Text: See MCCC Bookstore for required textbook

Course materials:

- 3-ring binder
- Loose leaf paper
- USB drive

Catalog Description:

This is an introductory Computer Technology course for students who have had little or no exposure to computers. Topics will include the basics of Windows, the Internet, Word Processing, multi-media, and email. Students will use these skills to create a Web-based ePortfolio to showcase their course work. Instructor or advisor permission is required to enroll.

Prerequisites: instructor or advisor permission

Course Coordinator
Kristen Callahan callahak@mercercy.edu
609-570-3216

Revised: Fall 2016
Course Outline
IST033 – Tech Studio

Course Goals:

At the completion of this course, a student will be able to:

1. Create and share an electronic presentation portfolio (ePortfolio) via the World Wide Web. Students will use their ePortfolio for the purpose of showcasing their work, sharing personally developed multi-media with instructors for assessment, and making an internet presence for themselves available to faculty, peers, family, potential employers, or admission counselors of 4-year universities.

2. Understand Windows basics such as booting the computer, starting and closing a program, using the mouse, resizing windows, shortcuts, toolbars, dialog boxes, scroll bars, and shutting down the computer.

3. Understand the PC hierarchical directory / file structure. Student will be expected to view files and create folders using “My Computer”, move and copy files to and from various storage devices, and manage files with “My Documents”. Students will also create a directory / file structure within ePortfolio.

4. Develop a working knowledge of storage devices.

5. Understand Word Processing basics such as starting a program, opening and saving files, creating and editing a document, cutting and pasting text.

6. Demonstrate competence in transferring documents, graphics and other objects from their computer to a server on the Internet and vice versa. These processes are known as uploading and downloading.

7. Explain topics such as the history and evolution of the Internet and the World Wide Web, ethical behavior as it relates to internet usage, copyright law, scams, predators, urban legends, and viruses.

8. Understand the Mercer County Community College “Acceptable Use Policy”.

9. Understand Web Browsers, search engines, and research databases. Use Web search engines to find links to career, academic, or personal interest sites. Use Web-based resources to research topics of interest, collect data, and analyze information. Students may also use the Internet to find multimedia examples for their ePortfolio.

10. Understand the basics of digital communication such as email, discussion boards, “netiquette”, creating and sending messages, replying to and forwarding messages, and handling messages with an attachment. Students will be able to either use their existing email, set up a free email account over the Web, or use the email that exists within ePortfolio.
Course Outline
IST033 – Tech Studio

General Education Knowledge Goals
- **Goal 1.** Communication. Students will communicate effectively in both speech and writing.
- **Goal 4.** Technology. Students will use computer systems and other appropriate forms of technology to achieve educational and personal goals.
- **Goal 9.** Ethical Reasoning and Action. Students will understand ethical issues and situations.

MCCC Core Skills
- **Goal A.** Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.
- **Goal B.** Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.
- **Goal C.** Ethical Decision-Making. Students will recognize, analyze and assess ethical issues and situations.
- **Goal D.** Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.
- **Goal E.** Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Units of study in detail

Course Introduction and the Web
The student will be able to
- Communicate effectively with other classmates and with professor.
  (Course Competencies 1; Gen Ed Goal 1; Core Skills A)
- Understand course objectives and course requirements.
- Discuss why computers are essential components in the business world and society in general.
  (Course Competencies 1; Gen Ed Goal 1; Core Skills A)
- Demonstrate knowledge of popular web search engine.
  (Course Competencies 5; Gen Ed Goal 1,4; Core Skills E)
- Manage data on a flash drive for efficient future reference.
  (Course Competencies 4; Gen Ed Goal 1,4; Core Skills E)
- Evaluate sources of information for authority, reliability, currency, bias
  (Course Competencies 8; Gen Ed Goal 1,4; Core Skills B,D)
- Defend a position either for or against a current ethical issue related to information technology.
  (Course Competencies 9; Gen Ed Goal 1,9; Core Skills B,C,D)
Course Outline
IST033 – Tech Studio

**Hardware and Word Processing**
The student will be able to
- Describe computer terminology and nomenclature, with respect to personal computer hardware.
  (Course Competencies 2; Gen Ed Goal 1,4; Core Skills A)
- Differentiate the various functions of computer hardware.
  (Course Competencies 3; Gen Ed Goal 1,4; Core Skills A)
- Use word processing software to generate documents and demonstrate competence.
  (Course Competencies 5,6; Gen Ed Goal 1,4; Core Skills E)
- Defend a position either for or against a current ethical issue related to information technology.
  (Course Competencies 9; Gen Ed Goal 1,9; Core Skills C)

**Data, Productivity Software and Ethics**
The student will be able to
- Describe computer terminology and nomenclature, with respect to personal computer software.
  (Course Competencies 2; Gen Ed Goal 1,4; Core Skills A)
- Defend a position either for or against a current ethical issue related to information technology.
  (Course Competencies 9; Gen Ed Goal 1,9; Core Skills C)
- Use productivity software to accomplish tasks.
  (Course Competencies 5,6; Gen Ed Goal 1,4; Core Skills E)

**Course Grade Evaluation:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Weekly assignments/ quizzes</td>
<td>50%</td>
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<tr>
<td>Attendance and Participation</td>
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<tr>
<td>Weekly notebook</td>
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<tr>
<td>Final ePortfolio Oral Presentation</td>
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</tr>
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</table>

100%