IFSM 201 7991 Concepts and Applications of Information Technology (2168)

IFSM-201

Fall 2016  Section 7991  3 Credits  10/24/2016 to 12/18/2016

Faculty Contact

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Course Description

(Access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software, required.) A practical application of information technology for personal and professional productivity. The objective is to use technology appropriately and fluently in order to organize, analyze, and communicate information. Topics include hardware, software, office applications, information security and ethics, and the Internet. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

Course Introduction

Concepts and Applications of Information Technology provides an introduction to information technology concepts and the use of office applications. The content addresses the University of Maryland Board of Regents' definition of Fluency in Technology. Our goal is for you to be computer literate when you complete the course. Computer literacy means understanding the fundamental concepts of information technology and basic computer terminology. A computer-literate person also understands the ways in which computers are used and can converse about major issues and trends in computing. Lastly, computer literacy means having a basic proficiency in the use of an operating system and basic software applications (e.g., word processing, spreadsheets, presentation graphics, and databases).

In addition to the concepts and terminology described above, you will learn to create documents, spreadsheets, databases, and presentations. Concepts learned in this course will be applicable to your daily lives. Upon completion of this course, you should be able to use information technology effectively for personal and professional productivity.

You must have sufficient access to the Microsoft Office Professional or Enterprise suite 2010 or 2013 (please be mindful that other versions of the suite do not include MS Access): Microsoft Word for word processing; Microsoft Excel for spreadsheet creation; Microsoft PowerPoint for presentation and graphics creation; and Microsoft Access for database creation and use. You do not have to own these applications, but you must have access to them to complete the required projects.

Software: MS Office Professional

The following versions of the MS Office Professional Suite are in use or available in the marketplace:

MS Office Professional 2007 (Windows)
MS Office Professional 2008 (Mac)
MS Office Professional 2010 (Windows)
MS Office Professional 2011 (Mac)
MS Office Professional 2013 (Windows)

MS Office 365 with MS Access

*Microsoft Works (MS Works), regardless of version, is not acceptable for this course.*

Students should have access to the MS Office Professional Suite 2010 or 2013 or 365 version of the office applications. While MS Office 2010, 2013 or 365 is recommended, completing assignments and projects in MS Office 2007 is also acceptable. Using MS Office applications older than 2007 may negatively impact an assignment score because specific learning objectives cannot be demonstrated. It is the students’ responsibility to ensure that all assignment and project requirements are met.

Students do not have to own these applications, but they must have access to them to complete the required projects. The full suite of software is available in the homework labs at Largo, Shady Grove, Dorsey Station, and Waldorf.

It is important to note that MS Access (database software) is packaged only with the MS Office Professional (Windows) version of the application suites. Students using Mac-based machines or using Student or Standard versions of the applications will not have MS Access. It is the students’ responsibility to ensure that they obtain access to this application in advance of the database project for this course.

Students using Mac computers can setup their devices to run the PC version of MS Office using Bootcamp or a software emulator such as VMware Fusion or Parallels Desktop. Students with Macs can then export or save their assignments in PC format before submitting the documents.

The instructions found at the following link, will allow someone to partition their hard drive, and install Bootcamp on their Mac: [http://support.apple.com/kb/ht1461](http://support.apple.com/kb/ht1461). At the following links you will find versions of the alternative software to complete the same task: [http://www.parallels.com/](http://www.parallels.com/) or [http://www.vmware.com/products/fusion/](http://www.vmware.com/products/fusion/).

This could be a technically challenging process, so please save it for the last resort. As stated previously, our local students also have access to UMUC computer labs at the following locations: [http://www.umuc.edu/students/support/technology/labs.cfm](http://www.umuc.edu/students/support/technology/labs.cfm).

If you are a Mac user with access to versions of Word, Excel, and Power Point but without access to a Microsoft Windows computer with MS Access (the database program), you may download and use Open Office for this one database project. Read ‘OpenOffice - Database Alternative for Mac OS X’ under Content - Course Resources.

If you intend to use OpenOffice for the Week 5 database project, let your instructor know by Week 3 and download and install OpenOffice well before Week 5. Open Office should be used ONLY for the database project.

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**Course Outcomes**

After completing this course, you should be able to

1. Identify ethical, security, and privacy considerations in selecting and using Information Technology
2. Make informed decisions that lead to self-sufficiency in managing and maintaining a personal computing environment.
3. Use technology effectively for analysis and decision making to enhance personal and professional productivity.

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**Course Materials**

[Click to access your course materials information](http://webapps.umuc.edu/UqcmBook/BPage.cfm?C=IFSM%20201&S=7991&Sem=2168)

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**Grading Information**
This course consists of the following graded items:

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Integrity Tutorial</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Course Participation</strong></td>
<td></td>
</tr>
<tr>
<td>Weekly Discussions (8 discussions at 2% each)</td>
<td>16%</td>
</tr>
<tr>
<td>OLI Quizzes- Units 2, 3, 4, 5 (ALL quizzes count for a grade; only one attempt is allowed for each quiz)</td>
<td>37%</td>
</tr>
<tr>
<td>Quiz breakdown by Unit (37 points total):</td>
<td></td>
</tr>
<tr>
<td>Unit 2 - 2 module quizzes, 2 points each</td>
<td></td>
</tr>
<tr>
<td>Final Unit quiz, 5 points</td>
<td></td>
</tr>
<tr>
<td>Unit 3 - 3 module quizzes, 2 points each</td>
<td></td>
</tr>
<tr>
<td>Final Unit quiz, 5 points</td>
<td></td>
</tr>
<tr>
<td>Unit 4 - 4 module quizzes, 2 points each</td>
<td></td>
</tr>
<tr>
<td>Final Unit quiz, 5 points</td>
<td></td>
</tr>
<tr>
<td>Unit 5 - Final Unit quiz, 4 points</td>
<td></td>
</tr>
<tr>
<td>Personal Budget Exercise - (Excel)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Case Study - Director's Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>Specifications Table (MS Word)</td>
<td>12%</td>
</tr>
<tr>
<td>Provider Database (MS Access)</td>
<td>6%</td>
</tr>
<tr>
<td>Executive Presentation (MS PowerPoint)</td>
<td>6%</td>
</tr>
<tr>
<td>Research Paper – Protecting Personally Identifiable Information (PII) and Ethical Issues (MS Word)</td>
<td>12%</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Weekly Classroom Discussion Topics and Participation**

The weekly discussions (conducted in LEO) will address key concepts and ethical issues associated with personal computer components, web services, application software, operating systems and utility programs, database management, and computer security. The intention is to facilitate the same student-student and student-instructor interaction via the LEO classroom that is found in traditional classroom courses.

Please plan to participate regularly. Participation for this course is defined as proactive discussion in weekly discussions, specific industry topics, and group working sessions. This requires you to actively reflect on the assigned readings and to develop original ideas in your responses. You are expected to demonstrate critical thinking and your understanding of the content in the assigned readings as they relate to the issues identified in the discussion.

**Specific Information for Online Courses**
Online courses require a commitment to participate in discussions, group working sessions, and other online activities.

Policy for Classroom Discussions, E-Mail, LEO Messaging, and Discussion Content

All students will be held to the highest standards for language and content in classroom discussions, e-mails and discussion interaction (including attachments).

Abusive, derogatory and inappropriate language and content, or personal attacks of any kind, will not be tolerated. Any student engaging in this type of behavior will be reported to the UMUC provost. Read the UMUC policy on the Code of Student Conduct, a link to which is located in the Academic Policies section below.

All interaction must be relevant to the topic being discussed and show a reasoned approach to the discussion. In online discussions, include information from the text and other sources to make your point, if possible. Remember to cite your sources properly so it does not appear that they are plagiarized.

Extra Credit

Extra Credit is not available

Turnitin.com

UMUC has a license agreement with Turnitin, an educational tool that helps identify and prevent plagiarism from Internet resources. Your instructor may use the service in class, either by requiring you to submit assignments electronically to Turnitin, by submitting assignments on your behalf, or by providing the option for you to check your own work for originality. The Turnitin Originality Report will indicate the amount of original text in your work and whether all the material that you quoted, paraphrased, summarized, or used from another source is appropriately referenced.

If you or your instructor submits all or part of your assignment to the Turnitin service, Turnitin will by default store that assignment in its database. The assignment will be checked for any matches between your work and other material stored in Turnitin’s database. If you object to the long-term storage of your work in the Turnitin database, you must let your instructor know no later than two weeks after the start of this class.

You have three options regarding the storage of your assignment in the Turnitin database: 1) You can do nothing; your assignment will then be stored in the Turnitin database for the duration of UMUC’s contract with Turnitin; 2) You can ask your instructor to have Turnitin store your assignment only for the duration of the semester or term, then have your assignment deleted from the Turnitin database once the class is over; or 3) You can ask your instructor to change the Turnitin settings so that your assignment is not stored in the Turnitin database at all.

Please note: Your instructor may use other services in addition to or in place of Turnitin to check your work for plagiarism.

Policy on Reuse of Papers

All materials submitted must be original materials developed solely for use in this course and must conform to UMUC’s academic policies. Submission of reused materials may result in a reduced grade or non-acceptance of the assignment, at the instructor’s discretion.

Policy on Late or Missed Assignments and Projects

The assignments, participation (discussion topics and web activities), concept checkups and quizzes should be submitted on time. You will have a long lead time in which to prepare, ask questions, and seek help. Therefore, unless a major accident, illness, or work assignment (with supporting documentation) prevents you from submitting work on time, late assignments will not be accepted. If a late exemption is granted, a late penalty may be applied. The decision to accept a late assignment is at the sole discretion of the instructor in all situations.

Each student will only be offered one late exemption without supporting documentation on any one assignment for the duration of the class. The late exception submission date must be arranged by Wednesday after the Sunday due date. If an assignment is submitted four days after the due date without arrangements for an extension and no supporting documentation is available the grade will be marked as 0 points with no exceptions. This late exemption will not apply to any late assignments received after the last day of class.
Note: If you receive your one exception for a late assignment, no other late assignments will be accepted without proper supporting documentation. There will be no exceptions to this policy.

Project Descriptions

Academic Integrity Tutorial

All students are required to complete the Academic Integrity Tutorial (found at https://www.umuc.edu/students/academic-integrity/tutorial.cfm). No points are granted if the tutorial is not completed by that time.

This tutorial is to be completed no later than the end of Week 6, and the certificate of completion is to be posted in the Assignment Folder. If the student has completed the tutorial within the past year, the certificate from that training can be posted and will suffice.

Course Participation

While participation is critical throughout the course, there will be eight graded weekly discussions (conducted in LEO) and weekly classroom discussions/activities dedicated to quantifying course participation. See Grading Information for details on participation and discussions.

OLI Quizzes

IFSM 201 uses material found in a link to the Carnegie Mellon Open Learning Initiative (OLI) site. OLI integrates completely with LEO. The student clicks on the OLI link under the Activities section of the weeks in which OLI work is assigned (Weeks 2,3,4,5, 6, and 7). Reading material is separated into Units and each Unit is further subdivided into Modules. Quizzes appear at the end of each module and there is a 'final' Unit quiz at the end of each Unit. Only one attempt at each quiz is allowed. The due dates for completion of the quizzes are found in the schedule in this syllabus and in the OLI syllabus area. The grades for all OLI Quizzes will be manually transferred to LEO by your instructor.

For access to OLI, use the link within LEO.

As a guide, please see the OLI screen shots in the file 'IFSM 201 OLI Overview and Quick Start Guide.pdf' in the Content area of Week 2 (Content tab).

Personal Budget: Excel

This assignment addresses the following course outcomes:

- use information technology effectively for personal and professional productivity
- use office applications effectively and efficiently for real-world use to organize, analyze, and communicate information

Students create a personal budget to demonstrate your ability to correctly create and format an Excel spreadsheet and incorporate appropriate formulas to provide a useful budgeting tool for personal financing. After completing your budget, students answer 3 "critical thinking" questions about your budget. Students may choose fictional data, but the items and amounts should be realistic.

The Personal Budget instructions are located under "Assignments" in LEO. You can also access the instructions via the link in the Week 1 activities.

Case Study – Director’s Requirements

The "Director’s Requirements" case study is a three part assignment involving MS Word, MS Access and MS Powerpoint. Be sure to read the READ FIRST - Case Study Parts 1-3 Instructions - Director's Requirements document (Assignments area: Case Study Part 1 - PC Specs (Word)) BEFORE starting on any of these assignments.

This assignment addresses the following course outcomes:

- use information technology effectively for personal and professional productivity
- use office applications effectively and efficiently for real-world use to organize, analyze, and communicate information
- make informed consumer decisions that lead to self-sufficiency in managing and maintaining a personal computing environment
This assignment is designed to apply the student’s understanding of the assigned readings and information from the weekly discussions in a case study. It is the student’s opportunity to demonstrate your grasp of the course learning objectives, IFSM program outcomes, and critical thinking by applying what you have learned.

Students are required to read and analyze the case study, identify the specific user requirements, and recommend PCs and related equipment that will satisfy those requirements. See the Grading Information and Criteria section of the syllabus for the point values for each assignment.

The case study and complete instructions for each assignment are located under “Assignments” in LEO. You can also access the instructions via the link in the activities listed in the Week in which the assignment is due (Part 1 - Week 4, Part 2 - Week 5, Part 3 - Week 8).

A brief description of each assignment is contained in the following table.

Detailed instructions and grading rubrics will be provided in the “Assignments” area of LEO.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1: Specifications Tables (MS Word)</td>
<td>Due in Week 4: Create MS Word tables that identify and contain the hardware and software requirements to meet the case study requirements. In each of the tables, you will also need to describe why each item is being recommended. This assignment includes a two-paragraph summary that classifies the user type and identifies the recommended PC category(ies).</td>
</tr>
<tr>
<td>Part 2: Provider database (Access)</td>
<td>Due in Week 5: Create a database of providers/vendors with specific fields, a data entry form and appropriate reports. Answer “critical thinking” questions about your database in an MS Word document.</td>
</tr>
<tr>
<td>Part 3: Executive presentation (PowerPoint)</td>
<td>Due in Week 8: Create a presentation to the director that outlines your recommendations to meet the case-study requirements.</td>
</tr>
</tbody>
</table>

Research Paper

This research paper addresses the following course outcomes:

- make informed decisions about the advantages and disadvantages and ethical considerations of information technology
- identify, assess, and mitigate the security risks to PII (personally identifiable information)

This assignment has two goals: 1) to have students increase their understanding of the concept of Protecting Personally Identifiable Information (PPI) and other ethical issues related to the use of information technology through research, and 2) to learn to correctly incorporate citations and references in APA format. Students may use the tools and techniques within Word to format the research paper, including use of available References and citation tools. These skills will be valuable throughout students’ academic careers. The paper will require a title page; three to five pages of content with incorporation of a minimum of three external resources from credible sources, and a works cited/reference page. A list of topics will be provided from which students can choose.

The research paper instructions are located under “Assignments” in LEO or via the link in Week 7 activities.

Academic Policies

Academic Policies and Guidelines

ACADEMIC INTEGRITY
As a member of the University of Maryland University College (UMUC) academic community that honors integrity and respect for others you are expected to maintain a high level of personal integrity in your academic work at all times. Your work should be original and must not be reused in other courses.

CLASSROOM CIVILITY

Students are expected to work together cooperatively, and treat fellow students and faculty with respect, showing professionalism and courtesy in all interactions. Please review the Code of Civility for more guidance on interacting in UMUC classrooms: https://www.umuc.edu/students/support/studentlife/conduct/code.cfm.

POLICIES AND PROCEDURES

UMUC is committed to ensuring that all individuals are treated equally according to Policy 040.30 Affirmative Action, Equal Opportunity, and Sexual Harassment (https://www.umuc.edu/policies/adminpolicies/admin04030.cfm).

Students with disabilities who need accommodations in a course are encouraged to contact the Office of Accessibility Services (OAS) at accessibilityservices@umuc.edu, or call 800-888-UMUC (8682) or 240-684-2287.

The following academic policies and procedures apply to this course and your studies at UMUC.

<table>
<thead>
<tr>
<th>Code</th>
<th>Policy Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>150.25</td>
<td>Academic Dishonesty and Plagiarism (<a href="https://www.umuc.edu/policies/academicpolicies/aa15025.cfm">https://www.umuc.edu/policies/academicpolicies/aa15025.cfm</a>)</td>
<td>UMUC defines academic dishonesty as the failure to maintain academic integrity. All charges of academic dishonesty will be brought in accordance with this Policy. (Note: Your instructor may use Turnitin.com, an educational tool that helps identify and prevent plagiarism from Internet resources, by requiring you to submit assignments electronically. To learn more about the tool and options regarding the storage of your assignment in the Turnitin database go to: <a href="https://www.umuc.edu/library/libresources/turnitin.cfm">https://www.umuc.edu/library/libresources/turnitin.cfm</a>.)</td>
</tr>
<tr>
<td>151.00</td>
<td>Code of Student Conduct (<a href="https://www.umuc.edu/policies/studentpolicies/stud15100.cfm">https://www.umuc.edu/policies/studentpolicies/stud15100.cfm</a>)</td>
<td></td>
</tr>
<tr>
<td>170.40</td>
<td>Degree Completion Requirements for the Graduate School(<a href="https://www.umuc.edu/policies/academicpolicies/aa17040.cfm">https://www.umuc.edu/policies/academicpolicies/aa17040.cfm</a>)</td>
<td>The following policies describe the requirements for the award of each degree:</td>
</tr>
<tr>
<td>170.41</td>
<td>Degree Completion Requirements for a Bachelor’s Degree(<a href="https://www.umuc.edu/policies/academicpolicies/aa17041.cfm">https://www.umuc.edu/policies/academicpolicies/aa17041.cfm</a>)</td>
<td></td>
</tr>
<tr>
<td>170.42</td>
<td>Degree Completion Requirements for an Associate’s Degree(<a href="https://www.umuc.edu/policies/academicpolicies/aa17042.cfm">https://www.umuc.edu/policies/academicpolicies/aa17042.cfm</a>)</td>
<td></td>
</tr>
<tr>
<td>170.71</td>
<td>Policy on Grade of Incomplete(<a href="https://www.umuc.edu/policies/academicpolicies/aa17071.cfm">https://www.umuc.edu/policies/academicpolicies/aa17071.cfm</a>)</td>
<td>- The grade of I is exceptional and only considered for students who have completed 60% of their coursework with a grade of B or better for graduate courses or C or better for undergraduate courses and request an I before the end of the term.</td>
</tr>
<tr>
<td>130.80</td>
<td>Procedures for Review of Alleged Arbitrary and Capricious Grading (<a href="https://www.umuc.edu/policies/academicpolicies/aa13080.cfm">https://www.umuc.edu/policies/academicpolicies/aa13080.cfm</a>)</td>
<td>appeals may be made on final course grades as described herein.</td>
</tr>
<tr>
<td>205.06</td>
<td>Calculation Of Grade-Point Average (GPA) for Inclusion on Transcripts and Transcript Requests (<a href="https://www.umuc.edu/policies/academicpolicies/aa20506.cfm">https://www.umuc.edu/policies/academicpolicies/aa20506.cfm</a>)</td>
<td>Note: Undergraduate and Graduate Schools have different Grading Policies (i.e. The Graduate School does not award the grade of D). See Course Syllabus for Grading Policies.</td>
</tr>
</tbody>
</table>

GRADING
According to UMUC’s grading policy, the following marks are used:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
</tr>
<tr>
<td>FN</td>
<td>Failure-Non attendance</td>
</tr>
<tr>
<td>G</td>
<td>Grade Pending</td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
</tr>
</tbody>
</table>

* The grade of "B" represents the benchmark for The Graduate School. Students must maintain a Grade Point Average (GPA) of 3.0 or higher. Classes where final grade of C or F places a student on Academic Probation must be repeated.

** The Graduate School does not award the grade of D.

COURSE EVALUATION SURVEY

UMUC values its students’ feedback. You will be asked to complete an online evaluation toward the end of the term. The primary purpose of this evaluation process is to assess the effectiveness of classroom instruction in order to provide the best learning experience possible and make continuous improvements to every class. Responses are kept confidential. Please take full advantage of this opportunity to provide your feedback.

LIBRARY SUPPORT

Extensive library resources and services are available online, 24 hours a day, seven days a week at [https://www.umuc.edu/library/index.cfm](https://www.umuc.edu/library/index.cfm) to support you in your studies. The UMUC Library provides research assistance in creating search strategies, selecting relevant databases, and evaluating and citing resources in a variety of formats via its Ask a Librarian service at [https://www.umuc.edu/library/libask/index.cfm](https://www.umuc.edu/library/libask/index.cfm).

LEARNING MANAGEMENT SYSTEM SUPPORT

To successfully navigate the online classroom new students are encouraged to view the Classroom Walkthrough under Help in the upper right menu of the LEO classroom. Those requiring technical assistance can access Help@UMUC Support directly in LEO under the Help menu. Additional technical support is available 24 hours a day, seven days a week via self-help and live chat at [https://www.umuc.edu/help](https://www.umuc.edu/help) or by phone toll-free at 888-360-UMUC (8682).

SYLLABUS CHANGES

All items on this syllabus are subject to change at the discretion of the Instructor and the Office of Academic Affairs.
Students can access their complete list of assignments and their corresponding due dates within the Assignments section of the classroom by navigating to the Assignments section of the class from the main navigation bar. Follow the link below, and then click Assignments, for a video demonstration on how to utilize this feature.

Classroom Walkthrough Videos Link (http://www.umuc.edu/students/leo/videos.cfm)

Students also have access to a calendar tool on the course homepage within the classroom.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>All assignments must be posted to the Assignments Folder in LEO by 11:59 p.m. U.S. East Coast time on the date due.</td>
</tr>
</tbody>
</table>

All students are required to complete the Academic Integrity Tutorial (found at https://www.umuc.edu/students/academic-integrity/tutorial.cfm). This tutorial must be completed no later than the end of Week 6. No points are granted if the tutorial is not completed by that time.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Read</th>
<th>Do</th>
</tr>
</thead>
</table>
| 1     | Introduction and First MS Office project - Excel | All assignments must be posted to the Assignments Folder in LEO by 11:59 p.m. U.S. East Coast time on the date due. | Post Introduction (link is in the Course Content/Week 1 Assignment area)  
Participate in the Week 1 Discussion (note that posts in the Introduction Conference do not 'count' towards Week 1 discussion grading)  
From your LEO course, click on the OLI link (under Week 2 - Assignments). This will 'register' you for OLI. Work within OLI begins in Week 2.  
If you are a Mac OS X user and will be using OpenOffice for the database project in Week 5, let your instructor know early in the course (by Week 3) AND download and install OpenOffice before week 5  
Complete Personal Budget (EXCEL) project |
| 2     | Hardware, Peripherals and the Computer System Unit | "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | OLI – Unit 2, Understanding the Computer System Unit, Modules 2 and 3  
OLI – Unit 2, Quizzes for 2 Modules and the final Unit quiz |

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Read</th>
<th>Do</th>
</tr>
</thead>
</table>
| 3     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 4     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 5     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 6     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 7     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 8     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 9     | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 10    | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
| 11    | First MS Office project - Excel      | Assignment area in LEO:  "MS Office Projects-Instructions, Project #1 – Personal Budget Exercise (Excel)" | Continue with the assignments specified for Week 1  
Continue with the assignments specified for Week 2  
Continue with the assignments specified for Week 3  
Continue with the assignments specified for Week 4  
Continue with the assignments specified for Week 5  
Continue with the assignments specified for Week 6 |
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<th>Week</th>
<th>Topic</th>
<th>Readings/Assignments</th>
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| Week 3 | Software                  | **Read (required):**  
  - OLI – Unit 4, System and Application Software, Modules 7-9  
**Read (recommended, due in Week 4):**  
  - Assignments area in LEO: “MS Office Projects-Instructions, "Read Before Case Study Parts 1-3 – Case Study Instructions” and "Case Study Part 1 – MS Word”  
**Do:**  
  - Participate in the Week 3 Discussion  
  - OLI Unit 4, Quizzes for Modules 7-9  
If you are a Mac OS X user and will be using OpenOffice for the database project in Week 5, let your instructor know THIS WEEK AND download and install OpenOffice before week 5 |
| Week 4 | Software, Networking      | **Read:**  
  - Assignments area in LEO: “MS Office Projects-Instructions, "Read Before Case Study Parts 1-3 – Case Study Instructions” and "Case Study Part 1 – MS Word”  
  - OLI – Unit 4, System and Application Software, Module 10  
  - Presentations on the following topics (links provided in the Content section of Week 4):  
    - Client-Server Technology  
    - Bandwidth  
    - Data Flow on the Internet  
**Do:**  
  - Participate in the Week 4 Discussion  
  - OLI – Unit 4, Module 10 quiz and final Unit 4 quiz ‘System and Application Software Unit’  
  - Complete Case Study Part 1 – MS Word |
| Week 5 | Databases                 | **Read:**  
  - OLI – Unit 5, Databases Unit, Module 11  
  - Assignments area in LEO: “MS Office Projects-Instructions, Case Study Part 2 – MS Access”  
**Do:**  
  - Participate in the Week 5 Discussion  
  - OLI – Unit 5, One Final Unit quiz  
  - Complete Case Study Part 2 ACCESS project |
| Week 6 | Issues in Computing: Ethics and Privacy | **Read:**  
  - OLI Unit 3 – Issues in Computing, Modules 4-5  
**Do:**  
  - Be sure you have completed the Academic Integrity Tutorial and posted the certificate in the Assignment folder  
  - Participate in the Week 6 Discussion  
  - OLI – Unit 3, Quizzes for Modules 4-5 |
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<th>Week</th>
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<th>Read:</th>
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<tr>
<td>Week 7</td>
<td>Issues in Computing: Security, Software Development Life Cycle (SDLC)</td>
<td>- OLI Unit 3 – Issues in Computing, Module 6</td>
<td>- Participate in the Week 7 Discussion</td>
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<td>- Systems Development Life Cycle (SDLC) document (in LEO under Content - Week 7 - Readings)</td>
<td>- OLI – Unit 3, Quiz for Module 6 and Final Unit 3 quiz</td>
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<td>- Assignments area in LEO: &quot;Research Paper Requirements&quot;</td>
<td>- Submit Research paper – Personally Identifiable Information (PII) and Ethics</td>
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<td>Week 8</td>
<td>Technology, Computers and Society</td>
<td>- Four documents (in LEO under Content - Week 8 - Readings):</td>
<td>- Participate in the Week 8 Discussion</td>
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<td>- Accessible Information Technology for Persons with Disabilities</td>
<td>- Complete Case Study Part 3 - PowerPoint</td>
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<td>- Online Addictions</td>
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<td>- Online Media - Fact or Fiction?</td>
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<td>- The Digital Divide Revisited</td>
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<td>- Assignments area in LEO: &quot;MS Office Projects-Instructions, Case Study Part 3 – MS PowerPoint&quot;</td>
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