Community College of Beaver County

SYLLABUS

Course Name: **Introduction to Information Technology**   Course Number: **CIST100**
Semester: **Spring 2014**

Pre-Requisite: **None**
Co-requisite: **None**

Credits: **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 Office 2010 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 CCBC Blackboard, Intro to Computers (Chapter 1 and Special Feature 1)	1
2.	Internet and the World Wide Web, Making use of Web. (Chapter 2 and Special Feature 2)	2
3.	Operating Systems and Utility Program Office 2010 and Windows 7: Essential concepts and Skills (Chapter 4, and Office 2010 and Windows 2010 Chapter)	4
4.	Introduction to Internet Explorer (Internet Explorer Chapter)	IE
5.	Microsoft Word 2010 Creating, Formatting and Editing a Word Document with Pictures (Word Chapter 1)	Word 1
6.	Microsoft Word 2010 Creating a Research Paper with Citation and References (Word Chapter 2)	Word 2
7.	Microsoft Word 2010 Creating a Business Letter with a Letterhead and Table (Word Chapter 3)	Word 3
Mid-Term Project	Application Software/Web 2.0 Applications Computer Security, Safety, Ethics, and Privacy Computer Buyer's Guides	3 & 5, and Special Features 3 & 5
8.	Microsoft PowerPoint 2010 Creating and Editing a Presentation with Clip Art (PowerPoint Chapter 1)	PPT 1
9.	Microsoft PowerPoint 2010 Enhancing a Presentation with Pictures, Shapes, and WordArt. (PowerPoint Chapter 2)	PPT 2

Topic#	Topics	Chapter
10.	Microsoft Excel 2010 Creating a Worksheet and an Embedded Chart (Excel Chapter 1)	Excel 1
11.	Microsoft Excel 2010 Formulas, Functions, and Formatting (Excel Chapter 2)	Excel 2
12.	Microsoft Access 2010 Databases and Database Objects: An Introduction (Access Chapter 1)	AC 1
		3, 5
Final/Competency Project	Applying Creative Thinking and Problem Solving Skills to Design and Implement Solutions Using Computer Software Tools.	All the, OS, IE, MS Office related chapters

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.

Textbook ISBN-10: 0538473932 ISBN-13: 9780538473934
Microsoft Office 180 day trial.

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, Min 8 Gig. 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

1. **Due Date Policy:**

   Weekly Projects:
   - If submitted on due date will receive **full** points.
   - If submitted passed due date will be assessed with **1 point** penalty for **each day** passed the due date.

   Mid-Term Project & Final Project:
   - If submitted on due date will receive **full** points.
   - If submitted passed due date will be assessed with **10 points** penalty for **each day** passed the due date.

   No Project will be accepted after the last day of the Semester.

2. **Evaluation:**
   - **Weekly Projects Hands-on Part:** 40% of the Total Points for the Course.
   - **Weekly Projects Quiz Part:** 30% of the Total Points for the Course.
   - **Mid-Term/Portfolio Project 1:** 10% of the Total Points for the Course
   - **Final/Portfolio Project 2:** 10% of the Total Points for the Course.
   - **Class Participation:** 10% of the Total Points for the Course.

IX. Grading:

90 – 100% A
80 – 89% B
70 -79% C
60 – 69% D
Below 60% F

X.   Faculty:
Name: Heidie G. Hutchinson
Title: Associate Professor
Department: Technology
Office: Room 4122, Science and Technology Building, CCBC Main Campus
Phone: 724-480-3547
Office Hours:
     See Blackboard, Faculty Information folder.
Email: Heidie Hutchinson, Use only CCBC's Blackboard, Tools,
      Course Messages.

XI.   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	Applies some format and layout that communicates ideas to clarify function, relationships or importance. Some distractions with	Applies appropriate format/layout features to most elements with minor overuse of some features but are not serious to the	Format and layout are excellently arranged to communicate information and ideas, clarify function, illustrate

	causing distraction	overuse of some functions	appearance of the solution	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

XII. Academic Dishonesty

Academic Dishonesty deals with issues such as when one represents words, ideas, answers etc as one's own. When if fact they are not. They are used without permission or reference to the source. It is also if one shares quiz/exam questions or answers without the instructor's permission.
This course ascribes to the CCBC Student Handbook on this issue.
The hand book can be found at:
http://www.ccbc.edu/handbook/index.html

XIII. 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.

XIV. Refund Policy of CCBC

Tuition 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 web-site for the specific completion dates for tuition refund.