

CAS 283 Communication and Information Technology

Spring 2005

Tue/Thurs 11:15-12:30

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and by appt. and by appt.

Course Description

The official description of this course is

This is an introductory course in the theory and application of technology for communication and management of information. Communication technologies covered include electronic mail, conferencing systems, chat systems, and the World Wide Web. Information management technologies covered include word processing, database management systems, and spreadsheet systems. Introductory computer and information theory is presented to enable the student to have some understanding of how these technologies work and how best to apply them. Areas covered include files systems, operating systems, number systems, and hardware/software components. A major emphasis is placed on Social Informatics – the study of the social effects of communication and information technology. Areas covered include censorship, privacy, and copyright. Upon completion of this course, the student should be empowered to make effective use of the communication and information technologies to gather, process, manage, and share information.

The key term here is *introductory*. This course is meant to be a fundamental course to introduce you to and give you a basic knowledge of how computers and software work and shape society. I realize that everyone will be at different positions on the learning curve, but the course will focus and cater to those who are “technologically challenged” and new to the world of information technology and computer-mediated communication.

Course Materials

Beekman, George. *Computer Confluence: Comprehensive*, 6th Edition. Prentice Hall Publishers.
Postman, Neil. *Technopoly: The Surrender of Culture to Technology*. (This paperback book can be found on Amazon for around \$9)

ANGEL

The New York Times (available free to all PSU students at various locations around campus)
The Daily Collegian

All readings should be done prior to class. In order to successfully complete this course and perform well on the exams, all readings should be completed and all lectures should be attended. You will be tested on the lecture and reading material in the form of two written exams.

Lecture Attendance

Attendance is vital to your success and enjoyment in this course; you are expected to attend all classes. Attendance will be taken each class session; it may be at the beginning, the middle, or the end of class. It is **your** responsibility to make sure your attendance is properly documented (i.e., don't come to me at the end of the semester and tell me you were there during a certain class but "forgot" to sign the attendance sheet). You are allowed **THREE (3)** absences during the semester – excused or unexcused, it does not matter. **USE YOUR ABSENCES WISELY!** If you miss your three days for "fun" and then get sick, your grade will be penalized. Once you have missed three days of class, for whatever reason, your absences will begin to affect your overall grade. The attendance policy is as follows:

0-3 absences = no deduction

4-5 absences = 2 % points

6 absences = 5% points

7-8 absences = no better than a C in the lecture

9 or more = F in the lecture

It should also be noted that sitting in your seat and sleeping or working a crossword puzzle does not constitute full participation and is hardly better than skipping class, and, moreover, will not be viewed as your being "present." If you read the paper, do the crossword, or sleep during class, you will be asked to leave and will be marked absent for that day. During the course, we will have many class discussions and activities – full participation and interaction in these activities is expected. Plus, it will make the class more enjoyable.

Lab Attendance

Lab attendance and participation is required. If you are absent (excused or unexcused) from a required lab, you must "test out" of the lab to receive credit and to demonstrate that you can successfully navigate the programs. (Please see the "How Do I Test Out of Labs" link in the Lab Folder on Angel.) You are required to attend ALL lab sessions, unless you test out. Meeting only once a week limits flexibility in attendance. For special

circumstances, please speak with your instructor prior to the scheduled lab. Lab attendance will account for 50 points of your total score.

Lecture Assignments

Message Boards

Each student is required to post *at least* one message and one reply to *at least* five message boards throughout the semester. At least six message boards will be available through the semester. Each message board will be available for approximately 2 weeks. Once a message board is disabled, there will be no access to it. Do NOT wait around until the last few weeks of the semester to do your postings as there will be NO second chances!!

Midterms

There will be two midterms during the semester. The first midterm will include material covered in lecture and readings (not in the labs) up to that point. The second midterm will include all material covered in lecture and readings (again, not in the labs) since the first midterm. Each midterm will consist of approximately 80 multiple choice questions. There is no “final” exam in this course; the second midterm will be given before the semester ends.

Grade Determination

Your grade in CAS 283 is based on points earned in both the lecture and the lab. Each portion is worth 250 points. Here is the point breakdown for both the lab and the lecture.

Lecture

Midterm 1	100 points
Midterm 2	100 points
Message Boards	50 points
 Total Lecture	 250 points

Lab

*Project descriptions are available under the Lessons folder on Angel.

Project 1: WWW	25 points
Project 2: Word	25 points
Project 3: Excel	40 points
Project 4: Access	35 points
Project 5: PowerPoint	25 points
Project 6: Web Design	40 points
Online Assignments	10 points (CMC and Resume)
Attendance	50 points (includes 10 for required labs)

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Date	Topic	Readings	Assignments
Tue 1/11	Orientation/Syllabus/Intros/ANGEL		
Thurs 1/13	History of Technology	Ch. 1; p. 25	
Tues 1/18	Computer Basics – Hardware	Ch. 0, 2; p. 83	
Thurs 1/20	Computer Basics – Hardware	Ch. 3; p. 119	
Tues 1/25	Computer Basics – Software	Ch. 4	
Thurs 1/27	<i>Technopoly</i> Discussion	Postman pp. 3-55	
Tues 2/1	Word Processing – Word Basics	pp. 156-175	
Thurs 2/3	Spreadsheets – Excel Basics	pp. 176-198	
Tues 2/8	Databases – Basics	Ch. 7; p. 265	
Thurs 2/10	Databases, Privacy Issues		
Tues 2/15	Multimedia	Ch. 6; p. 229	
Thurs 2/17	<i>Technopoly</i> Discussion	Postman pp. 56-143	
Tues 2/22	Review		
Thurs 2/24	Midterm		Midterm
Tues 3/1	Internet	Ch. 9	
Thurs 3/3	Networking	p. 273-287	
Tues 3/8	SPRING BREAK		
Thurs 3/10	SPRING BREAK		
Tues 3/15	Computer Mediated Communication	p. 288-299	Jessica
Thurs 3/17	Internet and the Web		
Tues 3/22	Viruses		
Thurs 3/24	Identity Theft/Security Issues		
Tues 3/29	Digital Divide/Gender Divide		
Thurs 3/31	<i>Technopoly</i> Discussion	Postman pp. 144-199	
Tues 4/5	Ethics/Social Issues		
Thurs 4/7	1 st Amendment Issues (Obscenity, Libel,		Brett

	Hate Speech, Cyberstalking)		
Tues 4/12	Copyright Issues	p. 149	Jessica/Brett
Thurs 4/14	Information Systems in Business	Ch. 12	
Tues 4/19	Review		
Thurs 4/21	Midterm		Midterm
Tues 4/26	Future of Technology/Class Evals		
Tues 4/28	Office Hours		

Spring 2005 – Lab Schedule
TENTATIVE – ALL DATES/LAB TOPICS SUBJECT TO CHANGE

*Indicates that this is a Microsoft Application lab that can be tested out of. See “How Do I Test Out Of Microsoft Labs” on the Lessons Page.

Italics indicate a lab that is optional – you may attend any of the scheduled labs for that week if you wish.

Wk	Mon./LAB		Wed./LAB		Fri./LAB
1	Orientation (1/10)		Orientation (1/12)		Orientation (1/14)
2	WWW – Effective Use (1/17)		WWW – Effective Use (1/19)		WWW – Effective Use (1/21)
3	Word 1* (1/24)		Word 1* (1/26)		Word 1* (1/28)
4	Word 2* (1/31)		Word 2* (2/2)		Word 2* (2/4)
5	Excel 1* (2/7)		Excel 1* (2/9)		Excel 1* (2/11)
6	Excel 2* (2/14)		Excel 2* (2/16)		CMC – Online Assignment (2/18)
7	CMC – Online Assignment (2/21)		CMC – Online Assignment (2/23)		Excel 2* (2/25)
8	Resume Workshop – Online Assignment (2/28)		Resume Workshop – Online Assignment (3/2)		Resume Workshop – Online Assignment (3/4)
MARCH 7-11 -- NO CLASS – SPRING BREAK					
9	Access 1* (3/14)		Access 1* (3/16)		Access 1* (3/18)
10	Access 2* (3/21)		Access 2* (3/23)		Access 2* (3/25)
11	<i>Open Lab</i> (3/28)		<i>Open Lab</i> (3/30)		<i>Open Lab</i> (4/1)
12	PowerPoint* (4/4)		PowerPoint* (4/6)		PowerPoint* (4/8)
13	<i>Web Design 1</i> (4/11)		<i>Web Design 1</i> (4/13)		<i>Web Design 1</i> (4/15)
14	Web Design 2 – REQUIRED/Course Evaluations (4/18)		Web Design 2 – REQUIRED/Course Evaluations (4/20)		Web Design 2 – REQUIRED/Course Evaluations (4/22)
15	<i>Open Lab</i> (4/25)		<i>Open Lab</i> (4/27)		<i>Open Lab</i> (4/29) **

**All final projects are due Friday, April 29 by 5:00 PM.