

**INTER-AMERICAN UNIVERSITY OF PUERTO RICO  
FACULTY OF SCIENCE AND TECHNOLOGY  
DEPARTMENT OF COMPUTER AND MATHEMATICS**

**SYLLABUS**

**I. GENERAL INFORMATION**

Course Title	INFORMATION AND COMPUTING TECHNOLOGIES
Course Code & Number	GEIC 1010
Credits	THREE (3)
Academic Term	
Professor	
Office Hours	
Office Phone	
Email	

**II. DESCRIPTION**

Development of skills in the use of the computer for the search and processing of information and electronic communication in the teaching and learning processes. Study of the general concepts of computer systems, electronic systems of learning and systems of information organization. Use of databases to recover bibliographical information. Administration of computer programs, such as operating systems, word processors, electronic graphical presentations, spreadsheets calculations and Web navigators. Requires 45 hours of lecture-lab. Requires additional time in open lab. Required course

**III. GOALS AND AREA OF COMPETENCIES**

Goal I: Develop a person with humanistic sensitivity, capable of contributing to the solution of problems with a collaborative attitude, using research, critical, creative and innovative thinking, in an international context.

Competence # 1: Demonstrate a critical, creative, scientific, humanistic, ethical and aesthetic attitude for the solution of problems, based on the use of research methods, sources of information and technological advances.

Competence # 2: Demonstrate capacity and willingness for collaborative work and negotiation.

Areas of competence:

- Critical thinking
- Creative thinking
- Problem solving
- Research
- Collaborative work
- Information management
- Aesthetic assessment
- Ethical awareness

Goal VI: Develop a person capable of solving problems through scientific thinking, logical and quantitative reasoning and the use of information and communication technologies, in an ethical, critical, creative and innovative way.

Competence # 9: Apply scientific thinking and logical and quantitative reasoning for decision-making and problem solving.

Competence # 10: Use information and communication technologies for decision-making and problem solving.

Areas of competence:

- Scientific thought
- Logical and quantitative reasoning
- Decision-making process
- Problem solving process
- Integration of technology

#### IV. OBJECTIVES

At the end of the course, it is expect that, the student will be able to:

1. Identify the basic functions of a computer system.
2. Recognize the value, the importance, the usage and the ethical aspects of the information for a continuous learning.
3. Effectively use information search strategies and available means to extract recuperated information.
4. Apply the skills acquired in the creation of documents using application programs

#### V. COURSE CONTENT

##### A. Course Introduction

1. Online services at the institution
  - a. Learning Management Systems – LMS; for example: Blackboard)
  - b. Inter Web (<http://web.inter.edu>)
2. Use of the computer and the operating system
  - a. Basic Concepts
  - b. Use of the operating system

##### B. Introduction to the Internet, email and online services.

1. Internet
2. Email

##### C. Application Programs (Productivity Tools)

1. Basic Common Characteristics in the Different Application Programs
2. Word Processor
  - a. Creation and edition of documents
3. Electronic Spread Sheet

- a. Composition of the screen or the workbook and its sheets
  - b. Print electronic Spread Sheet
- 4. Electronic Graphic Presenter
  - a. Composition of the presentation screen
  - b. Print a presentation in different formats
- 5. Integration of application programs

D. General aspects of information skills

- 1. Rules for the use of the network at the university and the Information Access Center (CAI)
- 2. Value and usefulness of information retrieved
- 3. Strategies for researching and planning a search
- 4. Ethical aspects of information
- 5. Organization system

E. Search and retrieval of information

- 1. Information sources Printed resources
- 2. Audiovisual resources
- 3. Electronic resources
- 4. Public access
- 5. Reference resources (dictionaries and encyclopedias)
- 6. Data bases (articles, books and newspapers)
- 7. E-books

**VI. ACTIVITIES**

- 1. Practice exercises using different Application Programs
- 2. Practice exercises using the Public Catalog and different databases of journal articles and newspapers.
- 3. Individual and group work

**VII. SUGGESTED EVALUATION**

<b>Criteria</b>	<b>Punctuation</b>	<b>% Final Grade</b>
(4)Test - proctored	120	40
Final Test - proctored	60	20
(3) Forums	30	10
Laboratories	60	20
Written work	30	10
<b>Total</b>	<b>300</b>	<b>100</b>

## VIII. SPECIAL NOTES

### A. *Auxiliary Services or Special Needs*

All students who require auxiliary services or special assistance must request them at the beginning of the course or as soon as they acquire knowledge of their needs, through the corresponding register in the University Orientation Office of the Campus. This process must be carried out through the corresponding register in the office Coordinator of Services to Students with Disabilities. His office is located in the University Orientation Program on the first floor of the Campus. You can also call him at the following telephone: 787-250-1912, EXT. 2306

### B. *Honesty, Fraud, and Plagiarism*

The lack of honesty, fraud, plagiarism and any other inappropriate behavior in relation to academic work constitute major infractions sanctioned by the General Student Regulation. Major infractions, according to the General Student Regulation, may result in the suspension of the student from the University for a defined period greater than one year or permanent expulsion from the University, among other sanctions.

### C. *Use of Electronic Devices*

Cell phones and any other electronic device that could interrupt teaching and learning processes or alter the environment conducive to academic excellence will be disabled. The pressing situations will be attended, as appropriate. The use of electronic devices that allow accessing, storing or sending data during evaluations or examinations is prohibited.

### D. *Compliance with the dispositions of Title IX*

The Federal Higher Education Act, as amended, prohibits discrimination based on sex in any academic, educational, extracurricular, and athletic or any other program or employment, sponsored or controlled by a higher education institution regardless of whether it is performed inside or outside the premises of the institution, if the institution receives federal funds.

As provided by the current federal regulations, an Academic Title IX Coordinator has been designated in our academic unit to provide assistance and guidance in relation to any alleged incident constituting discrimination based on sex or gender, sexual harassment or sexual assault. You can contact the Assistant Coordinator Mr. George Rivera, Director of the Security Office at (787) 250-1912, extension 2262, or email [griverar@metro.inter.edu](mailto:griverar@metro.inter.edu)

The Normative Document entitled Rules and Procedures for Addressing Alleged Violations of the Provisions of Title IX is the document that contains the institutional rules to channel any complaint filed based on this type of claim. This document is available on the website of the Inter-American University of Puerto Rico ([www.inter.edu](http://www.inter.edu))

## IX. EDUCATIONAL RESOURCES

The resources and materials for this course are from Microsoft Corp.

## X. BIBLIOGRAPHY

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Vermaat, M. (2016). *Shelly Cashman Microsoft Office 365 & Word 2016*. ISBN: 9781305871014

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