Mercer County Community College
Division of Business and Technology

IST 101 – Computer Concepts and Office Applications

# Syllabus

Spring 2012
Section: #100076, M (KC225) W(KC223), 10am – 11:50am
No Class: 3/19 and 3/21 – Spring Break

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

Office Hours: M: 2:30pm – 4:30pm, JKC, Rm. KC 327
T: 1:30 – 2:30, WWC, Rm. BS 109
W: 2:30pm – 3:30pm, JKC, Rm. KC 327
Th: 1:30 – 2:30, WWC, Rm. BS 109

Grading: 30% lab assignments
30% exams
20% homework, quizzes, attendance
20% final project

Course materials:

- Lecture Textbook: Technology in Action, Complete, Eighth Edition
- Lab Textbook: GO! With Office 2010, Volume 1, Windows 7 Edition
- Access code to MYITLAB
- **1 Flash Drive**
- Notebook
- A folder or a 3 hole-binder – there are lots of handouts!

Note: Visit the department website at www.mccc.edu/info_tech

## Assignment Policy:

All assignments are expected to be handed in on the due date at the beginning of class. **10% will be deducted for assignments turned in late.** No assignment will be accepted more than 2 weeks late.

## Attendance Policy:

Attendance is taken at the beginning of every class. Students are expected to attend all class meetings - on time. 3 lates count as an absence. Poor attendance will affect your final grade.

## Academic Integrity Statement:

"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." (Student Handbook)

## Classroom Conduct Statement:

It is the student's responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils and answering a cell phone during class while someone is speaking, is not appropriate.

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.

## Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. For more information regarding accommodations, you may visit the Office of Academic Support Services in FA129 or contact them at 609.570.3422 or urbanb@mccc.edu.

**IST101 - #100076, Lynch, Spring 12, MW 10am, JKC**

| Week | Dates | Lab - Monday | Lecture - Wednesday |
|---|---|---|---|
| 1. | M:1/23<br>W: 1/25 | Lab 1 - Internet Explorer, MercerMail ***Internet*** | Introductions |
| 2. | M:1/30<br>W: 2/1 | Lab 2 - Register MYITLAB, pre-test | Ch. 1 – Why Computers Matter to you |
| 3. | M:2/6<br>W: 2/8 | Lab 3 - Creating documents with MS Word 2010 ***Word Ch.1*** | Ch. 2 – Looking at Computers: Understanding the Parts |
| 4. | M:2/13<br>W: 2/15 | Lab 4 – File Management, creating documents with MS Word 2010 ***Word Ch. 1*** | Ch. 3 – Understanding and Assessing Hardware |
| 5. | M:2/20<br>W: 2/22 | Lab 5 – Using tables and templates to create resumes ***Word Ch. 2*** | Ch. 4 – Under the Hood |
| 6. | M:2/27<br>W: 2/29 | Lab 6 – Creating research papers ***Word Ch. 3*** | Ch. 5 – Digital Lifestyle<br>Ch. 6 - IT Ethics<br>**Assign topics for info lit lab**<br>**Assign Homework 1** |
| 7. | M:3/5<br>W: 3/7 | **MID-TERM EXAM 1 (ch 1-6, word)** | Ch. 7 – Application Software<br>**Collect Homework 1** |
| 8. | M:3/12<br>W: 3/14 | Lab 7 - Information Literacy | Ch. 8 – Using System Software |
| | M:3/19<br>Su: 3/25 | **No Class** – Spring Break | |
| 9. | M:3/26<br>W: 3/28 | Lab 8 – Creating a worksheet and charting data ***Excel Ch. 1*** | ***Purdue OWL website review***<br>***http://owl.english.purdue.edu/owl/***<br>**Assign Final Project**<br>**Assign Homework 2** |
| 10. | M:4/2<br>W: 4/4 | Lab 9 – Using functions, creating tables ***Excel Ch. 2*** | Ch. 9 –Databases and Information Systems |
| 11. | M:4/9<br>W: 4/11 | Lab 10 – Analyzing data with pie charts ***Excel Ch. 3*** | Ch. 10 – Using the Internet<br>**Collect Homework 2** |
| 12. | M:4/16<br>W: 4/18 | Lab 11 – Getting started with PowerPoint ***PPT Ch. 1*** | Ch. 12 – Networking |
| 13. | M:4/23<br>W: 4/25 | Lab 12 – Formatting PowerPoint presentations ***PPT Ch. 2*** | Ch. 13 – Careers in IT |
| 14. | M:4/30<br>W: 5/2 | Lab 13 – Enhancing a presentation with animation ***PPT Ch. 3*** | **Final Projects Due** |
| 15. | M:5/7<br>W: 5/9 | **FINAL EXAM (Ch. 7-13, excel, ppt)** | **Course evaluation** |