COURSE OUTLINE

Course Number **IST 033**	Course Title **Tech Studio**	Credits **2**
Hours: Lecture/Lab/Other **1/2/0**	Co- or Pre-requisite Instructor or Advisor Permission	Implementation Semester & Year **Spring 2023**

Catalog description:

This is an introductory hands-on computer technology course for students who have had little or no exposure to computers. Topics will include the basics of operating systems, the internet, word processing, multi-media, the cloud, programming, and e-mail. Students develop file management skills and work with web-based applications.

General Education Category: None

Course coordinator:

Terry Voldase, Associate Professor of Computer Information Systems, 609-570-3481, voldaset@mccc.edu

Required texts & Other materials:

- Welcome to Computer Basics, 2nd edition, Labyrinth Learning™ ISBN: 978-1-64061-206-8
- Blackboard with online resources
- 3-ring binder and loose leaf paper or notebook
- 1 Flash Drive – minimum 128MB
- Pen or pencil
- Microsoft Office 2019 – free software provided by MCCC
- PC and Mac computers with software downloads permissions

Course Student Learning Outcomes (SLO):

Upon successful completion of this course the student will be able to:

1. Define various concepts of computers such as computer terminology and nomenclature, with respect to basic Apple and Windows distinctions [Supports ILGs #1, 4, 11]
2. Demonstrate file management and PC hierarchical directory/file structure
3. Illustrate knowledge of word processing basics [Supports ILGs #4, 9, 11]
4. Demonstrate knowledge of web browsers, search engines, and research databases, cloud computing [Supports ILGs #1, 9, 10, 11]
5. Understand the basics of digital communication such as emails, discussion boards, social media, and "netiquette" [Supports ILGs #1, 4, 11]
6. Explain topics such as the history and evolution of the Internet and the World Wide Web, ethical behavior as it relates to internet usage, copyright laws, scams, and viruses [Supports ILGs #1, 4, 9, 10, 11]

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.
Institutional Learning Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
Institutional Learning Goal 9. Ethical Reasoning and Action. Students will understand ethical frameworks, issues, and situations.
Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.
Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Units of study in detail – Unit Student Learning Outcomes:

Unit I   [Unit I Getting Your First Look] [Supports Course SLO #1]
Learning Objectives
The student will be able to:
- Log into Windows
- Navigate through Windows 10 Desktop
- Utilize a Mouse
- Demonstrate how to create Passwords and Account Settings
- Signing Out and Switching Users
- Understand the Start Menu
- Create Live Tiles
- Demonstrate how to properly shut down a computer

Unit II   [Unit II Starting and Controlling Apps] [Supports Course SLOs #1]

Learning Objectives
The student will be able to:
- Demonstrate how to Control App Windows
- Touch Controls
- Working with the Taskbar
- Action Center (Notifications)
- Demonstrate how to Multitask

Unit III   [Unit III Creating an Online Account] [Supports Course SLOs #2, 4]

Learning Objectives
The student will be able to:
- Understand how and why to use Online
- Create a Microsoft Account
- Logging into OneDrive and Office for the Web

Unit IV   **[Unit IV Working with Apps] [Supports Course SLOs #1, 2, 3]**

     Learning Objectives
     The student will be able to:
- Demonstrate how to use App Commands
- Learn how to save your work
- Explore the Work Area
- Understand how to type with the Word Online App
- Demonstrate how to Edit Text
- Understand how to Cut, Copy, and Paste

Unit V   **[Unit V Using Email] [Supports Course SLOs #5]**

     Learning Objectives
     The student will be able to:
- Learn the Concepts of Email
- Explore the Outlook Online App
- Demonstrate how to Send Messages
- Demonstrate how to Receive and Reply to Messages
- Learn how to Save Emails
- Explore Email Safety and Nettiquette

Unit VI   **[Unit VI Finding Files] [Supports Course SLOs #2, 4]**

     Learning Objectives
     The student will be able to:
- Explore and learn Storage Media
- Learn File Explorer
- Demonstrate how to Search for Files

Unit VII   **[Unit VII Storing Files] [Supports Course SLOs #2, 4]**

     Learning Objectives
     The student will be able to:
- Create Folders
- Move and Copy Folders and Files
- Delete and Restore Folders and Files
- Learn how to use OneDrive File Storage

Unit VIII   **[Unit VIII Using the Internet] [Supports Course SLOs #6]**

Learning Objectives
The student will be able to:
- Learning ALL Functions of the Internet

Unit IX   **[Unit IX Researching on the Internet] [Supports Course SLOs #6]**

Learning Objectives
The student will be able to:
- Perform a Basic Web Search
- Defend Yourself from Web Threats

Grade Criteria

Item	Percent
Attendance/Participation	10%
Lab Assignments – Self-Assessment Quizzes and Skill Builders	50%
Midterm	20%
Final Exam	20%