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: January 2015

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).

Pre-requisite:  ADMN 1005 for APT majors, or CSIT 1110 or INFS 1010 for non-majors

Textbooks and Other Supplies:
Textbook: Non required

I. Week/Unit/Topic Basis: (Tentative schedule)

<table>
<thead>
<tr>
<th>WEEK(S)</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to the Course. Overview of Emerging Trends</td>
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<tr>
<td>2</td>
<td>Communication Technology Trends</td>
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<tr>
<td>3</td>
<td>Office Productivity Technology Trends</td>
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<td>4</td>
<td>Manufacturing Sector Technology Trends</td>
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<td>5</td>
<td>Service Sector Technology Trends</td>
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<td>6</td>
<td>Health Care Sector Technology Trends</td>
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<td>7</td>
<td>General Business Sector Technology Trends</td>
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<td>8</td>
<td>Social Media Trends</td>
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<tr>
<td>9-10</td>
<td>Collaborative Project – Learn and teach approach. Group presentations.</td>
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<tr>
<td>11</td>
<td>Wireless technology and issues (Bluetooth, Wi-Fi, 4G, broadband issues) and Data security, backup options, cloud computing</td>
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<tr>
<td>12</td>
<td>Mobile Technology</td>
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<td>13</td>
<td>Hardware and Software trends (tablets, touch screens, apps)</td>
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<tr>
<td>14-15</td>
<td>Individual LEARN &amp; TEACH projects. Presentations</td>
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II. **Course Goals:**

The course will

A. Emphasize mastery of the terminology and concepts pertaining to relevant technology used in various business sectors and to social media (III)
B. Expand the use of student’s understanding use of communication trends and information (I, II, IV, V, VI)
C. Build the skills to create communication networks and to work collaboratively with students. (I, II, IV, VI)
D. Increase understanding of strategies needed for securing confidential business data. (III, VI)
E. Apply knowledge of secure wireless technology, 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. Explore e-portfolio options for relevant student work. (VI)
I. Explore concepts of cloud computing. (I, II, IV, VI)
J. Increase understanding of voice and face-recognition technology.

*Roman numerals after course objectives reference goals of the Administrative Professional Technology program.*

III. **Expected Student Learning Outcomes:**

Students will be able to

2. Identify pros and cons of various types of communication trends and social media. (A,F)
3. Evaluate software and application performance statistics. (E)
4. Create a course blog 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. Research electronic portfolio options. (H)
10. Identify web hosting services for personal web site. (E)
11. Evaluate various methods of data security. (D)
12. 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: Not applicable

D. Other Evaluation Methods:
Quizzes (announced or unannounced) may be given. Selected daily work and/or homework may also be graded.

E. Grading Scale:

<table>
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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92 - 100</td>
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<tr>
<td>B+</td>
<td>89 - 91</td>
</tr>
<tr>
<td>B</td>
<td>82 - 88</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 81</td>
</tr>
<tr>
<td>C</td>
<td>72 - 78</td>
</tr>
<tr>
<td>D</td>
<td>65 - 71</td>
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<tr>
<td>F</td>
<td>Below 65</td>
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</table>

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—Learn and teach presentations

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 Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilitieservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.