ESCUELA SUPERIOR POLITÉCNICA DEL LITORAL
Faculty of Electrical and Computer Engineering
COURSE SYLLABUS
Digital Collaboration Tools

1. CODE AND NUMBER OF CREDITS:

CODE	FIEC06460	
NUMBER OF CREDITS: 4	**Theoretical: 4**	**Practical: 0**

2. COURSE DESCRIPTION

This subject covers all the functions of the tools most commonly used in applications online and Office according to the technological and social advances. Explains the use of the operating system, Word, spreadsheets, presentation applications, processors work in groups and blogging.

3. PRE-REQUISITES AND CO-REQUISITES:

PREREQUISITE:	
COREQUISITE:	

4. CORE TEXT AND OTHER REQUIRED REFERENCES FOR THE TEACHING OF THE COURSE

CORE TEXT	Collaboration 2.0: Technology and Best Practices for Successful Collaboration in a Web 2.0 World, David Coleman, Stewart Levine, Enero 2008 Microsoft Office Professional 2010 Step by Step (Step by Step (Microsoft)) de Joan Lambert, Joyce Cox y Curtis D. Frye, Septiembre 2010
References	Going Google: Powerful Tools for 21st Century Learning, Jared J. Covili, Marzo 2012 Windows 7 and Office 2010 For Dummies, Andy Rathbone y Wallace Wang, Noviembre 2010 Web 2.0: 1, Marn De La Iglesia, Mayo 2010 Ciberpragmática 2.0: Nuevos usos del lenguaje en Internet (Ariel Letras) de Francisco Yus Ramos, Septiembre 2010 Blogs, Wikis, MySpace, and More: Everything You Want to Know About Using Web 2.0 but Are Afraid to Ask, Chicago Review Press, 2008

5. COURSE LEARNING OUTCOMES

At the end of the course students will be capable of:

1. Develop basic skills for using the computer and the Internet to find, manage and edit digital information and get involved in a network of information and communication online. There is also the development of the ability to use and properly evaluating resources, tools, and digital services and apply them to their learning process in life.
2. Identify the differences between Office applications and network applications.
3. Apply skills of searching and communication of information through the Internet, considering different services.
4. Use means of expression, communication and collaboration on the Internet, such as: publishers of digital documents, social networks, networks of markers, media networks, content networks, Wikis, calendars and Blogs.
5. Apply basic skills of creating, editing, and publication of documents, network or desktop applications.
6. Apply basic skills of creation, Edition and publication of electronic sheets, their functions and formulas, and the development of graphics; network or desktop applications.
7. Use technology and digital tools appropriate way considered the ethical, social and security aspects.

6. COURSE PROGRAM

I. Operating system (4 sessions: 8 hours)

- Basic concepts of the
- The desktop: elements and their use
- Basic parts of a window.
- Basic computer management: keyboard, mouse, regional settings, add and remove programs, date and time, printer, system information, accounts of user

- Files and folders management: concepts, creation, suppression and manipulation, compression

II. Internet basic tools (3 sessions: 6 hours)
- Internet and the TCP/IP.
- Web browsers and styles of navigation
- Search engines and advanced searches
- Electronic mail
- Online Calendar
- RSS
- Web Applications at ESPOL: SIDWEB, CENACAD, ESPOL mail, Academic on-line

III. Collaborative applications on the Internet (3 sessions: 6 hours)
- Social media: Channels of education, YouTube, Flickr
- Blogs Creation and maintenance
- Content integration in a Blog: videos, photos, widgets, counters and APIs
- Microbloging
- Social networks: contacts management, Delicious, links administration
- Directories and cross-referenced links

IV. Teamwork digital (2 sessions: 4 hours)
- Shared Bookmarks
- On-line workgroups
- Wikis

V. Tools for presentations (2 sessions: 4 hours)
- Slide types.
- Slide edition
- Storing, sharing and exporting Presentations
- Slide format
- Insertion of objects, graphics, tables, and organizational charts (diagrams)
- Effects and animation
- Slides presentation.
- Including slides in a Blog: use of Slideshare

VI. Word processors (session 7: 14 hours)
- Types of word processors: Web based word processors and desktop word processors
- Document edition
- Formats
- Storing, sharing and export of documents
- Symbols insertion, Page Number, Date and Time, images, Textbox
- Tables management and tables autoformat
- Mail combination: Envelopes and Labels
- Page design: sections, covers, header and footers, templates
- Working with styles
- References: Table of Contents, footnotes, quotes and bibliography, illustration tables, index
- Insertion of objects: equations, special objects
- Including documents in a Blog: document conversion to pdf

VII. Spreadsheets (session 7: 14 hours)
- Types of Spreadsheets: Web based and desktop spreadsheets
- Working with cells, sheets and books
- Entering and editing data.
- Storing, sharing and exporting books
- Management of sheets, cells, rows and columns
- Cell formatting.
- References: relative, absolute, mixed and external
- Functions and Formulas.
- Creation and use of graphics.
- One and two entries tables
- Goal searching.
- Multi-variable Tool: objective cell, variant cell and restrictions.
- Data management: to order, to filtrate, subtotals, dynamic tables

7. WORKLOAD: THEORY/PRACTICE

2 Sessions of 2 hours each week (2 hours of theory per week and 2 hours of practice)

8. CONTRIBUTION OF THE COURSE TO THE EDUCATION OF THE STUDENT

This course helps in the formation of a student as follows:

1. Features tools that encourage collaborative work to build and widely distribute digital information through use of ICT for current professional life.
2. Incorporates digital interaction with networking that can be exploited in the context of learning and the future of employment and management.
3. To Wide the a learning approach based exclusively on desktop applications tools over the internet, which reinforce the collaborative and multidisciplinary work.

BASIC TRAINING	PROFESSIONAL TRAINING	SOCIAL SKILLS DEVELOPMENT
	x	

9. THE RELATIONSHIP BETWEEN THE LEARNING OUTCOMES OF THE COURSE AND THE LEARNING OUTCOMES OF THE DEGREE PROGRAM

LEARNING OUTCOMES OF THE DEGREE PROGRAM	CONTRIBUTION (High, Medium, Low)	LEARNING OUTCOMES OF THE COURSE	THE STUDENT MUST:
a) Ability to apply knowledge of computing and mathematics appropriate to their discipline	**Medium**	1, 5, 6	Learn about basic concepts of computer science and technologies
b) Ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.	**Medium**	1, 5, 6	
c) Ability to design, implement, and evaluate a system based on computers, processes, components or programs that meet specific needs.			
d) Ability to work effectively in teams to achieve a common goal.	**Medium**	1, 2, 4	To do research on groups and exhibitions in classes
e) Understanding of the professional, ethical, legal, safety and social responsibility.	**Medium**	7	
f) Ability to communicate effectively with a range of audiences.	**Medium**	1, 2,3, 4	To do research on groups and exhibitions in classes
g) Ability to analyze the local and global impact of computing on individuals, organizations, and society.	**Low**	1, 5, 6	To do research on groups and exhibitions in classes
h) Recognize the need for and the ability to engage in a continuous professional development.			
i) Ability to use techniques, skills, and tools, necessary for computing practice.			
j) Ability to lead, manage, or undertake projects			

10. EVALUATION IN THE COURSE

Evaluation activities	
Exams	x
Tests	
Homework/tasks	x
Projects	
Laboratory/Experiments	x
Class participation	x
Visits	
Other	x

11. PERSON RESPONSIBLE FOR THE CREATION OF THE SYLLABUS AND THE DATE OF ITS CREATION

Created by	Ing. Soldiamar Matamoros Encalada
Date	April 20, 2013

1. APPROVAL

ACADEMIC SECRETARY OF THE ACADEMIC DEPARTMENT	DIRECTOR OF TECHNICAL ACADEMIC SECRETARY
NAME: Sra. Leonor Caicedo G.	NAME: Ing. Marcos Mendoza V.
SIGNATURE:	ESCUELA SUPERIOR POLITÉCNICA DEL LITORAL Ing. Marcos Mendoza V. DIRECTOR DE LA SECRETARIA TÉCNICA ACADÉMICA
Date of approval by the Directive Council: 2013-334 2013-08-12	

2. VALIDITY OF THE SYLLABUS

RESOLUTION OF THE POLYTECHNIC BOARD:	13-10-269
DATE:	2013-10-17