ESCUELA SUPERIOR POLITÉCNICA DEL LITORAL
COLLEGE OF NATURE SCIENCES AND MATHEMATICS
COURSE SYLLABUS

1. COURSE CODE AND CREDITS

DIGITAL COLLABORATION
TOOLS (FIEC06460)

2. CREDITS AND CONTACT HOURS

| CREDITS: | Theoretical: 4 | Practical: 0 |

3. RESPONSIBLE FOR SYLLABUS ELABORATION AND ELABORATION DATE

Instructor: Ing. Soldiamar Matamoros Encalada

4. COURSE TEXTBOOK AND REFERENCES

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<tr>
<th>COURSE TEXTBOOK</th>
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<tbody>
<tr>
<td>2. <strong>Microsoft Office Professional 2010</strong> Step by Step (Step by Step (Microsoft)) de Joan Lambert, Joyce Cox y Curtis D. Frye, Septiembre 2010</td>
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<td>2. <strong>Windows 7 and Office 2010</strong> For Dummies, Andy Rathbone y Wallace Wang. Noviembre 2010</td>
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<td>3. <strong>Web 2.0</strong>: 1. Marn De La Iglesia, Mayo 2010</td>
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<td>4. <strong>Ciberpragmática 2.0</strong>: Nuevos usos del lenguaje en Internet (Ariel Letras) de Francisco Yus Ramos, Septiembre 2010</td>
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<td>5. <strong>Blogs, Wikis, MySpace, and More</strong>: Everything You Want to Know About Using Web 2.0 but Are Afraid to Ask, Chicago Review Press, 2008</td>
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5. 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.

PRE-REQUISITES AND CO-REQUISITES
PRE-REQUISITES

CO-REQUISITES

TYPE OF COURSE: PT

6. SPECIFIC GOALS FOR THE COURSE
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.

RELATIONSHIP BETWEEN CAREER AND COURSE LEARNING OBJECTIVES.

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7. COURSE OUTLINE

CHAPTER I: OPERATING SYSTEM (8T)
CHAPTER II: INTERNET BASIC TOOLS (6T)
CHAPTER III: COLLABORATIVE APPLICATIONS ON THE INTERNET (6T)
CHAPTER IV: TEAMWORK DIGITAL (4T)
CHAPTER V: TOOLS FOR PRESENTATIONS (4T)
CHAPTER VI: WORD PROCESSORS (14T)
CHAPTER VII: SPREADSHEETS (14T)