College of Nursing

Syllabus

N5308-400 AP Nursing Informatics Spring 2012
Wednesdays 16:00-19:00 *(See Schedule for Details).*
Portions of the course will be held

- Online (asynchronous) via *Epic*, and
- Live (synchronous-**real time**) online sessions via *ConnectPro* and *Second Life*.
- The 10-week course is continuous, there is no "break" week after the first five weeks.

Instructor

Joy Don Baker, *PhD, RN-BC, CNOR, CNE, NEA-BC*
  Clinical Associate Professor
  Director Distant Education & MSN/MPH Coordinator
  Office #: Pickard Hall, 513
  Office Hours: Please contact Dr. Baker via email to set up an appointment for either a *Virtual*
      or Face-to-Face meeting.
  Office Phone: 817-272-2776
  Office Fax: 817-272-5006
  Cell Phone: 817-980-5354
  Campus Mailbox: 19407
  Email: jdbaker@uta.edu *UTA Email availability:* I generally respond to email at least once in
      a 24-hour period Monday-Friday. While I may respond more frequently, please do
      not view anything other than this timeframe as the expectation.
  Website: http://www.uta.edu/ra/real/editprofile.php?pid=1601

Course Description

Focus on application of computer technology that supports the dissemination of health care data, information and knowledge. Selected software packages/applications are presented and used.

Student Learning Outcomes

1. Apply nursing informatics concepts to practice.
2. Discuss the implications of information technology for nursing practice and health care.
3. Examine the role of the nurse in development, implementation, and evaluation of computer technology in the health care system.
4. Discuss the social and ethical issues associated with the growth of information technology.
5. Apply personal skills in use of information technology appropriate to nursing practice, education and research.

Textbook, Reading Materials, and Resources

Thede, L.Q. & Sewell, J.P. (2010). *Informatics and Nursing: Competencies & Applications.* 3nd
    ed. Philadelphia, Lippincott Williams & Wilkins.
Articles listed in Epic
References for writing papers:
    American Psychological Association. (2010) *Publication manual of the American
        Psychological Association* (6th ed.). Washington, DC: Author. ISBN: 9781433805615.
    See also the required **UTACON Nursing Administration title page** in the folder labeled
        Resources/Course Materials/Documents/APA Format Information and Samples.

Suggested Reading:
- Articles from current nursing, health care, business and other relevant journals.
- Additional Reading material in Epic

Optional Resource: Any good reference for *Microsoft Office* software or other programs you plan to use may also be of benefit however, this is not a requirement. There are also online resources and tutorials available as well.

Course Topics:
- Computer Literacy in Nursing an Overview
- Application Software - Education, Practice, Research
- Role of Nurse in development, implementation, and evaluation.
- Social & Ethical issues
- Internet - electronic highway
- Future of Computer Technology in Nursing

Course Prerequisites & Requirements

The student must have Graduate Standing.

Attendance and participation are required at each live session via *ConnectPro* and *Second Life* sessions as well as the asynchronous discussions in Epic.

Students must have access to appropriate computer equipment and software. The computer and programs should be Windows based (XP or more current version is expected). Microsoft Office 2010 software such as Word, Excel and PowerPoint are used with this course. Students are expected to access the Internet and a broadband/DSL speed is recommended, dial up Internet will create problems for access by the student. Students also have access to the 24 hour/7-days per week computer labs on campus. Wireless connections may create difficulty with ConnectPro and Second Life a hard wire connection is recommended for those sessions.

A *Second Life* account is required during the course (free online download required).

Equipment needed is a **two-wire headset and microphone** installed on the computer you will be using for the live online sessions. **Do not** purchase a USB style of headset and microphone they are not as effective as the two-wire models. **Do not** rely on a desktop nor lap top microphone and speakers those will cause a feedback loop and create a problem for the session. These items may be purchased at places like the Book Store, Best Buy, Frys, etc. The headset and microphone equipment will be used during the live *ConnectPro* and *Second Life* sessions.

You may also wish to purchase a camera for your computer however, that **is not** a requirement for the course. Some laptops have them built in and that will work. The camera can also be purchased at various locations.

Teaching Methods/Strategies

Learning modules, experiential learning activities, multiple online discussions, student presentations with video development. Course content materials and intra-course communications are managed through Epic, UTA Mav email, ConnectPro, and Second Life systems.

Descriptions of Major Assignments with Due Dates: (See Epic for more detailed information. All Assignments are due by 23:59 on the identified due day unless specified differently in Epic). Each student will submit Graded Activities that create 100% of the grade based on: (a) completion of all Category 1 activities; and (b) Category 2 & 3 allow the student flexibility and choice to provide the remaining portion of the grade.

Graded Course Components	Percentage of Final Grade
Category 1: All Required (20%) • Learning Contract & Self Evaluations (5%) **Learning Plan:** Once completed the Learning Plan serves as a guide you will initiate to accomplish each step in the process for this course. Determining the deadlines for each reading, planning, arranging steps needed are a critical part of this course and the tool is designed to help with this process. • **Quizzes:** There are Quizzes to assist you with identifying critical elements in the content. They are used to support your knowledge development and offer opportunity to return to the Readings to access additional information to assist your personal learning plan and development with the Nursing Informatics content. • **Attendance/Participation** including ConnectPro sessions and Online Discussions, Exercises, or Activities. (15%) Discussion among classmates is a major component of this course. Throughout the course, you will be asked to make **initial posts** and **respond frequently** to peers with **thoughtful, substantive, and scholarly responses** each week. **Support your opinions** with the literature. Your responses should consist of complete sentences and meet the requirements listed in each of the discussion assignment instructions and grading is based on the Grading Rubric for all discussions. Discussion boards are labeled with **Class** where summaries from the small **Groups** boards for the entire class to view.	20%
Category 2: (60-65%) Students select two from this category. • **Webcast Presentation (30%):** The student will develop and present a voice over *PowerPoint* project, which demonstrates knowledge of the *PowerPoint* program and applies principles of quality program and voice construction. • **Yellow Pages: Electronic File Management/Organization (35%):** The student will develop and present a collection of electronic information resources using Internet Web sites that will be of particular value to the student, and serve as a personal future resource. • **Webpage Development (30%)** The student will develop a personal web page and present to the class within the guidelines of the course. • *Second Life* **CE Group Project (30%)** Project requires minimum of four students to sign up for this to be an available option. Students involved in this group project will produce a CE program to be offered to RNs both in and external to the course using Second Life virtual environment to host the conference.	60-65%
Category 3: Assignments (15-20%) Students select from the following list to fulfill the remaining percent necessary to complete the Course. • **Internet Search Assignment and Quiz Development (5%)**	15-20%

• **Poster Development Assignment (5%)**
• **Educational Material Assignment (10%)**
• **Blog Development Assignment (5%)**
    Note: Often used as an add in to the Web Page Development
• **Excel Spreadsheet Assignment (10%)**
    Note: If using this course to meet the prerequisite for N5341 Financial
        Management then please include this Assignment in your contract.
• **Second Life Case Study Development Assignment (5%)**
• **Database Assignment (10%)**	

Total: Combined percent selected from all three sections must equal 100%	**100%**

Grading Policy

| A = 92-100 | B = 83-91 | C= 74-82 | D=68-73 | F=<68 |

Grades are extended to two decimals without rounding for the final grade. For example, a final course score of 91.99 is a B in the course.

    Discussions, Assignments, and Projects are the major part of the course work and should receive appropriate attention. All material submitted for grading must meet the standards of graduate level work (content and format). All assignments are to be submitted electronically via Epic unless otherwise specified by the faculty. UTACON Administration Title page for each assignment is required unless otherwise specified.

    For any reason course work requiring resubmission will be dropped up to one letter grade at the discretion of the clinical faculty and only a maximum of a B or 90% percent can be achieved on any work resubmitted.

    Turn in only one copy of your work; all assignments are the property of the University. Students should make a copy of their work prior to submission. Assignments and Activities detail are located in Epic.

    Grades of incomplete are NOT automatically given when there are missing assignments at the end of the course. A student must discuss, with the faculty of record for the course, the reasons that an incomplete grade is being requested. This discussion must occur as soon as the student recognizes that a problem exists. Faculty members are not obligated to grant the use of an incomplete grade. With no prior discussion of the need for an incomplete, students not completing the required activities will receive the grade for the course based on the percentage of the required material submitted.

    Students must remain in satisfactory academic standing by maintaining a minimum of a 3.0 GPA. A student who makes a C in a graduate course should contact their Graduate Advisor to determine his or her standing in the program.

- When a student's GPA goes below 3.0, the student goes on academic probation.
- Students who were unconditionally admitted to the program have a semester to regain a 3.0 GPA. If at the end of the next semester, the GPA is not 3.0 or higher, the student must petition Graduate Studies Committee for approval to continue in the program.
- Students admitted on probation whose GPA drops below 3.0 must petition the Graduate Studies Committee to continue in the program before registering for the next course.

Attendance and Participation Policy:

- Virtual class attendance (ConnectPro and Second Life) is required in this course.
- Participation is expected of all students whether the class is held in an online asynchronous or virtual environment via a synchronous method.
- Students are responsible for all missed course information.
- No makeup opportunity for missed class sessions is provided.

Time Management

Time management in this course is critical. There is a **10-point deduction for** assignments turned in after the due date/time **up to 5-hours late. If an assignment is late, 5-hours or more, a grade of zero (0)** will be given for that activity. Extensions of time are granted at the discretion of the instructor and must be negotiated in **advance** of the due date/time.

Drop Policy:

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student's academic department. Drops can continue through a point time two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. The last day to drop a course is listed in the Academic Calendar available at http://www.uta.edu/uta/acadcal.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the end of the 10th week of class may with the agreement of the instructor, receive a grade of W but only if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F if he or she withdraws from the class. Students dropping a course must: (1) complete a Course Drop Form (available online http://www.uta.edu/nursing/MSN/drop_resign_request.pdf or Graduate Nursing office rooms 512 or 606); (2) obtain faculty signature and current course grade; and (3) submit the form to Graduate Nursing office rooms 512 or 606.
3. A student desiring to drop all courses in which he or she is enrolled is reminded that such action constitutes withdrawal (resignation) from the University. The student must indicate intention to withdraw and drop all courses by completing a resignation form in the Office of the Registrar or by: (1) Completing a resignation form (available online http://www.uta.edu/nursing/MSN/drop_resign_request.pdf or Graduate Nursing office rooms 512 or 606; (2) obtaining faculty signature for each course enrolled and current course grade; (3) Submitting the resignation form in the College of Nursing office room 512 or 606; and (4) The department office will send resignation form to the office of the Registrar.
4. In most cases, a student may not drop a graduate course or withdraw (resign) from the University after the 10th week of class. Under extreme circumstances, the Dean of Graduate Studies may consider a petition to withdraw (resign) from the University after the 10th week of class, but in no case may a graduate student selectively drop a course after the 10th week and remain enrolled in any other course. Students should use the special Petition to Withdraw for this purpose. See the section titled Withdrawal (Resignation) From the University for additional information concerning withdrawal. http://www.grad.uta.edu/handbook

<p style="text-align:center; color:red;">**Last Date Drop or Withdraw: - May 18, 2012**</p>

Americans with Disabilities Act

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to

students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity Policy

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2). For additional information please refer to the Student Handbook.

Plagiarism

Copying another student's paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/tutorials/Plagiarism.

Student Support Services

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Online Etiquette Policies

E-Culture Policy: The University of Texas at Arlington has adopted the University "MavMail" e-mail address as an official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at http://www.uta.edu/oit/email/. There is no additional charge to students for using this account, and it remains active even after graduation from UT Arlington.

To obtain your NetID or for logon assistance, visit https://webapps.uta.edu/oit/selfservice/. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

Online Conduct: The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards. Refer to UTACON Student Handbook for more information.

For this course Epic communication tools, discussion boards, and email will be used extensively and should be checked often.

Librarian to Contact:

Helen Hough, *Nursing Librarian*
(817) 272-7429, Email: hough@uta.edu
B03 Nedderman Hall
Research Information on Nursing: http://libguides.uta.edu/nursing
Websites: http://libraries.uta.edu/helen/welcome.htm

College of Nursing Additional Information
Status of RN Licensure
All graduate nursing students must have an unencumbered license as designated by the Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the associate dean for the MSN Program, Dr. Jennifer Gray. Failure to do so will result in dismissal from the Graduate Program. The complete policy about encumbered licenses is available in the Graduate Student handbook online at: http://www.uta.edu/nursing/handbook/toc.php.

Student Code of Conduct
The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook. http://www.uta.edu/nursing/handbook/toc.php.

No Gift Policy
In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the College of Nursing has a "no gift" policy. A donation to one of the UTA College of Nursing Scholarship Funds, found at the following link: http://www.uta.edu/nursing/scholarship_list.php would be an appropriate way to recognize a faculty member's contribution to your learning. For information regarding Scholarship Funds, please contact the Dean's office.

Course Evaluation
Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process. Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your University of Texas at Arlington e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the College of Nursing, and faculty members do not receive the results until after they have turned in course grades.

Graduate Student Handbook
Students are responsible for knowing and complying with all policies and information contained in the Graduate Student handbook online at: http://www.uta.edu/nursing/handbook.toc.php

Department Office/Support Staff
Department of MSN Administration, Education, and PhD Programs
Jennifer Gray, RN, PhD
Associate Dean and Chair, Graduate Advisor
Email: jgray@uta.edu
Vivian Lail-Davis, Administrative Assistant II
Office # 512-Pickard Hall, (817)-272-1038
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Felicia Chamberlain, Administrative Assistant I
Office # 515- Pickard Hall (817)-272-0659
Email: chamberl@uta.edu
Suzanne Despres, AP Program, Assistant Graduate Advisor
Office # 512A- Pickard Hall (817)-272-1039
Email: sdepres@uta.edu

Mailing Address for Packages:
UTA School of Nursing
C/O   Dr. Joy Don Baker
411 S. Nedderman Drive, Pickard Hall
Arlington, Texas 76019-0407

Writing Guidelines
The *APA Publication Manual* is the guide used in the College of Nursing. It is expected that all writing will be completed using the style and format described in the *APA Publication Manual*. Students in the MSN program are expected to purchase a copy of the most recent Publication Manual of the American Psychological Association. APA style manual will be used by the UTACON with some specific requirements for graduate courses.

- Required **UTACON Nursing Administration title page** in the folder labeled *Resources/Course Materials/Documents/APA Format Information and Samples.* UTACON Title page Word document available in Epic for downloading as a template for papers.
- **The Basics of APA Style** at http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx
- **Harvard Graduate School of Education** at http://gseacademic.harvard.edu/~instruct/articulate/APA/player.html
- **The Ohio State University: How do I cite resources** at http://library.osu.edu/help/research-strategies/cite-references/apa/
- **Purdue Online Writing Lab** at http://owl.english.purdue.edu/owl/resource/560/01/

Save copies of all of your work! Create a folder on your computer that is specifically for this course. As you create a new Word document for each assignment, save it in your course folder, and then submit it by the due date.

General Guidelines for All Written Work
These guidelines have been developed to help students know the mechanics of writing a paper. The *APA Publication Manual* is to be used in conjunction with the guidelines to demonstrate referencing style, levels of headings, and proper ways of including direct quotations in the

paper. The *APA Publication Manual* also gives additional information about grammar and punctuation, use of numbers and abbreviations, and development of tables or figures, which should be helpful in developing any paper.

1. Each paper should have a formal title page (see Nursing Administration Template in Epic Course Resources). It is recommended that the template within this course be downloaded and saved then used as the bases for writing the papers.

2. Pagination: Page numbering starts with the title page and continues through to the reference list and appendices. Arabic (1, 2 etc.) numbers are used.

3. Margins are to be 1 inch on all sides. Text should be left justified only. This means that the right margin may appear irregular. If a word is too long to be completed on one line, it should not be hyphenated. Headers begin at 0.5 inch from the top allowing the Running head: ALL CAPS to be placed on the first line of the Title page. See the template for more details.

4. Type size and font: Type should be Times New Roman font and 12 characters per inch (12 point).

5. Spacing: Double spacing is used for the body of the paper. Single spacing may be used in tables and figures only. **DO NOT** leave any blank lines between paragraphs or sections. **DO NOT** single space in between references on the Reference page. **DO** double-space the entire list of references.

6. Headings within the paper are essential. First, develop an outline of your paper and count the number of levels you plan to incorporate. Grading Criteria Sheets are helpful in determining appropriate headings for specific assignments. See the *APA Publication Manual* for further guidance.

7. Please remember the title of the paper should also appear on the first page of the text and should be the same as that on the title page. The title is not a heading and **is not counted** in the levels of headings.

8. An introduction without heading (simply start the introduction under the title of the first page of the text) and conclusion/summary with heading is expected for all papers in this course. There should not be a heading over the introduction however there should be one used for the Conclusion section of the paper.

9. Quotations: In general, avoid the use of direct quotes. Re-state the point in your own words and include the appropriate citation. For ways to properly cite quotations of greater than 40 words, see the *APA Publications Manual*. However, keep in mind lengthy quotes are not what these papers are about, it should be your voice and opinions that are well supported by the literature that you have sought out and properly cited.

10. Reference list: See the *APA Publications Manual*. The reference list includes only the references cited within the text of the paper. Double space the references do not use single spacing. Do not add additional line spacing between references.

Note: Be sure the paper you submit for grading is complete, since that is the paper that will be graded.

Class Tentative Dates & Locations
(Final schedules in Epic by first day of class)

Section 400 Students: Wednesdays
16:00-19:00 for all Live Sessions
(ConnectPro or Second Life)
- = Signup Sheets

Wk#	Date	Tentative Location
1	4/11	Online (Asynchronous)
2	4/18	Online
3	4/25	*ConnectPro* (Internet-Live interactive session) Requires 2-wire headset & microphone *Don't forget to post your SL Avatar this week*
4	5/2	Online
5	5/9	*Second Life* (Requires 2-wire headset & microphone)
6	5/16	Connect Pro: Optional Lab (Please sign up)
7	5/23	Connect Pro: Optional Lab (Please sign up)
8	5/30	*ConnectPro: Webpage Presentations*
9	6/6	*ConnectPro: Yellow Pages Presentations*
10	6/13	*Second Life: CE Event*

The *ConnectPro* Optional Lab-Office Hours are generally held for one or two hours on the scheduled date beginning at 16:00. The session is essentially student driven and will close when you have your questions addressed. This will serve as both a Q&A opportunity with the faculty and the means to test your system for the presentations and live interactive discussion during subsequent weeks allowing you to increase comfort level with the system.

Course Schedule and Due Dates/Time
DISCUSSIONS & ACTIVITIES
*Make **initial** posts by **Tuesday** and **respond frequently** to peers with **thoughtful, substantive, scholarly well supported with the literature** responses **throughout** each week.*
******* *Indicates a variation in the scheduling or posting dates*

Component	Due Date/Time
Week 1 - Nursing Informatics April 9-April 15, 2012	**Complete by:**
View the Instructor's Welcome Video (Baker)	23:59 Sunday
Review the course syllabus and didactic assignments for this course.	23:59 Sunday
Complete the assigned readings	23:59 Sunday
View the Instructor's Webcasts (Baker)	23:59 Sunday
Submit the Student Information Form	***23:59 Wednesday*** ********
Computer Skills Survey Part 1	***23:59 Wednesday*** ********
Develop a personal Learning Plan 1	23:59 Sunday
Complete the Syllabus Quiz must achieve a score of 100% for credit.	23:59 Sunday
Complete the APA Quiz	23:59 Sunday
Plagiarism Tutorials Assignment	23:59 Sunday
Post to the Small Group Discussion Board: Nursing Informatics	**23:59 Saturday** ********
Small Group Facilitator post summary to Class Discussion Board	23:59 Sunday
Week 2 - Word Process; Presentations; Webcasts; Posters April 16-April 22, 2012	**Complete by:**
View the Webcasts & Activities	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Microsoft Word Exercise Assignment	23:59 Sunday
Internet Search Assignment & Quiz Development	23:59 Sunday
Post to the Small GROUP Discussion Board: PowerPoint Templates	**23:59 Saturday** ********
Small Group Facilitator post summary to CLASS Discussion Board	23:59 Sunday
Post to the Small GROUP Discussion Board: eLearning, Distant Education, & CE	**23:59 Saturday** ********
Small Group Facilitator post summary to CLASS Discussion Board	23:59 Sunday
Week 3 – WebPages/Blogs April 23-April 29, 2012	**Complete by:**
View the WebPage Development Webcast (Hough)	23:59 Sunday
View the Blog Development Webcast (Hough)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Education Material Assignment	23:59 Sunday
Post PPT slides that will be used for the Webcast for Feedback from peers	**23:59 Tuesday – Post slides** ****** 23:59 Sunday - Feedback
Post Poster to Discussion board for Peer Critique	**23:59 Tuesday – Poster** ******** 23.59 Sunday - Feedback
Participate in the *ConnectPro* Live session	**16:00-19:00 Wednesday** **********
Week 4 – File Management & Organization April 30 – May 6, 2012	**Complete by:**
Complete the assigned readings & Review Ms. Hough's Notes on Yellow Pages Development Project	23:59 Sunday

Component	Due Date/Time
Acquire and Post SL Avatar Name Assignment (Everyone)	**23:59 Wednesday** **********
Poster Development Assignment	23:59 Sunday
Each student developing a blog: Post Blog ULR location on Disc. Board	**23:59 Tuesday** **********
Post substantive comment on each student's Blog related to the content.	**23:59 Friday** ***********
Post to the CLASS Discussion board suggestions for improving/enhancing each student's blog.	23:59 Sunday - Feedback
Week 5 – Virtual Learning Environment (Second Life) **May 7 – May 13, 2012**	**Complete by:**
View the Webcasts: (Baker)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Webcast Development Assignment (Paper & Webcast)	23:59 Sunday
Blog Development Assignment	23:59 Sunday
Participate in *Second Life* Live Class session	**16:00-19:00 Wednesday** **********
Week 6 – Spreadsheets May 14 – May 20, 2012	**Complete by:**
View the Spreadsheet Webcasts (Turpin)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
Excel Spreadsheet Assignment	23:59 Sunday
Second Life Case Study Development Assignment	23:59 Sunday
ConnectPro Session: Optional Lab (Please sign up)	**16:00-19:00 Wednesday** **********
Week 7 – Databases May 21 – May 27, 2012	**Complete by:**
Review the Databases Information (Hough)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
ASSIGNMENT: Database	23:59 Sunday
DISCUSSION: Post Webpage link for Peer Critique	**23:59 Tuesday** ********* 23:59 Sunday
ConnectPro Session: Optional Lab (Please sign up)	**16:00-19:00 Wednesday** *********
Week 8 – Computer Application for Nursing: May 28 –June 3, 2012 PDAs, Blogs, Wikis, etc.	**Complete by:**
View the Instructor's Webcasts (Leflore)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
ASSIGNMENT: WebPage Development Project	23:59 Sunday
ConnectPro Live Session: WebPage Presentations	**16:00-19:00 Wednesday** *********
Week 9 – Social & Ethical Issues in Informatics **June 4 – June 10, 2012**	**Complete by:**
View the Webcast (Baker)	23:59 Sunday
Complete the assigned readings	23:59 Sunday
ASSIGNMENT: Yellow Pages Project: CD of Evaluated Websites	23:59 Tuesday *********
DISCUSSION: Post Top five websites for Peers to Discussion Board	**23:59 Tuesday** *********
DISCUSSION: Post to small GROUP Social/Ethics discussion board	**23:59 Tuesday – Initial Posts****** **23:59 Saturday** *********

Component	Due Date/Time
Facilitators post summary to the CLASS discussion board	23:59 Sunday
ConnectPro Live Session: Yellow Pages Presentation	23:59 Wednesday **********
Week 10 – Impact & Future Issues of Informatics **June 11 – June 17, 2012**	**Complete by:**
View the Instructor's Webcast: Baker	23:59 Sunday
Complete the assigned readings & Review Guiding Questions	23:59 Sunday
ASSIGNMENT: Computer Skills Survey Part 2	**23:59 Saturday **********
ASSIGNMENT: Self-Evaluation Part 2	**23:59 Saturday **********
Course Evaluations	*Via UTA Email*
DISCUSSION: Future Small GROUP Discussion & Exercise	**23:59 Saturday **********
DISCUSSION: Future CLASS Summary	23:59 Sunday
Second Life CE Event (Live Session)	**16:00-19:00 Wednesday **********