

INTRODUCTION TO INFORMATION TECHNOLOGY

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OVERVIEW

This course is designed to make the student computer literate. Systems concepts are introduced with an emphasis on software utilization. This course is divided into two sections: a lecture section and a lab section. Each of these sections is described below.

COURSE GOALS

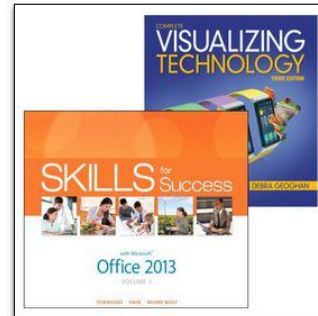
- To familiarize the student with current computer terminology.
- To develop a basic understanding of computer hardware and software.
- To become familiar with multiple software packages: Word, Excel, Access, and PowerPoint.

COURSE OBJECTIVES

- Students will receive "hands on" computer experience with word processing, electronic spreadsheet, and presentation software.
- Students will create, save, modify, and print documents created in Microsoft Word, Excel, Access, and PowerPoint.
- Students will create and present a project using Microsoft Office applications.

REQUIRED TEXTBOOKS

- 9780133901399 (printed books & digital content)
 - Skills for Success with Office 2013 Vol. 1, 1ed + in print
 - Visualizing Technology, 3e + in printOR
- 9780133881011 (all Digital)
 - MyITLab with both eTexts



REQUIRED TECHNOLOGY

This is a COMPUTER CLASS.

You **must have continual access** to an Internet connected computer. You are also expected to have "**backup computer**" plans: a friend or relative's computer, one at JC, or at a library.

Establish computer plans in case your usual computer access is disrupted during the semester!

The course will continue to move along regardless of whether your computer works or not. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time, **you are expected to find a way to do the work**. Remember our deadlines given in the "Schedule of Activities" on page 3 is the **absolute last** time work can be submitted for full credit. We can **always work ahead of these deadlines**, which is why Modules 1-7 are already available.

MyITLab for Office 2013: Skills for Success & Visualizing Technology, 3e

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SCHOOL CLOSINGS & NIXLE

For information on school closings and cancelations sign up for the free messaging service from [Nixle](#). Details can also be found by tuning in to WCSR Radio 92.1FM or 1340AM in Hillsdale. More can be found at the website at <http://www.jccmi.edu/info/closings.htm>

CONCEPTS SECTION DESCRIPTION

This portion of the course is designed to make students computer literate. Systems concepts are introduced with an emphasis on software utilization. Students will be tested on the material in the *Visualizing Technology* book.

APPLICATION SECTION DESCRIPTION

This portion of the course is designed to help students utilize productivity software and be more efficient. Using computers students learn how to edit, manipulate, and create with word processing software (*Word 2013*), presentation software (*PowerPoint 2013*), electronic spreadsheets (*Excel 2013*), and databases (*Access 2013*). Students will complete unit assignments, projects, and exams based on the material in the *Skills for Success 2013* book.

ASSOCIATE DEGREE OUTCOMES

The Jackson College Board of Trustees has developed a list of essential skills which all of its associate degree graduates will enhance during their college experience. The Board has said:

JC's goal is to prepare students to live productive and meaningful lives. Implicit in this goal are efforts to prepare students to: (a) live and work in the twenty-first century, (b) be employed in situations which will require retraining several times during a productive life, and (c) function in a rapidly changing informational society (ADO2, ADO1A, ADO1B ADO4, ADO7, ADO15). Click here to view specific ADO descriptions: [ADO Descriptions](#)

The highest priority skills include, among others:

- 1) The ability to communicate clearly, concisely, and intelligibly, using oral skills
- 2) Use critical thinking and problem solving skills
- 3) Use computers and other technologies appropriate to the program of study

HOMEWORK/COMPUTER ASSIGNMENTS

All of the course assignments are posted in the syllabus, JetNet, as well as MyITLab. Each assignment is due **on the date specified in the calendar**. Assignments should be completed using techniques outlined in the book. **Late assignments will be accepted with a 50% deduction.** If this is abused, I reserve the right to refuse late assignments.

QUIZZES / EXAMS

The *Visualizing Technology* chapter quizzes (Modules 2, 4, and 6) have unlimited tries with the highest score recorded. These chapter quizzes are open book with no time limit. The final exam for this class will be the same format as the quizzes. However, this final has only one attempt with a 60 minute time limit. If you miss our class session to take the final you **MUST** make arrangements to take this **prior to the course's end date and time listed** in eServices.

The *Skills for Success* exams are project based – similar to the normal chapter grader projects done for Word, Excel, Access, and PowerPoint (Modules 1, 3, 5, and 7). These module exams are untimed, but there is only one attempt. This is true for the final course grader project too.

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GRADING PROCEDURE

The assignments in this course are classified into five categories:

- 1) Trainings (10 pts each *Skills for Success*) – These assignments require you to work with the Microsoft Office applications to practice and demonstrate your skills within MyITLab.
- 2) Projects (100 pts each *Skills for Success*) – Projects require use of the actual version of Office 2013 to complete your work and submit files by uploading to MyITLab.
- 3) Exams (100 pts each *Skills for Success*) – There are tests on each of the applications in Microsoft Office. You must demonstrate your skills using the application, answer questions relating to the concepts of each application, and also upload completed files to MyITLab.
- 4) Quizzes (30 pts each *Visualizing Technology*) – You must read the chapters and answer questions on them with each End of Chapter quiz.
- 5) Final Project – You must complete a final project that is a culmination of the skills and concepts that you've learned in the course. This should be turned into MyITLab by the due date. Details are available in JetNet and MyITLab.

SCHEDULED OF ACTIVITIES: Tentative activities, which are subject to change:

Module #	Due 11:59pm	Module Name	Topics
Module 1	Tuesday, September 22	Microsoft Word 2013	Chapters 1-3
Module 1	Tuesday, September 29	Microsoft Word 2013	Chapter 4 + Word Exam
Module 2	Tuesday, October 6	Visualization Technology, Part 1	Chapters 1-3
Module 3	Tuesday, October 13	Microsoft Excel 2013	Chapter 1
Module 3	Tuesday, October 20	Microsoft Excel 2013	Chapters 2-3
Module 3	Tuesday, October 27	Microsoft Excel 2013	Chapter 4 + Excel Exam
Module 4	Tuesday, November 3	Visualization Technology, Part 2	Chapters 4-6
Module 5	Tuesday, November 10	Microsoft Access 2013	Chapters 1-2 + Access Exam
Module 6	Tuesday, November 17	Visualization Technology, Part 3	Chapters 7-9
Module 7	Tuesday, November 24	Microsoft PowerPoint 2010	Chapters 1-2
Module 7	Tuesday, December 1	Microsoft PowerPoint 2010	Chapters 3-4 + PowerPoint Exam
Module 8	Tuesday, December 8	Integration	Final Exam
Module 8	Tuesday, December 15	Integration	Course Project

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Visualizing Technology (concepts lecture section)

9 Quizzes =	20%
Final Exam =	15%
Subtotal =	35%

Skills for Success (application lab section)

14 Trainings =	10%
14 Projects =	20%
4 Exams =	20%
Final Course Project	15%
Subtotal =	65%

Total = 100%

Scale

Percentage	Grade
94-100	4.0
88-93	3.5
82-87	3.0
76-81	2.5
70-75	2.0
64-69	1.5
58-63	1.0
52-57	0.5
Below 52	0.0

PARTICIPATION and ATTENDANCE POLICY

Your success will depend greatly on your participation in class, time spent completing assignments, and time practicing on the computer. Attendance will be reported periodically to the Registrar's Office. Definitions include: "H"—the student is not doing acceptable work and needs "help" to be successful, "Q" — the student has not participated/attended, and "V"—the instructor "verifies" that the student is participating/attending and doing acceptable work. **It is ultimately the responsibility of the student to withdraw from the course.** You should also contact your instructor when considering a withdrawal.

DROP-IN COMPUTER LAB

There are computers available for use at the LeTarte Center in Hillsdale in the main lounge. For hours or additional questions please call 517.437.3343 to speak with the staff.

Details on locations of computer labs on Main Campus can also be found by going to the Information Technology page: <http://www.jccmi.edu/informationtechnology/students.htm>

STUDENT SUCCESS

Tutors as well as additional services for academic success can be accessed here by calling the Hillsdale office at 517.437.3343 to ask for Mari Nunez or visiting their website at: <http://www.jccmi.edu/hillsdale/services.htm>

Students requiring special assistance, including those affected by the **Americans with Disabilities Act**, should contact Mari Nunez **immediately**. This is the first step in acquiring the appropriate accommodations to best facilitate learning.

There are additional opportunities for assistance at our Main Campus that can be found by reading details from our Center for Student Success website: <http://www.jccmi.edu/Success/>

STUDENT RESPONSIBILITIES

The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss an exam and make arrangements to take that exam another time. Details on tests will be posted as the course progresses.

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COLLABORATION

While Jackson College encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

File sharing is NOT collaborating; it is cheating and violates [academic honesty policy](#)!

The course grade is based on the work completed by each individual in the course for every assignment from quizzes, grader projects, exams, as well as the final project and exam.

ACADEMIC HONESTY

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Please refer to the [Student Handbook](#) for [Student Rights and Responsibilities](#).

To read the full details of our current Academic Honest Policy feel free to download the file by going to this link: <http://www.jccmi.edu/policies/Academics/Policies/1004.pdf>

CONSEQUENCES

Anyone caught cheating on an assignment or exam will receive a zero for that particular project. If anyone is caught cheating more than once, the student will receive a zero for the class. Again, please review the Academic Honesty Policy here: <http://www.jccmi.edu/policies/Academics/Policies/1004.pdf>

All academic dishonesty violations will be reported to the Dean of Occupational Education. The following form will be used when a student is found to have broken the Academic Honesty Policy:

<http://www.jccmi.edu/policies/Academics/forms/1004%20Form%20Academic%20Dishonesty%20Reporting.pdf>

CLASSROOM POLICY

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Provost. Consequences may involve deduction of points/grade and/or may include removal from class.