

TEC 101/201: Digital Literacy

Instructor	Ethan McGee
Office	AL 70 (3rd Floor Left Hall)
Email	emcgee@bju.edu
Phone	864.201.2635 (texting acceptable)
Office Hours	MWThF: 12:00 - 1:30 Other: https://calendly.com/ethantmcgee

Instructor	Charles Lacey
Office	AL 74 (3rd Floor Left Hall)
Email	clacey@bju.edu
Office Hours	https://calendly.com/clacey-bju

Text(s)	101: <i>Story Telling with Data</i> (Knafllic)* 201: <i>Data Visualization</i> (Healy) All: <i>From the Garden to the City</i> (Dyer)** <i>Blown to Bits</i> (Abelson)***
Meets	Lecture 1: MW 8:00 - 8:50 (AL 217) Lecture 2: MW 9:00 - 9:50 (AL 110) Lecture 3: MW 1:00 - 1:50 (AL 217)
Credits	3

*Available From Library: <https://ebookcentral.proquest.com/lib/bju/detail.action?docID=4187267>

**Freely available on Google Play

***Freely available from Author Website

Course Description

This course provides an introduction to working and living in an increasingly digital world, with an emphasis on teaching students Biblical principles for managing their digital lives and critical thinking skills necessary to learn new technology, evaluate online resources, find relevant information pertaining to a given topic and protect their privacy / identity online.

Course Context

This course exists within the BJU Core to meet the following goals of the BJU Core:

2. Demonstrate essential communication skills in reading, writing, listening, and speaking.
3. Understand the physical world as God's creation, as a stewardship given to man, and as the physical expression of His glory.

4. Demonstrate critical thinking in analyzing, evaluating, and synthesizing information and ideas.
5. Develop solutions to problems, working independently and with others, through critical and creative thinking.
6. Integrate all of life in a Biblical worldview.

Course Goals

Specifically, the goals of this course are to:

- effectively use technology / internet resources
 - understand the basic components of computing (hardware / files / folders)
 - understand how to effectively and efficiently search for information on an unknown topic
 - understand how to safely use online resources protecting privacy and data
- use technology (office software) to effectively / professionally / creatively communicate
 - Microsoft Word – understand how to perform basic and intermediate tasks
 - Microsoft Excel – understand how to perform basic and intermediate tasks as well as how to represent data
 - Microsoft Powerpoint – understand how to perform basic and intermediate tasks as well as how to use as presentation aid
 - Microsoft OneDrive – understand how to appropriately use shared folders to work in groups
- summarize, interpret and communicate data
 - understand how to understand the quality of the data based on its source and the information contained
 - understand the limitations of data representation and how to represent data effectively and clearly
 - understand how to communicate information obtained from data to a general audience

Assignments

Labs - Labs are weekly assignments that reinforce concepts covered in lecture while also provided the student exposure to other material.

Presentation - Students will sign up to present a chapter of *From the Garden to the City*. Both an outline of the presentation in Word and a professional Power Point slide set as well as a recording of the presentation will be submitted to the professor.

Data Visualization Project – Students will select from several datasets to analyze and produce a written report that demonstrates critical thinking skills and the ability to produce appropriate representations / conclusions of the data.

Exams - 3 exams will be given periodically throughout the semester. Exams will check the students understanding of material covered both in labs, lectures and readings preceding the exam.

Quizzes - Out of class quizzes will be periodically given checking students understanding of the written and online material. Quizzes will be administered via Canvas.

Grading

Assignment Type	#	Points	Total Points
Labs	11*	20	200
Presentation	1	30	30
Project	1	100	100
Exams	3	100	300
Quizzes	11*	10	100
		Total	730

* Lowest score dropped

Grade	Minimum	Maximum
A	89.5	100
B	79.5	89
C	69.5	79
D	59.5	69
F	0	59

Classroom Deportment

I realize this is college, and almost everyone is perpetually exhausted. If you find yourself falling asleep, feel free to stand up and walk to the back of the class to help yourself stay awake. If you need to go to the restroom, please exit to the rear of the class to avoid disturbing others. Please refrain from extended conversations in class so as not to disturb your fellow classmates. Asking your seatmate what is missing from your notes / example is fine; discussing lunch / non classroom topics is not.

Please be respectful of others around you while in class.

Deadlines / Late Work

The instructor reserves the right to change assignment due dates as deemed necessary. Assignments are due, electronically, by 11:59 pm of the date posted in the course schedule unless otherwise noted. Assignments, unless otherwise noted, may be turned in up to 1 week after the deadline for a 25% penalty. After 1 week, the student may still submit the assignment for feedback, however, no credit will be given.

Each student is given 1 free late waiver that allows them to turn in one assignment, at their discretion, up to 1 week after the deadline with no penalty. In order to use the free late, the student must 1) notify the professor before the deadline that they intend to use the free late, 2) describe the progress that they have made towards completion of the assignment and 3) provide an approximate date of delivery. Due to grading constraints during finals week, the professor reserves the right to shorten the late period for end of semester projects.

Getting Help

Students struggling with an assignment or concepts in the class are encouraged to ask the instructor for assistance either:

- in class
- before / after class
- during office hours
- via email
- via Teams (I typically make myself available via Teams to answer questions M-F from 9:00 pm to 10:30 pm)

In order to maximize your opportunity to receive help and receive the best possible grade on an assignment / in the course:

- Start assignments early. This will give you more opportunities to realize you don't fully understand a concept and ask for assistance.
- Don't wait until the night before an assignment is due to ask questions. The night an assignment is due typically sees a mad rush of questions, and I answer questions in the order that I receive them. There is no guarantee that I will be able to answer your question before the submission deadline.
- Request feedback. I cannot tell you what grade I would give to your particular solution for an assignment, but I can offer comments for how your solution can be improved.

Handbook Policies

Compliance with student handbook policies is expected during class.

Accommodations

Students needing accommodations due to a learning disability (visual, auditory, etc.) should provide an accommodation form obtained from the Academic Resource Center as soon as possible. Accommodations cannot be given without a form provided by the Academic Resource Center.

Academic Honesty and Integrity Policy

The goal of this course is to teach you the basics of operating in a digital world from a biblical worldview using an emphasis on engaged (or hands-on) learning where you regularly perform the tasks taught in the course individually to ingrain understanding. This course operates differently from many other courses in the University core in that regard. Because of the different nature of the course, academic dishonesty is defined somewhat differently from what you may be accustomed to.

Assignments in this course is split into four main categories: quizzes, tests, labs, and projects. Each category comes with its own expectations. Below you will find an overview of each category and what is considered academic dishonesty in each.

Quizzes

The primary goal of each quiz is to check your understanding of recently presented material. No between student collaboration is permitted on quizzes, however, all quizzes are open book,

open notes, open internet. If you find that you are having to look up information frequently for quizzes, that indicates that your understanding is not at the level expected.

To avoid trouble:

- Do not share the questions on each quiz with another student.
- Do not share your answers to a quiz with any other student.

Tests

Tests are more stringent checks of understanding where falling back on external resources is not permitted. No student collaboration of any type is permitted on tests. In addition, accessing any external resource (notes, books, or the internet) during a test is considering a violation of the academic integrity policy and will be reported as such.

To avoid trouble:

- Do not have any tabs open besides the tab in which you are taking the test on Canvas.
- Do not have any other applications (especially chat programs) open during the test.
- Do not have your phone or other devices that are not being used for the test out during the test.

Labs

Labs are regular exercises where the information recently presented is put into project form forcing you to both practice the material as well as learn aspects that you may have missed. Some between student collaboration is acceptable on labs, however, under no circumstance are students permitted to do an assignment for another student or to share answers in any form whether written or electronic. Labs range in difficulty from very simple to very complex. Good use of time management is expected.

Examples of acceptable help:

- A student comes to you struggling with a lab. You ask them to open the lab so you can have them click on various aspects of the lab. You notice an error in an excel formula, and you walk them through fixing the issue. For example, having them select the correct range if they selected the wrong one, or showing them how to fix an argument they may have missed.
- A student comes to you seeking help. Using a piece of paper or a program on your computer, you walk them through an example similar to the assignment required showing them which features of the software to use and when. Afterwards if done on paper, the student may be provided the paper example. Electronic examples should remain with you.

To avoid trouble:

- Do not share your solution with any other student in any form, including but not limited to email, usb, or written.
- Do not let another student “look over” your solution for any reason.
- Do not touch another student's mouse or keyboard while helping them.

Projects

Projects take all of the things learned in the first two thirds of the course and combine them into one large assignment. Unlike the previous assignments, between student collaboration is expected on projects but between team collaboration is not permitted. Teams should break down tasks as evenly as possible between themselves. Students may help other teams find errors in their solution(s) (i.e. excel formulas), but they may not point out trends or missed opportunities to other teams.

To avoid trouble:

- Do not share your solution(s) to the project with any other team.
- Do not share what metrics or trends your team discovered while working on the project.

Copyright Policy

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