Mercer County Community College
Division of Business and Technology

IST 101 – Computer Concepts and Office Applications

Syllabus

Spring 2013
Section: #107404, MW, 10am – 11:50am, Wednesday 1/23 – Monday 5/13
No Class: Monday, 3/18 and Wednesday, 3/20

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

Office Hours:

Monday	**12:30 - 2:30pm**	**KC327**
Tuesday	**11:30 - 2:30pm**	**BS109**
Wednesday	**12:30 - 2:30pm**	**KC327**
Thursday	**11:30 - 2:30pm**	**BS109**

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

Course materials:

- IST101 Bundle sold only in MCCC bookstore: (ISBN: 1256706574)
    1. ***Lecture Textbook***: Custom Edition for MCCC of Technology in Action, Complete, Ninth Edition (Pearson, ISBN:1-256-80867-9)
    2. ***Lab Textbook***: Custom Edition for MCCC of GO! With Office 2010, Volume 1, Second Edition (Pearson, ISBN: 1-256-82333-3)
    3. ***Access code*** for MYITLAB (Pearson, www.myitlab.com)
- 1 Flash Drive

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

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. 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. 3 lates count as an absence.

It is the student's responsibility to make the faculty aware if they are going to be late or absent to a future class. Students are responsible for acquiring content that is covered, announcements made, and materials that may have been distributed in class if they are absent.

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.

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.

IST101: Spring 13, 107404, MW 10am – 11:50am

Week	Dates	Lab	Lecture
1.	M: 1/21 - W: 1/23	**NO CLASS**	Introductions
2.	M: 1/28 - W: 1/30	Lab 1 - Internet Explorer, MercerMail ***Internet***	Ch. 1 – Using Technology to change the world
3.	M: 2/4 - W: 2/6	Lab 2 - Register MYITLAB, pre-test	Ch. 2 – Looking at Computers: Understanding the Parts
4.	M: 2/11 - W: 2/13	Lab 3 - Creating documents with MS Word 2010 ***Word Ch.1***	Ch. 3 – Understanding and Assessing Hardware
5.	M: 2/18 - W: 2/20	Lab 4 – File Management, creating documents with MS Word 2010 ***Word Ch. 1***	Ch. 4 – Under the Hood
6.	M: 2/25 - W: 2/27	Lab 5 – Using tables and templates to create resumes ***Word Ch. 2***	Ch. 5 – Digital Lifestyle Ch. 6 - IT Ethics
7.	M: 3/4 - W: 3/6	Lab 6 – Creating research papers ***Word Ch. 3***	Ch. 7 – Application Software
8.	M: 3/11 - W: 3/13	**MID-TERM EXAM 1 (ch 1-6)** **Assign topics and Final Proj** **Assign Homework 1**	Ch. 11 - Information Literacy, Pgs 383-391, Evaluating Web Sites *http://lib.nmsu.edu/instruction/evalcrit.html*
	M: 3/18 - W: 3/20	**No Class** – Spring Break	
9.	M: 3/25 - W: 3/27	Lab 7 - Information Literacy **Collect Homework 1** **Assign Homework 2**	Ch. 8 – Using System Software
10.	M: 4/1 - W: 4/3	Lab 8 – Creating a worksheet and charting data ***Excel Ch. 1***	Ch. 11 - Information Literacy, Pgs 392-411, APA Formatting *http://owl.english.purdue.edu/owl/* **Collect Homework 2** **Assign Homework 3**
11.	M: 4/8 - W: 4/10	Lab 9 – Using functions, creating tables ***Excel Ch. 2***	Ch. 9 –Databases and Information Systems
12.	M: 4/15 - W: 4/17	Lab 10 – Analyzing data with pie charts ***Excel Ch. 3***	Ch. 10 – Using the Internet **Collect Homework 3**
13.	M: 4/22 - W: 4/24	Lab 11 – Getting started with PowerPoint ***PPT Ch. 1***	Ch. 12 – Networking
14.	M: 429 - W: 5/1	Lab 12 – Formatting PowerPoint presentations ***PPT Ch. 2***	Ch. 13 – Careers in IT
15.	M:5/6 - W: 5/8	Lab 13 – Enhancing a presentation with animation ***PPT Ch. 3***	**Final Projects Due**
16.	M:5/13 - W: 5/15	**FINAL EXAM (Ch. 7,8,9,10,12,13)**	**NO CLASS**