



TEXAS A&M UNIVERSITY-TEXARKANA

Course Syllabus - Fall 2018

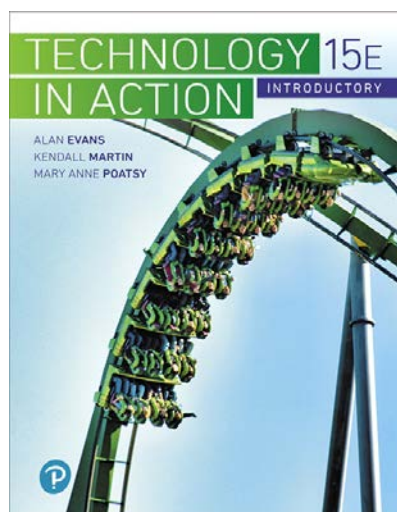
ITED 350 04W - Technology and Digital Literacy

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Course Description: This course is designed to assist students with developing skills for using web applications and mobile computing. The activities in the course assist students with promoting critical thinking and problem-solving skills by engaging them with digital tools being used in daily life. Topics covered include: technology in society, computers and digital components, the internet-how it works and making the most of web resources, applications for work and play, and systems software- operating systems, utilities and file management, information technology ethics, understanding and assessing hardware, digital devices and media and protection, information technology careers, software programming, databases and information systems, networking and security. (3 credit hrs)

Course Delivery Method: Online - Content will be delivered on-line and experiential learning activities will be incorporated into those on-line components per the course schedule. Important class announcements are generated from within online Learning Management System (LMS) and go directly to the student's email address entered in the system.

Required Textbooks and Resources:



Evans, A., Martin, K., & Poatsy, M. A. (2019). *Technology in action – Complete 15th Edition*. Pearson Prentice Hall. Technology in Action (REVEL Access Card)

ISBN: 9780134868073

This is a digital textbook using the Revel platform. You can get the bundle that includes a printed copy of the book. However, you will need to access the digital content for assignments, etc. The hard copy of the book is not required. However, some students like having one.

Student Learning Outcomes:

- *Think critically, communicate* effectively and *make judgements* about technology
- *Solve* problems and *develop* plans for technology use
- *Perform* procedures and *demonstrate* techniques that support the use of technology
- *Manage* and *develop* oneself working independently and cooperatively on technology projects
- *Demonstrate* knowledge and understanding of technology for everyday use
- *Design, create* or *perform* tasks related to technology use

Technology Requirements: This course will utilize the following technology tools:

- Microsoft Word or similar application to produce quality written documents
- PowerPoint or similar application to produce a quality presentation
- [Adobe Acrobat Reader](#) (FREE) for viewing and reading PDF files.

Methods of Evaluation:

Each student will be evaluated on two levels:

1. Mastery of course outcomes
2. Class participation via online posts and discussion.

The course schedule and calendar along with assignment points can be found in the Learning Management System.

Assignments are subject to change at instructor's discretion. Changes will be posted by online announcement.

You are an adult learner and responsible for your own learning. You will be accountable for all assigned activities. Your participation will determine the level of achievement, satisfaction, and enjoyment that you experience. You have an obligation to meet deadlines for completing assignments as posted; others are depending on you to keep the course moving.

Grading Scale:

The Deans' Council established a University-wide Common Grading Scale to be used in ALL courses effective fall 2010. Final Grades will be based on the final point scale: e.g. *the total number of points earned during the semester/divided by the total possible points which could be earned. The percentage will be translated to a letter grade according to university guidelines.*

90-100%=A **80-89 %=B** **70-79 %=C** **60-69 %=D** **< 60% =F**

Course Assignment Schedule: All assignments are due by 11:59 p.m. (approximately midnight) on Sunday evening. I am aware that the majority of online students are working adults and I believe you should be responsible for managing your time in this course. However, in an effort for us all to have balance I need to have a cut-off date. This keeps you on track and keeps me grading on a schedule. I grade all weekly assignments by the end of the following week. Occasionally, this may

be subject to change in the event of travel, etc. I understand that grades and timely feedback are important in the process and I will work diligently in this area.

Student Participation:

Attendance: In an online course, you are not required to show-up in at a particular location and at a particular time. However, you are expected to show-up online. This course is designed to be an active and interactive course in which you contribute and respond to the contributions of others. You should plan to log on and participate in the course **at least 3-5 times each week. Please do not "drop out" for a period of time and then expect to "drop back in."** If personal obligations or illness require you to be absent for a week, please contact me and arrange to make up the work you will miss. Since you can access this online course from anywhere in the world, there should be little likelihood of "absence." If there is an absence of one week without prior warning, I will then send an Absence report; if your absence continues with no contact or explanation, you will not have an opportunity to make up the work.

Course Work: Assignments should be submitted by the due date so the class can keep moving forward. Activities and content are sequential and build on each weeks work and should not be skipped or done out of order.

Netiquette: Please follow these expectations for classroom engagement online: [Video – Discussion Board Netiquette](#).

Late Policy: All assignments are due by Sunday end of the day (11:59 PM) at the end of the respective week; if submitted late without prior knowledge or approval of the instructor, the grade will result in a **zero**.

Disability Accommodations: Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

Academic Integrity: Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

A&M-Texarkana Email Address: Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

Drop Policy: To drop this course after the census date, a student must complete the Drop/Withdrawal Request Form, located on the University website (<https://www.tamut.edu/Admissions/Enrollment-Services/Registrar/Dropping.html>) or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of

each course indicated on the form to be dropped for his/her signature. The signature is not an “approval” to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar’s office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar’s Office for processing. It is the student’s responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

Student Online Education Technical Assistance: Solutions to common problems and FAQ’s for your web-enhanced and web courses are found at this link: <https://www.tamut.edu/Academics/Online-Education/index.html>. I would like to encourage you to go through all the links under the “Online Readiness” heading, especially if this is your first online course.

- If you cannot find your resolution there, you can send in a support request detailing your specific problem by eMailing helpdesk@tamut.edu.
- Blackboard Helpdesk contacts (office hours are: Monday - Friday, 8:00a to 5:00p)
 - Julia Allen (main contact) 903-223-3154 julia.allen@tamut.edu
 - Nikki Thomson (alternate) 903-223-3083 nikki.thomson@tamut.edu
 - Linda Scott (alternate) 903-223-3152 linda.scott@tamut.edu