpretation.

**Schedule of Lecture Topics, Assigned Readings, and Exams**

<table>
<thead>
<tr>
<th>Date/Week</th>
<th>Topics/ Exam/ Assignments</th>
<th>Assigned Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26-31/1</td>
<td>See Module 1</td>
<td>Read chapter 1; review the PowerPoint presentation for chapter 1.</td>
</tr>
<tr>
<td>Date Range</td>
<td>Module info</td>
<td>Reading &amp; Review Info</td>
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<tr>
<td>September 1 - 7/2</td>
<td>See Module 2</td>
<td>Read chapters 2 &amp; 3, review the PowerPoint presentation for chapters 2 &amp; 3.</td>
</tr>
<tr>
<td>September 8 - 14/3</td>
<td>See Module 3</td>
<td>Read chapter 4; review the PowerPoint presentation for chapter 4.</td>
</tr>
<tr>
<td>September 15 - 21/4</td>
<td>See Module 4</td>
<td>Read chapters 5 &amp; 6, review the PowerPoint presentation for chapters 5 &amp; 6.</td>
</tr>
<tr>
<td>September 22 - 28/5</td>
<td>See Module 5</td>
<td>Read chapters 7 &amp; 8; review the PowerPoint presentation for chapters 7 &amp; 8.</td>
</tr>
<tr>
<td>September 29 - October 5/6</td>
<td>See Module 6</td>
<td>Read chapters 9 &amp; 10; review the PowerPoint presentation for chapters 9 &amp; 10.</td>
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<tr>
<td>October 6 - 12/7</td>
<td>See Module 7</td>
<td>Read chapters 11 &amp; 12; review the PowerPoint presentation for</td>
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<tr>
<td>Date Range</td>
<td>Module or Assignment</td>
<td>Activity Details</td>
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<tr>
<td>October 13 - 19/8</td>
<td>See Module 8 - Midterm</td>
<td>Chapter 1 &amp; 12. Review previous assignments.</td>
</tr>
<tr>
<td>October 20-26/9</td>
<td>See Module 9</td>
<td>Read chapters 13 &amp; 14; review the PowerPoint presentation for chapters 13 &amp; 14.</td>
</tr>
<tr>
<td>October 27 - November 2/10</td>
<td>See Module 10.</td>
<td>Withdrawal deadline (11/1) from individual course or all courses for term; automatic grade of “W” (no individual course withdrawals after this date). Read chapter 15; review the PowerPoint presentation for chapter 15.</td>
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<tr>
<td>November 3 - 9/11</td>
<td>See Module 11</td>
<td>Read chapter 16; review the PowerPoint presentation for Ch 16.</td>
</tr>
<tr>
<td>November 10 - 16/12</td>
<td>See Module 12</td>
<td>Read chapters 17 &amp; 18; review the PowerPoint presentation for chapters 17 &amp; 18.</td>
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<tr>
<td>November 17-23/13</td>
<td>See Module 13</td>
<td>Read chapters 19 &amp; 20; review the</td>
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<tr>
<td>Date Range</td>
<td>Module</td>
<td>Notes</td>
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<td>November 24 - 28/14</td>
<td>See Module 14</td>
<td>TBA</td>
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<tr>
<td>November 29 - December 7/15</td>
<td>See Module 15</td>
<td>Read chapters 22 &amp; 23; review the PowerPoint presentation for Ch 22 &amp; 23.</td>
</tr>
<tr>
<td>December 8 - December 14/16</td>
<td>See Module 16 - Final</td>
<td>Review previous material.</td>
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</table>

PowerPoint presentation for chapters 19 & 20.