

INTRODUCTION TO INFORMATION TECHNOLOGY

MDOC

Winter 2016

Instructor: Mrs. G

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, PowerPoint, Access

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, PowerPoint, and Access.
- Students will be expected to create and present a project using Microsoft Office applications.

REQUIRED TEXTBOOKS:



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

CONCEPTS SECTION DESCRIPTION

This portion of the course is designed to make the student 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 the student utilize productivity software and be more efficient. Applications are introduced with an emphasis on computer software utilization. Students use microcomputers to learn word processing (*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 WITH OFFICE 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:

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JCs 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).

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

Each week you will receive homework assignments. Unless otherwise stated all assignments are due one week after they are assigned. **Late assignments may be accepted up to one week after the due date with a 50% deduction.** If this is abused, I reserve the right to refuse late assignments.

GRADING PROCEDURE

1. Concepts Exams & Final Exam (Visualizing Technology Book) – There will be 4 closed book exams, consisting of multiple-choice, True/False, Fill-in the blank, and short answer questions. These include vocabulary and terminology of the Information System environment in addition to other content material as presented in lecture and homework.
2. Article Summaries – see requirements on pg. 5 below
3. PowerPoint Presentation – see requirements on pg. 6 below
4. Lab Exams (Word & Excel) – There will be exams on Word and Excel. You will be required to demonstrate your skills using the application as well as answer questions relating to the concepts of the applications using the actual program.
5. Homework Projects (Skills for Success - Office 2013 Book) – For these projects, you will be using Office 2013 to complete your work in Word, Excel, PowerPoint, and Access.
6. Unit Exercises/Class Work – These points are based on the work done in class and thus cannot be made up.
7. MC/TF/FB - You will be required to read each chapter in the Visualizing Technology Book and answer questions on them. You will complete the Multiple Choice, True/False, and Fill-in the Blank questions at the end of each chapter.
8. Final Project –You will complete a final project that is a culmination of the skills and concepts that you've learned in the course.

Grading Procedure:

Activity	Points Each	Total Points
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Visualizing Technology

MC/TF/FB	20	180
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Chapter Exercises	10	90
2 Article Summaries	25	50
3 Concepts Exams	50	150
Final Exam	100	100
Subtotal		570
Skills for Success (application lab section)		
14 Unit Exercises	10	140
12 Homework Projects	20	240
2 Lab Exams (Word & Excel)	50	100
1 PowerPoint Presentation	50	50
Final Course Project	100	100
Subtotal		630
Total Points		1,200

Grading 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

**Assignments, exams, etc. could change throughout the semester as deemed appropriate by the instructor

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.

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.

COLLABORATION

While JC 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!**

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**.

CONSEQUENCES

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Anyone caught cheating on an assignment or exam will receive a zero for that project. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education.

Tentative Course Calendar		
Sec.	Topics	Assignment
1	Course Introduction Chapter 1 (Vis Tech) Word Chapter 1	Chapter 1 – MC/TF/FB Word 1 – Visual Skills Check, pg. 147
2	Chapter 2 (Vis Tech) Word Chapter 2 Word Chapter 3	Chapter 2 – MC/TF/FB Word 2 – Skills Assessment I, pg. 179 Word 3 – Skills Assessment I, pg. 213
3	Chapter 3 (Vis Tech) Word Chapter 4	Chapter 3 – MC/TF/FB Word 4 – Skills Assessment I, pg. 247
4	Exam 1: Chapters 1-3 (Closed book) Word Exam (Open book) Excel Chapter 1	Summary #1 Due Next Week Excel 1 – Skills Assessment I, pg. 301
5	Summary #1 Due Chapter 4 (Vis Tech) Excel Chapter 2 & 3	Chapter 4 – MC/TF/FB Excel 2 – Skills Assessment I, pg. 335 Excel 3 – Skills Assessment I, pg. 369
6	Chapter 5 & 6 (Vis Tech) Excel Chapter 4	Chapter 5 & 6 – MC/TF/FB Excel 4 – Skills Assessment I, pg. 403
7	Exam 2: Chapters 4-6 (Closed book) Excel Exam (Open book) Chapter 7 (Vis Tech) PowerPoint Chapter 1	Chapter 7 – MC/TF/FB PowerPoint 1 – Skills Assessment I, pg. 613
8	Chapter 8 (Vis Tech) PowerPoint Chapter 2 & 3	Chapter 8 – MC/TF/FB PowerPoint 2 – Skills Assessment I, pg. 647 PowerPoint 3 – Skills Assessment I, pg. 681
9	Chapter 9 (Vis Tech) PowerPoint Chapter 4	Chapter 9 – MC/TF/FB PowerPoint 4 – Skills Assessment I, pg. 715
10	Exam 3: Chapters 7-9 (Closed book) PowerPoint Exam (Open book)	Summary #2 Due Next Week Final Project
11	Summary #2 Due Access Chapter 1 & 2	Final Project, Finalize PowerPoint Presentation, Prepare for Final Exam
12	PowerPoint Presentations Final Exam (Closed book, 1 hour time limit) Final Project Due	

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ARTICLE SUMMARY ASSIGNMENTS

Summary assignments are summaries of current articles from a periodical (newspaper, magazine, journal, etc.) The articles must have a date after June 1, 2015. The article must pertain to computers or information technology. The summary **must** be in your own words (do not plagiarize).

The top of the summary should be single-spaced and contain your name, current date, and which summary number it is (one or two). Also include the name of the publication/URL, title of the article, name of the author, and date of the article.

See example to the right.

The summary should be from 1 to 1½ page(s), double-spaced. Use the default margins, and use Times New Roman, 12-point font. Proper sentence structure should be maintained. Use the spell checker and proofread your document. Syntax, grammar and spelling will be evaluated, as well as content. All summaries should be created with a word processor and written in your own words.

Student Name
Date
Summary Number
Publication/URL
Title
Author
Date
Body of summary double-spaced; use default one-inch margins; use Times New Roman 12 point font; use word processor; proofread and spell-check your documents; all summaries must be in your own words. Indent paragraphs. Summaries should be from 1 to 1½ page(s). Check syntax and grammar.

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POWERPOINT PRESENTATION

(50 points)

Create a PowerPoint presentation, with a minimum of ten slides, using the information that you have researched. Topics may include your career's major, research on one of the technology pioneers listed in Chapter 1 of your Visualizing Technology textbook, something related to the computer industry, etc. Your topic must be approved by your instructor.

The presentation must include:

- Minimum of 10 slides

- at least 2 images

- transitions

- animation
 - bullets
 - other content objects

- WordArt

- SmartArt

- Table

- Chart

This presentation will be presented to the class. Presentations should be between 5 and 8 minutes.