**Course Title: BBA 293 Information And Technology Literacy**
**Term: Summer 2023**
**Instructor: TBA**
**Course Credit: 3**
**Mode of Instruction: Online**

## Course Description:

This course studies of the pervasive influence of information and technology systems in organizations and society. The course will enable students to acquire and enhance skills to organize and apply information using databases, spreadsheets, word and information processing, and presentation graphics; evaluate the effectiveness and reliability of various information sources for their appropriate use; critically evaluate public policy issues relating to computers and information technology.

## Course Prerequisites:

MAT 110 College Algebra

## Learning Outcomes:

By the end of the course, the student should be able to:

A. Explain how businesses use information technology;

B. Understand the relation between information systems, organizations and strategy;

C. Understand the function of telecommunications, the Internet, and wireless technology;

D. Evaluate enterprise applications of managing supply chains and responding to customers.

## Course Material:

*Information and Technology Literacy: Concepts, Methodologies, Tools, and Applications*,
2018.

**Evaluation:**

- • 4 Quizzes [40%]

- • Mid-term Exam [25%]

- • Final Exam [35%]

**Description of the Evaluation tasks:**

<u>Assignment/ Essay/ ... :</u> During the term, students will be required to finish several evaluation tasks within due date. All the tasks are linked with specific course topics/outcomes and will adequately assess students' competence and learning outcomes. Students are encouraged to meet with instructor about these tasks at any point.

<u>Mid-term/ Final Exams/ Quiz/... :</u> There may be periodic quizzes given at the beginning of lecture sessions; the feedback from these quizzes will monitor the progress of the learners and help to set learning priorities. There will be mid-term exam/ final exam for the course. They are the basic criteria for the evaluation of students' learning outcomes and final grade.

**Grading Policy:**

Students are supposed to finish each online lecture. Prior to each class, students should finish the required readings. During the class time, students are encouraged to make use of all relevant online course resources and communicate with the instructor. Students' grades are accumulated based on the cumulative evaluations.

Students' letter grade will be assigned according to the following scale:

| A+ 90-100 | A 85-89 | A- 80-84 |
|---|---|---|

| B+ 77-79 | B 73-76 | B- 70-72 |
|---|---|---|
| C+ 67-69 | C 63-66 | C- 60-62 |
| D+ 57-59 | D 53-56 | D- 50-52 |
| F < 50 | | |

**Academic Integrity:**

Students must strictly adhere to the university's academic integrity rule; and all essays, exams and any other form of academic assignments must adhere to these rules. Any form of plagiarism, cheating, or misappropriation of materials will be considered a violation of academic integrity and will be punishable by the university.

**Withdrawal from the Course(s):**

Students will be able to apply for a transfer or withdrawal within 3 days of the starting date of the course. If a withdrawal is applied for within 3 working days, the tuition fee will be fully refunded. After 3 days, the tuition fee will not be refunded. If a withdrawal is applied for in the first two weeks, it will be recorded as W (Withdraw) on the course transcript. After this initial two-week period, the class will be recorded as F (Fail).

**Tentative Schedule:**

| 1 | Media Literacy in the Digital Age: Literacy Projects and Organizations |
|---|---|
| 2 | Technology Intelligence Systems in Industry and Academic Networks |
| 3 | Digital Literacy and the Emergence of Technology-Based Curriculum Theories |
| 4 | Emerging Technologies: Perspectives From Metacognitive Teachers **Quiz 1** |
| 5 | Exploring How Women Entrepreneurs Use Technology for Idea Generation |
| 6 | Policies and Strategies for Digital Inclusion: Regional Governments in |

| | |
|---|---|
| | Spain |
| 7 | Methods and Strategies in Using Digital Literacy in Media and the Arts |
| 8 | Developing Digital Empathy: A Holistic Approach to Media Literacy Research Methods<br>**Quiz 2** |
| 9 | Strategies for Implementing Digital Assignments |
| 10 | Toward Digital Inclusion: Digital Divides and New Media Literacies |
| 11 | E-Inclusion Strategies in Public Administrations: Experiences From Regional Governments in Spain |
| 12 | The QUAIL Framework: Quality Assurance for Information Literacy Projects |
| 13 | **Mid-term Exam** |
| 14 | Employing Emerging Technologies in Educational Settings: Issues and Challenges |
| 15 | Emerging Technologies as a Tool for Development of Human Values and Global Peace |
| 16 | The Technoethical Ethos of Technic Self-Determination |
| 17 | Technology Aspects of Information Literacy in the Workplace<br>**Quiz 3** |
| 18 | The Geography of Digital Literacy |
| 19 | Emerging Technologies and Organizational Transformation |
| 20 | Digital Inclusion and Computational Thinking |
| 21 | Media Literacy Organizations<br>**Quiz 4** |
| 22 | Informatization and Digital Citizenship |
| 23 | Political and Cultural Issues in Digital Public Administration |
| 24 | Final Exam Reviews |
| 25 | **Final Exam** |