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**Instructor:**

**Hours:**

**Phone:**

**E-mail:**

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**Textbook**

*Technology in Action* – Pearson Custom Publishing 2017 – ISBN: 1323681396. This is a custom textbook available only in the bookstore.

**Catalog Course Description**

An introduction to the use of computer systems in business and industry. Computer hardware and software, data communications, and computer based information systems. Introduction to word processing, spreadsheets, databases, and a survey of programming languages.

**Prerequisites:** None

**Pillar(s) of the Pitt State Pathway and Learning Outcome(s) to be Covered in This Course:**

**Global Understanding and Civic Engagement:**

As global citizens, students need a comprehensive understanding of where they live and of the larger, interconnected global system of which they are part, and on which they depend. While identifying commonalities among people and places is important, it is crucial that students understand and appreciate the diverse cultural, social, political, economic, and environmental contexts that create differences. Understanding the role of responsible citizens in their own community and beyond ensures effective and ethical participation at all levels. Students also need to understand how biological, physical, and chemical systems work, how they change naturally, and how they can change due to human involvement. Understanding the implications of the interaction between humans and non-human systems is essential for long-term decision-making.

**Learning Outcome:** Students will explore global systems conscientiously*.*

**Pitt State Pathway Essential Studies Element to Be Covered in This Course:**

Essential Element: **Human Systems within a Global Context**

Humans have developed complex systems that structure interaction. It is important to understand how and why these systems developed, change through time, vary by location, and are interconnected at all levels (local/regional/global), and the implications of that interconnectedness. Competency in this element means:

* *Analyzing* the structure, development, and change of human economic, political, social and/or cultural systems over time;
* *Analyzing* the individual’s role and responsibility to society at all levels;
* *Evaluating* how human systems are interconnected at all levels.

**Learning Objectives:**

Demonstrate an ability to use information technology, recognize its place in society and the dangers and responsibilities that come with the use of information technology. Demonstrate an understanding of what it means to be able to function responsibly in the world in which they live. In essence this means being computer literate.Competence in this element means:

* *Describing* the specifications and configurations of computer hardware and software
* *Understanding* the use of the Internet.
* *Understand* the role of computer systems and information in society
* *Understanding* security threats in the context of computer systems and the storage and access of information.
* *Describing* basic components of computer networking.
* *Applying* Microsoft Office to understand how to use data and solve problems

**Learning Outcomes:**

Describes human organizational systems using a variety of disciplinary and interdisciplinary perspectives.

The students, after successful completion of the course, are expected to be able to:

* Describe the basic components of computer hardware which involves knowing what the basic components are and understanding what they do.
* Articulate the ways a computer represents common forms of data
* Understand and describe how to use the Internet to find information and determine the credibility of its content.
* Understand and describe the ethical and social standards of conduct regarding the use of information and technology and how to navigate those standards.
* Articulate privacy issues in the context of networks and information storage and usage.
* Articulate the levels of interconnectedness of the modern world of cyberspace.
* Describe how people, businesses, and government utilize information.
* Explain the specifications and legal use of computer software as regards each citizen’s rights and responsibilities.
* Understand and describe security threats and solutions in both the personal use of information technology and within the broader context of society.
* Understand the components and their uses in the construction of home networks and the differences between those networks and larger networks.
* Apply Microsoft Office to:
	+ Produce and edit professional documents.
	+ Create spreadsheets.
	+ Create and utilizing a database.
	+ Create presentations using presentation software to create, edit, and produce professional presentations.

**Assessment of student achievement** in this course will consist of short question, multiple choice, matching, fill-in-the blank questions along with assignments and projects that test aspects of the course. Longer writing projects may also be included.

**Teaching Methods**

These will include lectures and readings from the textbook as well as various homework assignments. There will be some online tutorials available as well as online assignments. There will be lab assignments for each of the Microsoft Office products.

**Canvas**

Notes from the lectures will be posted on Canvas. There will be online assignments posted on Canvas as quizzes. The descriptions for the Microsoft Office labs will be posted on Canvas, and the final file for each Lab assignment will need to be uploaded to Canvas. The exams will also be online in Canvas.

**Attendance Policy**

Students are expected to attend class regularly and participate in the activities of the class. Exams will be given on the days indicated in the Syllabus. Any student requesting a different time must contact the instructor at least one week prior to the posted exam date. If there is an emergency, the instructor must be notified as soon as possible and at least one day prior to returning to class.

Assignments and Labs are expected to be turned in on time. The due dates will be posted in Canvas**. Assignments and Labs turned in late will not be accepted.**

**Course Due Dates**

|  |  |  |
| --- | --- | --- |
| August | 20 | Semester Begins |
|  | 21 | Introductions |
|  | 22 | Module 1 Computer System Overview |
|  | 27 | Module 2 Application Software |
|  | 31 | Module 3 System Software |
|  |  |  |
| September | 3 | Labor Day Holiday |
|  | 5 | Module 4 Computer Hardware |
|  | 12 | Module 5 Data Representation |
|  | 14 | Exam 1 |
|  | 19 | Module 6 Internet & World Wide Web |
|  | 24 | Module 7 Networks and Security |
|  | 28 | Module 8 Ethics and Computers |
|  |  |  |
| October | 8 | LAB 1 |
|  | 11 | Fall Break |
|  | 12 | Fall Break |
|  | 17 | LAB 2 |
|  | 26 | LAB 3 |
|  | 31 | Module 11 Database Concepts |
|  |  |  |
| November | 2 | EXAM 2 |
|  | 14 | LAB 4  |
|  | 21 | Thanksgiving |
|  | 22 | Thanksgiving |
|  | 23 | Thanksgiving |
|  | 30 | LAB 5 |
|  |  |  |
| December | 5 | LAB 6 |
|  |  |  |
|  | 10 | Final Exam |

**Classroom Conduct**

Students should conduct themselves appropriately as outlined in the Academic Integrity Policy described below.

Each student is responsible for his/her own assignments. Any student who copies another’s work or provides a copy of his/her work to another student will receive a zero for that assignment. Any student who repeats this offense will receive an “F” for the course and may be subject to dismissal from the University due to Academic Misconduct.

**Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college’s Student Code of Ethics as outlined below.

Students shall:

* Refrain from class disturbances.
* Arrive on time and remain until dismissed at all class sessions and to notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
* Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
* Prepare for and participate in all classes.
* Treat fellow students, staff, faculty and administrators with respect.
* Prepare assignments and exams honestly.
* Avoid plagiarism or unacknowledged appropriation of another’s work in any academic work.
Refrain from giving or receiving inappropriate assistance.
* Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Dress as a professional when appropriate at ceremonies and interviews.
* Respect University property and use resources in the most effective and efficient manner.
* Be fair and constructive in the evaluation of faculty.
* Obey the policies, regulations, and laws of the United States of America, The State of Kansas, The Kansas Board of Regents, Pittsburg State University and the Gladys A. Kelce College of Business.

**Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current [Syllabus Supplement.](https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-fall-2018)

**Course Evaluation Methods**

Exams (2) 200 points

Final Exam 130 points

Labs (6) 300 points

Assignments/quizzes up to 110 points

 740 points

A (90 – 100%) B (80 – 89%) C (70 – 79%) D(60 – 69%)

**Note:** The instructor reserves the right to amend and to reorganize this syllabus at any time.