



RITL301 – Orientation to Technology Applications

Master Course Syllabus

Course Overview (QM Standards 1.2)

Course description:

The purpose of *Orientation to Technology Applications* is to expose students to various computer software applications, including online open source software programs, through a practical “hands-on” approach which emphasizes critical thinking skills.

Course Goals and Objectives:

- Students will be able to explain how computers can be applied to the information processing needs of businesses and organizations.
- Students will be able to identify IT concepts, terminology, and techniques, which are frequently used.
- Students will be able to identify and classify the wide range of computer hardware and software available.
- Students will be able to utilize various software application packages often found in the business and education environment.
- Students will be able to utilize hardware and software for word processing and desktop publishing functions including creating documents, editing, and formatting documents in various simulated exercises.
- Students will be able to utilize spreadsheet software to correctly enter and verify data for record management purposes while maintaining data integrity.
- Students will be able to create functioning worksheets and workbooks, which can be used for data management, market research, work group functions, and as a means for importing and exporting data.
- Students will be able to integrate various software applications, including desktop publishing and spreadsheet management, to create a market survey, spreadsheet, and various graphical charts.
- Students will be able to explain whether cloud computing is safe or not, utilizing analytical reasoning.
- Students will be able to utilize open source software (OSS) program to create a project consisting of an analytical critique of OSS programs and documents that demonstrate the features of the OSS program.

Pre-Requisites (QM Standard 1.6)

No pre-requisites are required for this course.

Minimum Technical Requirements and Online Resources (QM Standards 1.5 & 1.7)

In addition to a web browser (preferable Firefox) that is Blackboard compatible, you will need the following software in order to complete the activities in this class:

1. Word processing package capable of reading and creating .doc, .docx or rich text formatted (rtf) documents.
2. *Adobe Acrobat Reader*: If you do not have *Adobe Acrobat Reader*, you can download it free from <http://www.adobe.com/products/acrobat/readstep.html>
3. PDF Creator Software: If you are using a MAC or do not have software capable of saving a file as a .doc or .docx file and do not have the capability on your campus to print files to PDF, you can download a free version of *CutePDF* at <http://www.cutepdf.com/Products/CutePDF/writer.asp> This software installs a virtual printer on your PC that allows you to print files to the PDF format.
4. Virus Protection Software: This course requires you to download and upload files from your PC. Virus protection software protects your computer and my computer.

The student also needs to be competent in the below technical skills to be successful in this course:

- Using the Internet
- Using e-mail with attachments
- Saving files
- Downloading and installing software

Online Resources: This course makes use of many online resources. I have made every effort to make sure the links I have are up-to-date. However, due to the changing nature of the web, you may find that a resource is temporarily unavailable or has been removed. If this should happen, please send me an email and I will find an alternative resource or modify the assignment accordingly.

Instructor Information (QM Standards 1.8 & 5.3)

Individual instructors complete this information.

Virtual Office Hours

I am available in my virtual office by appointment only. Send me an email to set up an appointment.

Personal Commitment

My personal commitments to you as a participant include:

I will reply to course mail messages within 24 hours;

I will read all discussion postings and will reply where appropriate within 3 days

I will acknowledge my receipt of every course mail message immediately upon reading it. If I am unable to respond to the request or concern at the time of initial reply, I will give you an estimated time for my next reply.

If I am going to be away from the course space for more than a day or two, I will send a message to you indicating the length of my absence.

I will regularly update information regarding due dates in the course announcements.

Optional/Required Course Materials (QM Standard 4.6)

You will find your required textbook information in the course catalog at <http://ilearn-wvrocks.wvnet.edu>. All other required readings and videos are included in each of the modules.

Grading Policy (QM Standard 3.2)

Assignments	Points
M1A0: Introduction Discussion	0
M1A1: Computers 2020 Discussion	25
M1A2: Computer Essentials Quiz	100
M2A1: Word – Case Problem 2: Pups and Pals Pet Care Flyer	50
M2A2: Word – Case Problem 1: Designing a Report	100
M2A3: Desktop Publishing – Tri-fold Brochure	100
M3A1: Excel– Case Problem 2: Balance Sheet	75
M3A2: Excel - Budget	50
M3A3: Excel – Case Problem 4: Creating an Invoice	100
M3A4: Market Research Project	125
M4A1: Cloud Computing Discussion	25
M4A2: Open Office Application	100
M4A3: Open Source Software Final Project	150
Total Points Possible	1000

The following grading scale will be used to determine student final letter grades for the course:

Grade	Range
A	900 to 1000 points
B	800 to 899 points
C	700 to 799 points
D	600 to 699 points
F	599 points and less

Module Objectives and Assessments (QM Standard 2.2, 2.3, 2.4, 2.5, 3.4, 3.5, 5.1)

Module 1

After you have complete the readings and content for this module you will be able to:

- Explain how computers can be applied to the information processing needs of businesses and organizations. [M1A1: Computers 2020 Discussion]
- Identify information technology concepts, terminology, and techniques, which are frequently utilized. [M1S1: Computer Essentials Self-assessment, M1A2: Computer Essentials Quiz]
- Identify and classify the wide range of computer hardware and software available. [M1A2: Computer Essentials Quiz]Module 2

Module 2

After you have complete the readings and content for this module you will be able to:

- Create documents using word processing software applications often found in the business and education environment. [M2S1: Brochure Self-assessment, M2A1: Word – Case Problem 2: Pups & Pet Care Flyer, M2A2: Word – Case Problem 1: Designing a Report, M2A3: Desktop Publishing – Tri-fold Brochure]
- Utilize hardware and software for word processing functions including creating documents, editing, and formatting documents in various simulated exercises. [M2A1: Word – Case Problem 2: Pups & Pet Care Flyer, M2A2: Word – Case Problem 1: Designing a Report, M2A3: Desktop Publishing – Tri-fold Brochure]
- Utilize hardware and software for desktop publishing functions including creating documents, editing, and formatting documents. [M2A1: Word – Case Problem 2: Pups & Pet Care Flyer, M2A2: Word – Case Problem 1: Designing a Report, M2A3: Desktop Publishing – Tri-fold Brochure]

Module 3

After you have complete the readings and content for this module you will be able to:

- Utilize spreadsheet software to correctly enter and verify data for record management purposes while maintaining data integrity . [M3A1: Excel- Case Problem 2: Balance Sheet, M3A2: Excel - Budget]
- Create functioning worksheets and workbooks, which can be used for data management, market research, workgroup functions, and as a means for importing and exporting data. [M3A3: Excel - Case Problem 4: Creating an Invoice]
- Integrate various software applications, including desktop publishing and spreadsheet management, to create a market survey, spreadsheet, and various graphical charts. [M3S1: Market Research Self-assessment, M3A34: Market Research Project]

Module 4

After you have complete the readings and content for this module you will be able to:

- Explain whether cloud computing is safe or not, utilizing analytical reasoning. [M4S1: Cloud Computing Self-assessment, M4A1: Cloud Computing Discussion]
- Utilize open source software (OSS) programs to create a project consisting of an analytical critique of OSS programs and documents that demonstrate the features of the OSS programs. [M4A2: Open Office Application, M4A3: Open Source Software Final Project]