Mercer County Community College
Division of Business and Technology

IST 101 – Computer Concepts and Office Applications

Syllabus

Fall 2013

Section: section #: 081**,**
Class meets: M (KC225) and W (KC240), 10am – 11:50am, 8/26 – 12/11
No Class: 9/2 and 11/27

Professor: **Andrea Lynch**
Web Page: www.mccc.edu\~lyncha
Phone: 609-570-3652
Email: lyncha@mccc.edu

Office Hours:

Monday	12:30 - 2:30pm	KC327
Tuesday	10:30 - 2:30pm	BS109
Wednesday	12:30 - 2:30pm	KC327
Thursday	10:30 - 2:30pm	BS109

About the Course: At the end of the course you will have a greater understanding of information technology, computer hardware and software, digital data, networking, the internet, and ethical issues concerning information technology. You will be able to articulate researched points concerning an ethical issue in IT. You will also be able to manipulate Microsoft Word, Excel, and PowerPoint with basic functions.

Grading:

- **30% final exams** (100 objective-based concept questions and 40 activity-based application exercises)
- **30% Lab assignments** (you will complete activity-based lab assignments for each unit of Word, Excel, and PowerPoint)
- **20% quizzes** (you will have one 20-question quiz for each unit of information technology concepts)
- **10% Final Project** (you will research a topic, write a paper in APA format, and present the findings using PowerPoint)
- **10% Homework and Midterm Exams** (Homework assignments prepare you for the final project and the midterm prepares you for the final exam)

Course materials:

Textbook Bundle: sold only in MCCC bookstore: (ISBN: 1269342940)

- ***Lecture Textbook***: Custom Edition for MCCC of Technology in Action, Complete, Tenth Edition
- ***Lab Textbook***: Custom Edition for MCCC of GO! With Office 2010, Volume 1, Second Edition
- ***Access code*** for MYITLAB

1 Flash Drive

Attendance Policy:

It is expected that students attend and be on time for all class meetings; attendance is taken at the beginning of every class. 3 lates count as an absence. Students are responsible for acquiring content that is covered, announcements made, and materials that may have been distributed in class if they are late or absent. Extra credit points will be added to your final grade at the end of the semester for attending 90% or more of scheduled class meetings.

Assignment Policy:

All assignments are expected to be handed in on the due date at the beginning of class. 10% will be deducted each week for assignments turned in late.

Academic Integrity Statement

Academic integrity is important to student success. Students who submit the work of another student will be penalized. Be mindful that MYITLAB indicates to the instructor when a student has uploaded the work of another student. According to the student handbook, "A student who, a) knowingly represents work of others as his/her own; b) uses or obtains unauthorized assistance in the execution of any academic work; or c) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized."

Classroom Conduct Statement

The college welcomes all students into an environment that creates a sense of community and pride and respect; we are all here to work cooperatively and to learn together.

Students must follow ordinary rules of courtesy during class sessions. Engaging in private conversations, texting, answering a cell phone, sleeping, or other disruptive behavior during class time will not be tolerated.

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is in compliance with both the ADA and section 504 of the Rehabilitation Act. If you have, or believe you have, a differing ability that is protected under the law please contact Arlene Stinson in LB 216, call 570-3525, or email at stinsona@mccc.edu for information regarding support services.

Accelerated option

This course is designed to be useful for students with moderate computer competence. There is provision in this course, however, for students who demonstrate an above average level of computer / information technology competence to be given credit for their experience.

If a student takes both pre-test exams, proctored by the course instructor, and passes each with a 90% or better score in the first 2 weeks of the semester, they have demonstrated above average computer / information technology competence. Students meeting these criteria are entitled to the following course grading:

- **80% Pre-Tests** (100 objective-based concept questions and 40 activity-based application exercises)
- **20% Final Project** (you will research a topic, write a paper in APA format, and present the findings using PowerPoint)

IST101 - Lynch: #081**,** M (KC225) and W (KC240), 10am – 11:50am

Week	Dates	Monday Lab	Wednesday Lecture
1.	M: 8/26 W: 8/28	Lab 1 – MYITLAB and MercerMail	Introductions
2.	M: 9/2 W: 9/4	LABOR DAY	Ch. 1 – Using Technology to change the world
3.	M: 9/9 W: 9/11	Lab 2 - Pre-test	Ch. 2 – Looking at Computers: Understanding the Parts
4.	M: 9/16 W: 9/18	Lab 3 - Creating documents with MS Word 2010 ***Word Ch.1***	Ch. 3 – Understanding and Assessing Hardware
5.	M: 9/23 W: 9/25	Lab 4 – File Management, creating documents with MS Word 2010 ***Word Ch. 1***	Ch. 4 – Under the Hood
6.	M: 9/30 W: 10/2	Lab 5 – Using tables and templates to create resumes ***Word Ch. 2***	Ch. 5 – Digital Lifestyle Ch. 6 - IT Ethics
7.	M: 10/7 W: 10/9	Lab 6 – Creating research papers ***Word Ch. 3***	Ch. 7 – Application Software
8.	M: 10/14 W: 10/16	**MID-TERM EXAM** Lab 8 – Creating a worksheet and charting data ***Excel Ch. 1***	Ch. 11 - Information Literacy, Pgs 383-391, Evaluating Web Sites *http://lib.nmsu.edu/instruction/evalcrit.html* **Assign topics** **Assign Homework 1**
9.	M: 10/21 W: 10/23	Lab 7 - Information Literacy **Collect Homework 1** **Assign Homework 2**	Ch. 8 – Using System Software
10.	M: 10/28 W: 10/30	Lab 9 – Using functions, creating tables ***Excel Ch. 2***	Ch. 11 - Information Literacy, Pgs 392-411, APA Formatting *http://owl.english.purdue.edu/owl/* **Collect Homework 2** **Assign Homework 3**
11.	M: 11/4 W: 11/6	Lab 10 – Analyzing data with pie charts ***Excel Ch. 3***	Ch. 9 –Databases and Information Systems
12.	M: 11/11 W: 11/13	Lab 11 – Getting started with PowerPoint ***PPT Ch. 1*** **Collect Homework 3** **Assign Final Project**	Ch. 10 – Using the Internet
13.	M: 11/18 W: 11/20	Lab 12 – Formatting PowerPoint presentations ***PPT Ch. 2***	Ch. 12 – Networking
14.	M: 11/25 W(F): 11/27	Lab 13 – Enhancing a presentation with animation ***PPT Ch. 3***	NO CLASS - THANKSGIVING
15.	M: 12/2 W: 12/4	Ch. 13 – Careers in IT	**Final Projects Due**
16.	M: 12/9 W: 12/11	**FINAL EXAM**	**Course evaluation**