COURSE OUTLINE
Division of Business and Technology

Course Number: IST 101   **Course Title: Computer Concepts with Applications**

Credits: 3   **Hours: 2 Lecture   2 Lab**

Catalog description: Addresses hardware, software, the Internet, multimedia, and security and ethics issues.   Lab includes exposure to Windows as well as word processing, database, spreadsheet, and presentation applications.

Introduction to the course: A course designed to help students become computer literate. Topics include understanding the fundamentals of computer nomenclature, particularly with respect to personal computer hardware and software and the World Wide Web.   The course recognizes the World Wide Web as a repository of the latest information and an integrated learning tool.   The course is designed to develop an in-depth understanding of why computers are essential components in the business world and society, with a focus on the computer as a valuable productivity tool.   The personal computer's position is recognized as the backbone of the computer industry with emphasis of its use as stand-alone and networked device.   The text presents strategies for purchasing, installing, and maintaining a personal computer system; and assists students in planning a career in the computer field.

In the lab, students learn the most important topics of Microsoft Office XP. Students review the Office Suite, Windows, and Internet Explorer. Next, students learn more advanced skills for Word, Excel, Access and PowerPoint, including how to use Object Linking and Embedding (OLE) to create integrated Office documents.   Students will deliver an oral presentation using PowerPoint.

Prerequisites: reading proficiency and basic keyboarding skills
Corequisite: MAT 034

Last revised: Fall 2009

Course Coordinator: Andrea Lynch

Required texts/materials:

1.   Lecture textbook: Technology in Action,6th Edition
     by Evans, Martin, and Poatasy Publisher: Pearson
     (ISBN: 978-0-13-504624-6)

2.   Lab textbook: Go with Microsoft Office 2007 – Custom edition for MCCC
     by: Gaskin, Ferrett, Vargas, and Marks Publisher: Pearson Custom Publishing
     (ISBN: 0555011592/9780555011546)

3.   My IT Lab access code (ISBN: included in the bundle)
     Can be purchased separately at www.myitlab.com

4.   One USB drive.

     These three items are bundled together and sold at the MCCC Bookstore.
          Note: The Lab textbook is the only item available as a used product.

Course goals:

At the completion of the course, the student will be able to:

1. Describe the fundamentals of computer nomenclature, particularly with respect to personal computer hardware, software, and the World Wide Web.

2. Make use of the World Wide Web as a repository of the latest information and an integrated learning tool and discuss the interaction between demands for information and advances in computer technology.

3. Demonstrate an in-depth understanding of why computers are essential components in the business world and society in general.

4. Demonstrate an understanding of the principles of information processing, identify the basic components of a computer system, and discuss the application of computers to a variety of fields.

5. Use a PC operating system (Windows XP) and demonstrate the ability to use office applications.

6. Discuss and differentiate among various career options and certifications available in the computer field.

Course-specific General Education goals and objectives

1. Communication: Students will communicate effectively in both speech and writing.

2. Critical thinking, problem-solving and information literacy: Students will use critical thinking and problem-solving skills in analyzing information gathered through different media and from a variety of sources.

3. Ethical dimension: Students will recognize, analyze and assess ethical issues and situations.

4. Quantitative skills: Students will apply appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

5. Science and technology: Students will apply the scientific method of inquiry to draw conclusions based on verifiable evidence, use scientific theories and knowledge to understand the natural world, and explain the impact of scientific theories, discoveries and technological changes on society.

GENERAL PLAN

The following topics will be covered in lectures and laboratory assignments. The instructor may alter this schedule. Changes will be announced. Chapter reading assignments include Special Features at the end of some chapters, especially the review questions.   Current topics will also be presented and may be included in tests. Visit www.mccc.edu/info_tech and click on "IST101 students" to get updated assignments.

Week	Lecture	Lab
1.	Introductions	Lab 1 - Ch. 3 – Getting Started with Internet Explorer 7.0 *Internet*
2.	Ch. 1 – Why Computers Matter to you	Lab 2 - Ch. 1 – Getting Started with Windows XP *Windows*
3.	Ch. 2 – Looking at Computers: Understanding the Parts	Lab 3 - Ch. 5 – Creating Documents with MS Word 2007 *Word*
4.	Ch. 6 – Understanding and Assessing Hardware	Lab 4 - Ch. 6 – Formatting and Organizing Text *Word*
5.	Ch. 8 – Mobile Computing	Lab 5 - Ch. 7 – Using Graphics and Tables *Word*
6.	Technology in Focus – IT Ethics (p. 140)	Lab 6 - Ch. 9 – Creating a Worksheet and Analyzing Data *Excel*
7.	Ch. 4 – Application Software	Lab 7 - Ch. 9 – Creating a Worksheet and Analyzing Data *Excel*
8.	Ch. 11 – Behind the Scenes: Databases and Information Systems	Lab 8 - Ch. 12 – Getting Started with Access Databases and Tables *Access*
9.	Ch. 5 – Using System Software	Lab 9 - Ch. 6 – Formatting and Organizing Text *Word*
10.	Ch. 3 – Using the Internet	Lab on Information Literacy
11.	Ch. 7 – Networking and Security Final Project assigned	Lab 10 - Ch. 15 – Getting Started with Microsoft PowerPoint 2007 *PPT*
12.	Ch. 12 – Behind the Scenes: Networking and Security	Lab 11 - Ch. 16 – Designing a PowerPoint Presentation *PPT*
13.	Technology in Focus –Careers in IT	Lab 12 - Ch. 19 – Using Tables in Word and Excel Ch. 20 – Using Excel as a Data Source in a Mail Merge *Integration*
14.	**Final Projects Due**	Lab 13 – Prepare presentation
15.	Technology in Focus – Protecting your Computer and Backing up Your Data (p. 360)	Lab 14 - Ch. 21 - Linking Data in Office Documents Ch. 22 – Creating Presentation Content from Office Documents *Integration*

TEACHING METHODS

1. Lectures/Demonstrations: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged, as is student-procured, outside material relevant to topics being covered.
2. Assignments: Concepts Reviews, Skills Reviews, Independent Challenges and other projects and readings will be periodically assigned to help support and supplement material found in the lessons. These assignments may require the use of various software applications.
3. Quizzes: Occasional scheduled and/or unscheduled quizzes will be given to help ensure students stay up with assigned material. Application skills will be tested through use of My IT Lab.
4. Exams: Exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. The instructor will discuss in advance details of all exams and tests.
5. Internet Support: Textbook Web pages augment classroom learning.
6. Oral Presentation: Students will be required to make an oral presentation in class on an assigned topic.

LECTURE

Students are expected to read each assigned chapter prior to the lecture.

Weekly homework and laboratory assignments should be submitted immediately BEFORE lecture begins the following week. For example, Week 1 assignments are due at the beginning of the Week 2 lecture. Assignments handed in after lecture begins are considered late. Late assignments are penalized.

Make sure your name, student ID, and exercise number appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive a grade of zero. If there are multiple sheets to be handed in, then sequence them according to the order you were told to print them in the exercise.

Chapter reading assignments may include Special Features at the end of the chapters.

Evaluation of student learning:

Understanding of computer (technology) concepts:

Lab	30%
Homework, Quizzes, Attendance, Participation	20%
Chapter Tests	30%
Projects	20%

Preparing for lecture examinations: Attend lecture and read the chapters Current events are also presented in the classes, and students are responsible for knowing what is presented in class. At least 90% of the questions will be taken directly from the reading material. Review the *Chapter Review, Key Terms* and *Learn It Online* sections at the end of the chapters on which you are being tested.

Plan to spend approximately six to eight hours each week on reading, homework, and laboratory assignments.

Grades will be assigned in accordance with the following:

Letter grade	Nominal %	QPA quality points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	70-76	2.0
D	60-69	1.0
F	0-59	0.0
S	70-100	NA
NC	0-69	NA

Academic Integrity Statement

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (S*ee Student Handbook*.) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Classroom Conduct Statement

It is the student's responsibility to attend all classes. As stated in the catalog, Mercer has no class cut policy. If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting. It is also expected that cell phones will **not** be used during classes. Should a cell phone ring or be used during a test, the grade for that test will be zero.

Students are expected to follow ordinary rules of courtesy during the 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 during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are 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.