

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.

PREREQUISITES ENG 110, 30 words per minute typing ability, ITE 083 or PRE EQV or ITE 100, and ITE 050 or PRE EQV

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

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 and Excel.

Students will be expected to create and present a project using Microsoft Office applications.

LECTURE 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 Lecture book (*Discovering Computers 2008*).

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LAB SECTION DESCRIPTION

This portion of the course is also designed to make the student computer literate. Systems concepts are introduced with an emphasis on computer software utilization. Students use microcomputers to learn word processing (*Word 2007*), presentation software (*PowerPoint 2007*), and electronic spreadsheets (*Excel 2007*.) Students will complete unit assignments, projects, quizzes, and tests based on the material in the Lab book (*Microsoft Office 2007: Illustrated Series*).

SUGGESTED MATERIALS Portable Flash memory stick for file management

REQUIRED TEXTBOOKS

LECTURE: **Shelly/Cashman's** *Discovering Computers 2008: Introductory edition*, Course Technology, ISBN: 1-4239-1204-7.

LAB: *Microsoft Office 2007 Introductory*, Course Technology, ISBN: 1-4239-0559-8.

These books are in two different packages. One package contains a 180 Day trial version of Microsoft Office 2007 if you need access to the software for our Labs. Both packages are available at the JCC bookstore or online by [clicking here](#).

ASSOCIATE DEGREE OUTCOMES The Jackson Community 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:

JCC'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.

In this course, the skills include, among others:

- 1) Critical thinking (ADO 7)

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GRADING PROCEDURE

You can figure your grade at any point by taking the total amount of points that you have earned and dividing this number by the total amount of points possible at that point. Then plug this number into the Grading Scale listed below to determine your grade.

Tentative Activities which are subject to change:

Lecture:

3 chapter tests @ 100 points each or 300 points
11 Quizzes @ 20 points each or 220 points
520 points

Lab:

12 homework projects @ 20 each 240 points
2 tests (Word and Excel) 100 points
1 PowerPoint presentation 50 points
12 unit exercises @ 10 each 120 points
510 points

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

PARTICIPATION and ATTENDANCE POLICY

Your participation and attendance are expected in each class session. Your success will depend greatly on the time spent completing assignments and projects as well as practicing on the computer. Attendance will be taken during each class and 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 the instructor believes they have unofficially withdrawn, 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.

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HOMEWORK/COMPUTER ASSIGNMENTS

Each week you will receive assignments for both the lecture and lab portions of this course. I will post these assignments inside the Grade Book area of our course Web site. Assignments should be completed using techniques covered to date. **Late assignments will be accepted up to one week late after the due date without a penalty. Any work handed in after the one week grace period will not be accepted.**

TESTS

Lecture tests for this class may be given on-line or as written tests, details regarding each exam will be posted inside the course Web site. If you are unable to take a test within the given time frame, you must make arrangements to take the exam at another time **before** it is reviewed. Make-up exams taken after the test date tend to be more difficult than the original test.

PROJECT SUCCESS DAY

On Tuesday_____, classes will not be held at JCC. Instead, the college is offering a wide variety of workshops and other events to help insure your success in your courses. Please remember that regular attendance in class is the first key to your success.

Your attendance at workshops on Project Success Day is optional, but I strongly encourage you to take advantage of the opportunities available. You will be receiving a detailed schedule of Project Success Day events in the coming weeks. If you show proof of participation in Project Success Day, I will give you 10 points of extra credit.

DROP-IN COMPUTER LAB

The open computer labs are located in , Room ___ and within the IT Commons area. Please call for available times (517) 796-8639. Please contact the extension centers directly for their open lab hours.

EXTRA HELP

Tutors and additional free services for academic success can be accessed by calling (517) 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123. Faculty and tutors in the CSS will help you with writing, study skills, test anxiety, math, and reading.

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

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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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**.

COLLABORATION

While JCC 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.

CONSEQUENCES

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors should document instances of academic dishonesty in writing to the Dean of Instruction. 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.

STUDENT APPEAL PROCESS

In the event of a dispute, both students and faculty should follow the Conflict Resolution Policy. This policy is represented in Student Rights and Responsibilities (student handbook) and the Master Agreement.

WITHDRAWALS

Withdrawals from the class must be made **prior to the date posted** in the current schedule of class' book. Students who stop attending class without completing a withdrawal form will receive a grade of **0.0**. **It is the responsibility of the student to withdraw from the course to avoid receiving a 0.0 grade.**

To change from credit to audit or audit to credit, the request must be completed before the end of the ADD/DROP period for the class.

INCOMPLETES

Incomplete grades will generally not be given. Surgery, etc. is really the only reason for an Incomplete course grade. Also, 75% of the coursework must be completed before the last day of the semester to qualify for an Incomplete.

SCHOOL CLOSING POLICY

If Jackson Community College is to be closed due to weather conditions, local radio stations will be notified. If you do not hear an announcement that the college is closed, the campus will be open for classes as scheduled. It is the personal responsibility of students to evaluate their own conditions and decide whether it is safe for him/her to travel to and from the campus.

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Introduction to Computer Information Systems (CIS 101)		
Week Date	Topic	Assignment
1	Class Overview	
2	Lecture: Chapter 1 Lab: Windows Vista & Word – Unit A	Lecture: Chapter 1 Quiz Lab: I.C. #1, page Word 21
3	Lecture: Chapter 2 Lab: Word – Unit B	Lecture: Chapter 2 Quiz Lab: I.C. #1, page Word-45
4	Lecture: Chapter 3 Lab: Word – Unit C	Lecture: Chapter 3 Quiz Lab: I.C. #2, page Word-73
No Class – Project Success Day		
5	Lecture: Chapter 4 Lab: Word – Unit D	Lecture: Chapter 4 Quiz Lab: I.C. #2, page Word-101
6	Lecture: TEST 1: Covering Chapters 1, 2, 3, & 4 (Closed book, no notes) Lab: Word Exam (Computer portion of test is open book, open notes)	
7	Lecture: Chapter 5 Lab: PowerPoint – Units A	Lecture: Chapter 5 Quiz Lab: I.C. #2, page PowerPoint 46
8	Lecture: Chapter 6 Lab: PowerPoint – Units B	Lecture: Chapter 6 Quiz Lab: I.C. #2, page PowerPoint 46
9	Lecture: Chapter 7 Lab: PowerPoint – Unit C	Lecture: Chapter 7 Quiz Lab: I.C. #1, page PowerPoint 69
10	Lecture: Chapter 8 Lab: PowerPoint – Unit D	Lecture: Chapter 8 Quiz Lab: I.C. #3, page PowerPoint 94-95
11	Lecture: TEST 2: Covering Chapters 5, 6, 7, & 8 (Closed book, no notes) Lab: Excel – Unit A	Lab: I.C. #1, page Excel-21
12	Lecture: Chapter 9 Lab: Excel – Unit B	Lecture: Chapter 9 Quiz Lab: I.C. #2, page Excel-47
13	Lecture: Chapter 10 Lab: Excel – Unit C	Lecture: Chapter 10 Quiz Lab: I.C. #1, page Excel-73

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14	Lecture: Chapter 11 Quiz Lab: Excel – Unit D	Lecture: Chapter 11 Quiz Lab: I.C. #1, page Excel-100
15	Lecture: TEST 3: Covering Chapters 9, 10, & 11 (Closed book, no notes) Excel Exam (Computer portion of test is open book, open notes)	
16	PowerPoint Presentations	

This calendar is tentative and can change throughout the semester as deemed necessary by the instructor

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PowerPoint Presentation 50 Possible 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 person found in the "Technology Trailblazers" at the end of a chapter in the Discovering Computers textbook, something related to the computer industry, something of special interest to you, etc.) Include images and transitions in your presentation. Also, include a comparison chart created in Excel. This will be shown during your final laboratory class. The student will present the presentation orally. Presentations should be between 5 and 8 minutes.

Minimum of 10 slides?	(10 points)
Presented to class?	(10 points)
Chart?	(5 points)
Recent information?	(3 points)
Appropriate graphics?	(5 points)
Smooth transitions?	(5 points)
Error-free text?	(3 points)
Appropriate amount of information per slide?	(3 points)
Stays within time limit?	(3 points)
Topic appropriate for presentation?	(3 points)