Mercer County Community College
Division of Business and Technology

IST 101 – Computer Concepts and Office Applications

Syllabus

Summer 2015

Section: IST101-005
Class meets: M -F, 1pm – 3pm, 7/20/15 – 8/14/15

Professor: **Andrea Lynch**
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Office Hours:

Monday	3:30pm - 4:30pm	BS109
Tuesday	12:00pm - 12:30pm	BS109
Wednesday	3:30pm - 4:30pm	BS109
Thursday	12:00 - 12:30pm	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.

Student Learning Outcomes: At the end of the course students will be able to:

- Discuss why computers are essential components in society and the business world.
- Describe computer terminology with respect to personal computer hardware, software, data, networking, and careers.
- Differentiate the various functions of computer hardware.
- Use word processing, spreadsheet, and presentation software for academic purposes.
- Demonstrate competence with advanced features of word processing, spreadsheet, and presentation software.

Grading:

50% Final Project
50% Class assignments and attendance

- Lecture notes for Chapters 1,2,3,4,5,6,9,11,12
- Word: typed essays
- Excel: charts for health and fitness
- PPT: presentations

Course materials:

Provided by instructor

Academic Integrity Statement

Academic integrity is important to student success. Students who submit the work of another student 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.

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. 90% or better attendance will increase your final grade by ½ letter grade.

Assignments:

Final Project (50%) – You will be expected to complete a Personal Wellness Portfolio and make an oral presentation to the class. You will be building this portfolio throughout the class. This project is due on 8/12.

Lecture notes (20%) – We will discuss 9 chapters of the text related to Information Systems. There will be a few discussion questions for each chapter. All answers must be typed and in English. Lecture notes will be collected on 8/11.

Word assignments (10%) – In total you will write 3 essays using Word. Due dates will be announced in class

- You will be assigned essays in CMN111 dealing with the topics of Relationships and Culture. You will have class time to complete those assignments.
- In addition, you will write 1 short essay about your experience in this Proyecta 100,00 program.

Excel assignments (10%) – You will be assigned lab projects in your HPE110 class. Each assignment requires you to develop a chart. You will be evaluated for these charts on your ability to input and use data in Excel. You will have class time to complete this assignment. Due dates will be announced in class

PowerPoint assignments (10%) – You will be using PowerPoint to develop 2 presentations. One presentation will be about the important components of and Information System. The other presentation will be your final presentation on your Personal Wellness Portfolio. Due dates will be announced in class.

Grading Rubric for Final Project (due 8/12):

	Points
Oral presentation: 40 – Assignment meets all the stated requirements.	
Written Content: 40 – Assignment meets all the stated requirements.	
Formatting: 20 – Assignment meets all the stated requirements.	
Final Lecture Notes grade	

Grading Rubric for Lecture Notes (due 8/11):

	Points
Completion: 50 – All answers are complete. 40 – Most answers are complete. 30 – Many answers are not complete 0 – Not submitted by due date	
Correctness: 25 – All answers are correct. 20 – Most answers are correct. 15 – Many answers are not correct 0 – Not submitted by due date	
Formatting: 25 – All answers are typed and neat. 20 – Not typed but neat 0 – Not typed and sloppy	
Final Lecture Notes grade	

Grading Rubric for Word, Excel, PPT assignments:

	Points
Completion: 50 – Assignment meets all the stated requirements. 40 – Assignment is missing any part of the requirements. 30 – Assignment does not meet the stated requirements. 0 – Not submitted by due date	
Formatting: 50 – All parts of the assignment are typed and neat. 40 – Some parts are not typed. 30 – Not typed but neat 0 – Not typed and sloppy	
Final Lecture Notes grade	

IST101 Schedule:

	Dates	Lecture hour	Lab hour
1.	Monday, July 20	Introductions, syllabus review.	check email
2.	Tuesday, July 21	Ch. 1 – IS	Set up Google docs, google drive.
3.	Wednesday, July 22	Ch. 1 - IS	Word
4.	Thursday, July 23	Ch. 2 - Hardware	Word – CMN Assignment 1
5.	Friday, July 24	Review	
6.	Monday, July 27	Ch. 2 - Hardware	Word
7.	Tuesday, July 28	Ch. 3 - Software	Excel
8.	Wednesday, July 29	Ch. 3 - Software	Excel
9.	Thursday, July 30	Ch. 4 - Data	Word – CMN Assignment 2
10.	Friday, July 31	Review	
11.	Monday, August 03	Ch. 4 - Data	Excel
12.	Tuesday, August 04	Ch. 5 - Networking	PPT
13.	Wednesday, August 05	Ch. 6 – IS security	PPT
14.	Thursday, August 06	Ch. 9 – People in IT	PPT
15.	Friday, August 07	Ch. 11 – Globalization and the Digital Divide	Project preparation
16.	Monday, August 10	Ch. 12 - Ethics	Project preparation
17.	Tuesday, August 11	Review	**Lecture notes due**
18.	Wednesday, August 12	**FINAL PROJECT / PRESENTATION**	
19.	Thursday, August 13	**No class**	
20.	Friday, August 14	**Evaluation and closing ceremony**	