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School:	North Georgia College & State University	Email Address:	bpayne@northgeorgia.edu
Department Name:	Math & CS	Office Location:	Barnes Hall 129
Course #:	CSCI 1250 D	Office Phone #:	706-864-1694
Course Title:	Information Technologies	Office Hours:	M/W 1-2, T/Th 10-12
Semester Hours:	3	Web Site:	www.BrysonPayne.com
Class Hours:	T/Th 8:00-9:15 am	Class Location:	NOC 208

Course Description: An introductory course to methods of information retrieval, processing, and presentation. It provides an overview of computer hardware and application software used for word-processing, electronic mail and messaging, as well as tools for managing content in various formats. The course emphasizes analytical thinking, and teaches problem solving through an introduction to basic programming structures, such as selection and loops.

**Course Objectives:**

After completing this course, the student shall be able to:

- Determine the nature and extent of the information needed.
- Access information sources effectively and efficiently.
- Use information to accomplish a specific purpose.
- Use computer hardware and software to process and present information.
- Select tools to disseminate and manage information.
- Analyze simple problems, extract their algorithmic structure, and devise programs to solve them.

In terms of skills, you will learn to write web pages in HTML. You will create simple, formula-based spreadsheets. Finally, you will be introduced to programming in JavaScript. Furthermore, we will try to make optimal use of mobile computing.

Methods of Instruction: Lecture, discussion, demonstration of computer systems, and lab projects.

**Evaluation Methods:**

Item	Weight	Grading Scale	
2 Tests	30%	90% and Above	A
Final Exam	20%	80% and Above	B
Labs	20%	70% and Above	C
Projects	30%	60% and Above	D
Total	100%	Below 60%	F

**Exams:**

Examination will be of mixed format, i.e. short answer, true/false, multiple choice, and programming problems. It is strongly recommended to review the Review Exercises section at the end the chapters that we cover.

**General Expectations:**

All projects are to be completed by the start of class on the due date given. Late work will be accepted no later than three days after it is assigned, with a 10 point per day penalty. Daily attendance is critical to your success in the course. NGCSU's attendance policy, found in the Undergraduate and Graduate Bulletins, will be enforced.

Course Content: Please note the following schedule is tentative. It may be necessary from time to time to change the order of the topics. The course calendar on the Web site will be updated regularly and should be consulted before each class period.

Week	Topic	Chapters 5/E	Chapters 4/E
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1	Information, HCI, computer networks	1 - 3	1 - 3
2	Introduction to HTML	4	4
3	Stylesheets (CSS), on-line information	4, 5	4, 5
4	How is information represented digitally?	7, 8	8, 11
5	Computer hardware. Office applications, an overview.	9, notes	9, notes
6	Spreadsheets, Google forms	13, notes	14, notes
7	Spreadsheets (cont.)	(14)	(15)
8	Web 2.0 skills: YouTube, Prezi, Wordpress, Social...		
9	Intro to programming	Notes, (10)	Notes, (10)
10	JavaScript 1	17, notes	18, notes
11	JavaScript 1 (cont.)	17, (18), notes	18, (19), notes
12	JavaScript 2	19, notes	20, notes
13	JavaScript 3	20, notes	21, notes
14	Putting it together: problem solving	21, notes	22, notes
15	Reserve		

Knowledge Base:

**Required Text**

*Fluency with Information Technology, Skills, Concepts, and Capabilities, 5/E.* Lawrence Snyder, Pearson / Addison-Wesley, 2012.

Although the fifth edition comes with quite a few changes, you can also use the fourth edition of the book.

**Bibliography (resources and optional reading)**

[1] If you need a reference for any of the MS-Office applications, choose one of the textbooks that our bookstore has in stock. Google Docs - which is attached to your student email account - has on-line help pages.

[2] JavaScript, A Beginner's Guide, Third Edition. John Pollock, Mc Graw-Hill, 2010.

[3] JavaScript documentation at Mozilla.org

[4] Google APIs and tools (e.g., Google Maps API).

**Academic Integrity Policy:**

Honor Code: "On my honor, I will not lie, cheat, steal, plagiarize, evade the truth, or tolerate those who do."

Suspected violations of the Academic Integrity policy should be referred by students to the instructor. If the instructor concludes that a violation of the Academic Integrity policy has occurred, the instructor will either (1) penalize the student and file an incident report with the Academic Integrity Council or (2) refer the matter directly to the Academic Integrity Council. If an incident report is filed by the instructor, the instructor will review the completed report with the student and will request that the student sign the report as an indication that the student is aware of the contents of the report

**Accommodation for Students with Disabilities:**

North Georgia College & State University (NGCSU) is committed to the full inclusion of individuals with disabilities and to the principle of individual rights and responsibilities. To that end, the policies and procedures of NGCSU reasonably ensure that a person with a disability is not, on the basis of that disability, denied full and equal access to and the enjoyment of academic programs and co-curricular activities or otherwise is subjected to discrimination in such programs and activities.

The policies for access by individuals with disabilities at NGCSU are designed to ensure full compliance with all pertinent federal and state legislation, specifically to include Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

To receive disability accommodations, the student should contact the Coordinator of Disability Resources, Office of Academic Support Programs, Room 121 Barnes Hall. Approval of reasonable accommodations will be made on a case-by-case basis.