

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**EMERGING TRENDS IN TECHNOLOGY
BUSN 2510**

Class Hours: 4.0

Credit Hours: 4.0

Laboratory Hours: 0.0

Date Revised: Fall 2013

Catalog Course Description:

A dynamic course designed to explore emerging trends in technology. Trends will be determined from consults with advisory committees, the college's Educational Technology Services, and research of the industry's best practices. The content of this course will be updated each semester.

Entry Level Standards:

Keyboarding skill of 32 wpm (minimum).

Prerequisites:

ADMN 1005 or equivalent

Textbook(s) and Other Course Materials:

Textbook: To be determined

One USB drive (4 GB or larger) for data storage

I. Week/Unit/Topic Basis:

Week	Topic
1-2	Introduction to the Course. Overview of Emerging Trends. Social networking/Web 2.0 concepts (e.g., Facebook, Twitter, Blogs, Wikis, LinkedIn). Trends in web browsers.
3	Create course wiki and course blog
4-5	Content Management Systems (e.g., Joomla), Adobe Contribute (collaborative publishing)
6	Cloud computing (e.g., Google apps, ZoHo apps). SharePoint. Online document sharing.
7	Portable documents (e.g., Adobe Acrobat forms, ePortfolio), Shareware for PDF's
8-9	Domain hosting (students will acquire firstnamelastname.com), maintaining a domain
10-11	Data security, backup options
12-14	PICK AND LEARN (learning to learn software in order to teach it)
15	Class Presentations of PICK AND LEARN Final Exam Period

II. Course Goals*:

The course will:

- A. Emphasize mastery of the terminology and concepts relevant to social media (III)
- B. Expand the use of student's understanding use of blogs to publish information (I, II, IV, V, VI)
- C. Build the skills to create wikis and use editable business forms to streamline information sharing. (I, II, IV, VI)
- D. Increase understanding of strategies needed for securing confidential business data. (III, VI)
- E. Apply knowledge of secure website domains and web hosting practices. (I, IV, VI)
- F. Identify current technology trends. (VI)
- G. Explore specific software applications and teach other students how to use it. (I, II, III, IV, VI)
- H. Effectively use e-portfolios for relevant student work. (VI)
- I. Explore concepts of cloud computing. (I, II, IV, VI)
- J. Increase students' understanding of content management systems. (I, II, IV, VI)

*Roman numerals after course objectives reference goals of the Business Administration program.

III. Expected Student Learning Outcomes*:

Students will be able to:

- 1. Research emerging trends in social networking. (A,F)
- 2. Identify pros and cons of various social media. (A,F)
- 3. Evaluate web browser performance statistics. (E)
- 4. Create a course wiki and post relevant data involving technology. (A, C)
- 5. Participate weekly in course blog. (B)
- 6. Explore different content management systems and create templates. (J)
- 7. Research cloud computing options and evaluate usefulness for businesses. (I)
- 8. Develop procedure for online collaboration. (C, D)
- 9. Create editable business forms using Adobe Acrobat. (C)
- 10. Create an electronic portfolio of student work. (H)
- 11. Acquire a personal domain name. (E)
- 12. Identify web hosting services. (E)
- 13. Secure space on a web server for publishing electronic portfolio. (E, H)

14. Evaluate various methods of data security. (D)
15. Select an online software application relative to this course; learn the program and teach this program to other students as a final project. (G)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures:

Students are evaluated primarily on the basis of tests. Evaluations will consist of application tests over each component area. Application tests will consist of exercises to complete on the computer. Quizzes are optional and may include any of the following types of questions: multiple-choice, true-false, and/or short answer.

B. Laboratory Expectations:

This college-level course is structured as a lecture-format class. You will be expected to do lab work in addition to class time to complete assignments. Occasionally, time will be allowed at the instructor's discretion to complete assignments in class. Open labs are available at all campuses. Check posted hours. This course is designed as an introductory course to personal computers, word processing, spreadsheets, databases, and presentation software.

C. Field Work:

None

D. Other Evaluation Methods:

Quizzes (announced or unannounced) may be given. Selected daily work and/or homework may also be graded.

E. Grading Scale:

92 - 100A	
89 - 91	B+
82 - 88	B
79 - 81	C+
72 - 78	C
65 - 71	D
Below 65	F

Grades for each component of the course will be weighted as follows:

70% of total grade—Quizzes, Homework, In Class Activities

30% of total grade—Pick and Learn teaching presentation and supporting material

Grading Standards:

The final grade will be determined by adding each component's average based on the weighted percentage for each component as noted above.

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by sending email to disabilityservices@pstcc.edu, or visiting Goins 127, 132, 134, 135, 131. More information is available at <http://www.pstcc.edu/sswd/>.

D. Other Policies:

Computer Usage Guidelines:

College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.