

TCS-103 Information and Communication Technologies

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CATALOG DESCRIPTION:

Information and Communication Technologies: Examine the impacts of information and communication technologies on individuals and the global society and how its utilization affects personal, educational, and professional growth.

COURSE OBJECTIVES:

1. Describe the philosophy of technology and its impact on individuals and the global society.
2. Recognize the history, the emerging technological trends and the future of information and communication technologies.
3. Identify how the integration of information and communication technologies in the global economy affects society, cultures, and global social transformation.
4. Describe the basic technical concepts, principles, and models for various information and communication technologies.
5. Define the policies that apply to information and communications technologies.
6. Illustrate basic concepts of managing information and communication technologies, including the ethical implications of the technology.
7. Describe various study tools used to forecast the future of technology.
8. Utilize a variety of digital information and communication technologies for personal, educational and professional growth.

THE GENERAL PLAN FOR THE COURSE

The class will focus on practice not on lecture. It will emphasize your ability to describe how information and communication technologies operate conceptually; your ability to give examples that illustrate how information and communication technologies (ICT) impact our society and culture; and, your ability to work with people and software applications to convey ideas about information and communication technologies. On a typical day, we will work in pairs and small groups applying ICT concepts related to that week's topic.

For each unit you will conduct research, produce individual and group work, complete a written report on one or more select topics, and engage in various in-class exercises. As part of the overall course, you will individually produce material using a variety of software applications. The course also requires a larger research project/paper and a comprehensive exam.

REQUIREMENTS

All students are expected to complete the following:

1. Six (6) two to three page topic investigations, one for each 2-week period. Each of these must be 12 pt, 1" margins, and common font, printed on clean paper and brought to class on the due date designated, as well as placed into the proper D2L dropbox before class. Due dates are provided on the course schedule; work submitted after the class meeting time will receive a zero—no credit.

Each reaction paper will be directly related to information and communication technologies (ICT). There will be six (6) article reviews. Two or more citations will be needed in each reaction paper from a credible (peer or editor-reviewed) resource. Each paper will focus on a discrete topic from the following list:

- **Social** issues affected by or influenced by ICT.
 - **Cultural** issues affected by or influenced by ICT.
 - **Ethical** issues affected by or created by ICT.
 - Emerging **trends** associated with ICT.
 - **Policies** (governmental or industry-wide) associated with ICT.
 - Influence of ICT in context with the **global economy**.
2. One research paper (5-8 pages, plus reference page(s)) that demonstrates the ability to write to an academic style; exhibits your ability to draw upon reliable expert sources who provide insight on the topic; demonstrates correct APA citation; and demonstrates your ability to synthesize the opinions of experts or other informed sources, and to develop a personal opinion based-on analysis and critical thinking.
 3. Eight (8) individual exercises called “software plans” that incorporate use of software housed on the web or your laptop.
 4. Two (2) group projects involving meeting together occasionally outside of the class time. One project includes a presentation to the class.
 5. A final exam covering content from the text and in-class discussions or presentations.
 6. Consistent classroom attendance and active, constructive participation.

GRADING

The class will not be graded on a curve. It is theoretically possible for the whole class to get an A or an F. You will not be competing against each other and there will be every incentive to help each other improve. Grades will be maintained using D2L. There are five general categories of student performance that contribute toward the final grade. Those categories reflect the assignments described above.

- 25%--three page topic investigations
- 15%--research paper
- 15%--software plans
- 25%--group projects
- 15%--final exam
- 5%--attendance and participation

Class attendance clearly has benefits. Attendance will be taken at the beginning of each class period. Two excused absences are permitted. Participation is evidenced by group dialog, responding when solicited, and posing engaging questions of the instructor and classmates. For each unexcused absence the following: #1 minus 1%, #2 minus 2%, and #3 minus 2%.

All assignments, exercises and exams have a point value. Final grades will be determined by a percentage of the total possible points within the respective categories. Letter grades for the course will be assigned based on the following scale. Plus or minus modifications will be left up to the instructor's discretion.

A 90%-100%; B 80 %-89%; C 70%-79%; D 60%- 69%; F 59% or less

SPECIAL NEEDS: Please see the instructor if you have any special needs that should be addressed in the classroom. Any student with a qualifying disability is eligible for assistance. If you require an accommodation for a disability, please contact the Campus Disability Services, (206 Bowman Hall, 232-2995, <http://www.uwstout.edu/disability>) in a timely manner to assure that appropriate support and accommodations will be provided. Appropriate documentation of your disability and request of accommodations must be provided to be eligible for services.

ACADEMIC DISHONESTY <http://www.uwstout.edu/stusrv/dean/facstaff/dishonesty.shtml>
The Board of Regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and to the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

A student charged with violation of academic policy will have a fair hearing. Academic misconduct in the University of Wisconsin System is defined by UWS Chapter 14.

Final Examination

There is a Final Examination scheduled during finals week. You are required to be in attendance during this time. If you are not, your final grade will be penalized three (3) full letter grades (e.g. an 'A' will become a 'D'). Only the Dean of Students of the University of Wisconsin – Stout has the ability to make an exception to this.

Final Examinations are scheduled as followed:

Section 001 (8:00 AM) – Monday, December 15, 2008, 8:00 to 9:50 AM

Section 003 (10:10 AM) – Tuesday, December 16, 2008, 8:00 to 9:50 AM

Incompletes for the Course

Incompletes for this course will not be given. Only exception is an approval for an incomplete issued by the Dean of Students or by the Dean of the College of Technology, Engineering, and Management.

Drop Policy for the Course

This is from the UW-Stout Student Handbook. If a student drops the course within the first ten (10) days from the start of the semester, the course will be removed completely from the student's record. If a student drops the course before the mid-point of the course but after the tenth (10) day of class, the student will receive a grade of a "WS" or a "WU", at the instructor's discretion. If a student drops after the mid-point of the semester, the student will receive a failing grade of an "F."

Instructor's Policies and Procedures

1. Early Examinations

There may be times when extenuating circumstances present themselves and an examination may be given early. Arrangements need to be made as soon as possible with the instructor to arrange for the early examination. The instructor reserves the right to give an oral examination for the early examination.

2. Make-Up Examinations

Students will be allowed to make examinations only with the approval of the Dean of Students of the University of Wisconsin – Stout. Upon the Dean's approval, a time will be scheduled to retake the examination. If the student fails to take the examination as scheduled or to get the Dean of Student's approval for a make-up examination, the student will receive a zero (0) for the examination.

3. **Email Communications**

All communication by e-mail will be done via your official Stout email account (i.e. you@uwstout.edu). E-mail originating from any non-uwstout.edu account will be ignored and not responded to. The time on the UW-Stout mail server is the official time stamp of your email. The subject line of any email to the instructor should include the UW-Stout course number. E-mails without out the course number will most likely be processed as junk mail and not be read.

4. **Cell Phones**

Cell phone usage will not be permitted in class. Please, silence your cell phone or turn the power off.

The instructor realizes that there may be extenuating circumstances and you may have to leave your cell phone on for a phone call. If this is the case, please try to use vibrate mode. If you leave the ringer on, please silence the cell phone immediately. Please do not talk in the class room, kindly retire to the hallway to have your conversation.

If you accidentally leave your phone on, please silence it immediately.

5. **Class Cancellation**

If the instructor has to cancel the class, there will be a message posted outside the classroom door. If the instructor cannot make the class, the instructor will try to have a substitute instructor lead the class.

6. **School Closings**

UW-Stout's policy on school closing for bad weather is that the University will not close. Always assume class will be conducted on bad weather days.

Use your judgment on traveling to UW-Stout in bad weather. Your safety is first, then class. If the weather is bad enough that you should not be traveling, do not travel.

If you will not be making a class do to bad weather, please call or email the instructor as soon as possible.

7. **Label Work**

All work turned in for grading to the instructor must have your name and course number clearly on the front of the work. If your name and/or course number is not on the work turned in, you will not get credit.

8. **Laptop Computers**

As this is a technology course, it is expected that you will bring your laptop to every class. Laptop use will be integrated into the class. Laptop etiquette will be observed in class at all times.