Community College of Beaver County
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MASTER SYLLABUS

Course Name: **Introduction to Information Technology**   Course Number: **CIST100**

Lecture Hours: 3
Lab Hours: 0
Credit Hours: 3

I.   Course Description

A computer course designed to introduce students to personal computers. Topics include basic concepts of computer operations, storage media, software categories, Windows operating system, computer communication devices, and the Internet. The course also includes introduction to Microsoft Word, Excel, Access and PowerPoint.

II.   Objectives
The student will be able to:
1. Develop interpersonal skills to be able to communicate using email and Social Media in a professional environment.
2. Learn to communicate effectively with Help Desk using proper computer terminology to resolve hardware and software issues.
3. Demonstrate the operation and application of computer technology.
4. Organize digital information insuring confidentially, data integrity, and timely availability of data for authorized users.
5. Search for and apply information from the Internet.
6. Produce professional quality documents, spreadsheets, and presentations using Microsoft Office.
7. Practice ethics and acceptable behavior in a community environment.
8. Recognize emerging technology and its impact on business and society.
9. Utilize the integrated features of Microsoft Office.
10. Prepare an electronic portfolio for the pursuit of personal and professional success.

III.   Topics to be Covered:

The sequence of the chapters studied has been changed to address the topics in the following order. This is done so that students quickly learn topics that they can immediately apply to other classes or activities at work or home.

Topic#	Topics	Chapter
1.	Using the Internet, e.g. Blackboard,& my.ccbc. Chapter 2 through Making Use of the Web on page 79 as well as the Introduction to Internet Explorer 8 and other web browser software). Saving files in specific folders, saving files with screen prints, etc. Course Casts: http://coursecasts.course.com/	1, 2 & IE
2.	Communications – Blackboard, email using CCBC Outlook Web Access, Facebook and Facebook-like issues (proper/professional use of and privacy and associated ethical issues) Page 167 in the text. Pp 63-66, OFF58	OFF
3.	MICROSOFT WORD 2010: Creating, Formatting, and Editing a Word Document with Pictures.	Word 1
4.	MICROSOFT WORD 2010: Creating a Research Paper with Citations and References.	Word 2
5.	MICROSOFT WORD 2010: Creating a Business Letter with a Letterhead and Table	Word 3
6.	Digital Communication Media: Social Networks, YouTube, Twitter, Flicker, Jing, file types, e.g. swf files etc. Pp 167-180	3, 4
7.	MICROSOFT POWERPOINT 2010: Creating and Editing a Presentation with Clip Art.	PPT 1
8.	MICROSOFT POWERPOINT 2010: Enhancing a Presentation with Pictures, Shapes, and WordArt.	PPT 2
9.	**MIDTERM Evaluation**	
10.	Computer Concepts/Utilities with Ethics, Security, Privacy (Office 2010 and Windows 7 and C 5 Computer Security and Safety, Ethics, and Privacy. C 4 Operating Systems and Utility Programs)	4, 5
11.	Purchasing a Computer, Internet applications e.g. Google docs, Adobe Suites, Mobile "Apps" etc. Saving to the Web, Windows Live SkyDrive (Cloud Storage)	5 & APX C
12.	EXCEL 2010. Creating a Worksheet and an Embedded Chart	EXL 1
13.	EXCEL 2010. Formulas, Functions, and Formatting.	EXL 2
14.	ACCESS 2010. What is a database	ACC 1
15.	Current and Global Issues in Information Technology Current Issues in Information Technology (Use critical thinking to reflect on what we have studied and the current issues of IT in society, business and government.) Living digitally Global Concerns – International issues in IT: There are social and legal issues as well as political issues (WikiLeaks, cross-cultural communications for understanding other people in other nations and cultures, trade in information as opposed to trade in products, etc.)	5
16.	Review, course wrap-up **FINAL INTEGRATED COMPETENCY PROJECT**	All

IV.   Laboratories N/A

V.   Required Textbook
Discovering Computers and Microsoft® Office 2010: A Fundamental Combined Approach, 1st Edition; Gary B. Shelly, Misty E. Vermaat - Purdue University Calumet.
Bundle: ISBN-9780495963998 includes:
        Textbook
        CourseMate Access Card
        Microsoft Office 180 day trial
Textbook Alone ISBN-10: 0538473932 ISBN-13: 9780538473934
CourseMate Access Card Alone: ISBN-9780840055248

VI.   Materials and Equipment
   A. **College owned:** Computers, Microsoft® Windows 7 Operating System, Microsoft Office 2010, and Internet access
   B. **Student owned:** Textbook, storage medium recommended by the instructor. Online students or students who are using home computers should have Windows 7 and **need MSOffice 2010 software (trial version comes with the textbook package at the CCBC Bookstore)** A high speed Internet connection is recommended. Dialup connections will be slower. Microsoft Internet Explorer, version 8 is the web browser used for this class.

VII.   Bibliography (Books are in the CCBC Library Collection)
Easy computer basics : Windows Vista edition / Michael Miller. Miller, Michael, 1958-
        Indianapolis, Ind. : Que Pub., c2008.
Internet Society (ISOC), , 2011. http://www.isoc.org/internet/history/
Microsoft Corporation, Microsoft Home Magazine: *Avoid computer safety snafus*:
        Keep your family safe from potential hazards, 2008.
        http://www.microsoft.com/canada/home/safety-and- *All About The Internet:*
        History of the Internet security/articles/avoid-computer-safety-snafus.aspx
Microsoft Excel 2010 in depth / Bill Jelen, "MrExcel". Jelen, Bill. Indianapolis, Ind. : Que,
        2010.
Teach yourself visually Windows 7 / by Paul McFedries. McFedries, Paul.Indianapolis,
        IN : Wiley Pub., c2009.
Training – Microsoft Office, *Office 2010 Online Training*:
        http://office.microsoft.com/en-us/support/training-FX101782702.aspx
Using Microsoft Word 2010 / Tim Huddleston with Michael Miller. Huddleston, Tim,
        1959-Indianapolis, Ind. : Que, c2011.

VIII.   Methods of Evaluation
        Grading:
        90 – 100% A
        80 – 89% B
        70 -79% C
        60 – 69% D

Below 60% F

IX.   General Education Competency

This assignment meets the specifications of CCBC General Education under Technology Literacy.

Technology literacy enhances the acquisition of knowledge, the ability to communicate, and productivity.

- To anticipate and respond to innovations in science/technology and the actions of living creatures
- To use hardware, software, and the Internet to validate the basic skills necessary for workforce entry
- To skillfully employ technology as a production and/ or presentation tool

You will be evaluated on this assignment according to the following rubric.

Criteria	Level 1 (50-59%)	Level 2 (60-69)	Level 3 (70-79)	Level 4 (80-100)
Technology/software mastery for the project solution	Weak not using technology relevant to directly solving the problem, not efficient	Chose few appropriate technology tools or features for solving the problem with some inefficiency	Chose and apply many of the skills, tools and features with little inefficiency	Exceptional technology selection that most easily and directly arrives at the method to solve the problem
Content of the project	Incomplete or poorly organized with inaccuracies or inappropriate content that does not solve the problem	A solution with some accurate results but is not a complete solution with some poorly organized material with distracting errors	Good results from a solution that is organized with a solution that meets almost all the needs of audience any errors are not distracting	Results form a clear well organized solution to the problem that is accurate and appropriate to the audience with no errors in spelling, grammar or style.
Format and Layout of the output of the project	Format and layout does not communicate ideas. Missing layout/format features. Uses some features excessively causing distraction	Applies some format and layout that communicates ideas to clarify function, relationships or importance. Some distractions with overuse of some functions	Applies appropriate format/layout features to most elements with minor overuse of some features but are not serious to the appearance of the solution	Format and layout are excellently arranged to communicate information and ideas, clarify function, illustrate relationships and indicate relative importance
Process for solving the project solution	Does not use and organized approach to solve the problem.	The approach has some organization but is insufficient for creating a quality solution.	Demonstrates a solution that has an organized approach with organization throughout the approach to the solution	Use of an approach that uses planning, development, self-assessment, revision and reflection

X.   Academic Dishonesty

Academic dishonesty occurs when a student represents another's words or ideas as their own, shares exam questions or answers with others without the instructor's permission, or presents an artifact produced by another (whether

hand-made or computer-generated) as their own. Academic dishonesty also occurs when a student assists another student in pursuing the above activities. Further information about academic dishonesty, including penalties, is included in the Student Handbook.

XI.   **Attendance and Withdrawal Policies**
The course ascribes to the attendance statement found in the student handbook. Withdrawal form must be completed by student to officially withdraw. Permission from the instructor must be given if withdrawal occurs after a certain date. See the CCBC Academic Calendar, http://www.ccbc.edu/academiccalendar

Refund Policy of CCBC

Students withdrawing are eligible for tuition refunds as follows:

100% refund prior to completion of 20% of the total number of weeks designated for the semester session.
No refund after completion of 20% of the weeks designated for the semester session.
100% refund if class is canceled by the College.
Refer to the Academic Calendar on the College website for the specific completion dates for tuition refund.

Dates approved by: Signature Approval of:

 10/21/04_____ Curriculum Committee   _____
                                         Division Director   Date

  3/16/2005_____ Academic Council   _____
                                         VP Academic Services   Date

  4/1/05_____ President

Revisions: Heidi McCauley   June 2004
            Heidi McCauley   August 2005
            Academic Dishonesty Statement added   July 2007
          Douglas Lauffer Program Level portfolio August 2008
          Douglas Lauffer   Portfolio update   April 2009
          Douglas Lauffer   April 2010
          New Refund Policy   August 2010
          ACT335/Update/Douglas Lauffer   November 2010
          CIS Faculty Revision   April 2011
            Carl Dennis/Joyce Evans/Lorraine Rorick August 2011
            Academic Dishonesty Statement corrected August 2011
            Gen Ed Competency   June 2013
            New Refund Policy   July 2013