COURSE NUMBER & TITLE: BE 540 Electronic Communications, 3 cr.

CLASS MEETING TIME: Online

PREREQUISITE: Junior status

INSTRUCTOR: Dr. Nancy Hite

OFFICE: CH 310

OFFICE HOURS: 9:30-12:30 Tuesdays and Wednesdays Central Daylight Savings Time

TELEPHONE NUMBER: 620-341-5415


SUPPLEMENTAL MATERIALS: Students will need to use current information technology magazines, computer catalogs, and Internet sites.

DESCRIPTION OF COURSE: The focus of this course is on electronic communication applications with the emphasis on electronic communications technology for schools and businesses, legal issues related to electronic communications, new forms of communications within schools and businesses, and issues related to adopting new software and technology, and security issues. Students will participate in case problems and projects in the following areas: local area networks, wireless networks and communications, personal digital assistants, multi-purpose cell phones, Internet services, podcasting, social networking web sites and other forms of electronic communications. The course focuses on hardware and software related to education and training.

COURSE OBJECTIVES:
* Identify the principal hardware components of a local area network (LAN)
* Compare the various types of media used to connect computers on a LAN and types of transmission media used in schools
* Describe the functions and capabilities of LAN software and the role of LAN administrators in schools and businesses
* Identify the types of apps being developed and used by individuals who have iPads, iPhones, Droids, and other smartphones
* Identify the components, benefits and drawbacks of wireless technologies in classrooms, businesses, and homes
* Given case problems, identify the best type of networking system
* Describe the advantages and disadvantages of podcasting, social networking sites, text messaging, cell phone usage, and video creation for the Internet
* Demonstrate knowledge of how the Internet works and its uses in education and business training
* Demonstrate knowledge of the steps needed to start a web-based business
* Demonstrate knowledge of commercial uses for social networking web sites
* Identify appropriate uses of information backup systems
* Identify various forms of security – procedures, hardware, and software

**SPECIAL FEATURES OF THE COURSE:** Students will be asked to interview an individual who works in information technology as a school technology coordinator or as a network administrator and provide a synopsis of that interview. Students will also be required to conduct research on various communications technologies and create PowerPoint presentations based on the data gathered.

**COURSE EVALUATION PROCESS:** Each quiz/test, project, and PowerPoint presentation will be worth a given number of points. See the Assignments section of Blackboard for the specific types of assignments and quizzes as well as the number of points possible for each of them. Each online quiz/test will only be available for a given number of days. There will be deadlines for taking quizzes. Check the Blackboard assignments section for those dates and times. Any late projects or quizzes will be worth a maximum of 50% of points possible if completed within a week of the original due date. Assignments turned in later than that will be given 0 points.

Grades will be based on total points possible as follows:

- A = 92% of points
- B = 84%
- C = 76%
- D = 68%

**ATTENDANCE POLICY:** Deadlines are provided for each assignment. Late assignments, quizzes, and tests will be worth a maximum of 50% of total points possible. The option of the instructor to initiate student withdrawal any time during the first part of the semester, if you have completed none of the assignments at a given point in the course, (FSB 760006) applies to this course.

**ACADEMIC DISHONESTY:** Students who are caught cheating or plagiarizing (not providing citations for material in PowerPoint presentations or in reports) in the class will fail that assignment.

**COURSE TOPICS:**

I. Introduction to Networks and Networking Concepts
II. Network Design Essentials
III. Trends in Networking Media in Schools and Businesses
IV. Network Hardware and software
V. Making Networks Work – wireless computer labs vs. wired labs and offices
VI. Windows OS as compared to other operating systems including the proposed Windows 7.0 version – why schools/businesses should or should not switch
VII. Types of Communications
VIII. Apps for hand-held electronic devices, social networking web sites, and video creation – etiquette and ethics
IX. Electronic Security - Firewalls and Intrusion Detection
X. Internet Usage for Educational and Business Purposes
XI. Wireless technologies
XII. Social networking trends

Note: In the Assignments section of Blackboard, note the assignment and quiz/test deadlines. The first four chapters of the textbook provide a solid foundation for the rest of the course and more time and assignments will be related to those chapters.
OTHER: For students in Cremer Hall on campus at ESU, in case of a tornado, exit to the first floor hallway using the stairwell in the middle of the building. Do not use the elevator in case of fire. Disabled students will be assisted down the stairways in case of a fire. If you are a disabled student, please contact Dr. Keith Frank in Disabled Student Services.

If a member of a student’s immediate family passes away and you cannot meet a deadline, contact the instructor and send the instructor a copy of the obituary that indicates your relationship to that individual.

DISABILITY SERVICES.

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, the Office of Disability Services, and the professor will be strictly confidential.”

The Office of Disability Services is located at 242 SE Morse Hall; (620) 341-6637 Voice, and (620) 341-6648 TTY.