

## Mercer County Community College Course Outline

<b>Course Number</b>	IST 033
<b>Course Title</b>	Tech Studio
<b>Credits</b>	2
<b>Lecture Hours</b>	1
<b>Laboratory Hours</b>	2
<b>Length of Semester</b>	15 Weeks

**Text:** TBA

### **Course materials:**

- 3-ring binder
- Loose leaf paper
- USB drive, minimum 128 MB

### **Catalog Description:**

An introductory computer technology course for students who have had little or no exposure to computers. Topics include the basics of Windows, the Internet, word processing, multi-media, and email. Students create a web-based ePortfolio to showcase their course work.

Prerequisites: None

Co-requisites: ENG 033, ENG 023

Andrea Lynch, [lyncha@mccc.edu](mailto:lyncha@mccc.edu), ext. 3652 or 6611  
Course Coordinator

## **General Course Objectives:**

The 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.

### **Classroom Conduct Statement:**

It is the student's responsibility to attend all of their classes. In the event of an absence, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time and cell phone use is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils or cell phone use during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community and pride and respect; we are all here to work cooperatively and to learn together.

### **Assignment Policy:**

All assignments are expected to be handed in on the due date at the beginning of class. If for any reason a student cannot complete the assignment on time and fails to inform the instructor before the due date, 20% will be deducted from the assignment grade.

### **Attendance Policy:**

Students are expected to attend all class meetings on time. If, for any reason, a student needs to miss a class, the instructor must be contacted before the start of class in order for that to count as an excused absence. Every unexcused absence takes one point off of the final grade. If a student is late for class without prior permission for 3 classes, this counts as an absence.

### **Academic Integrity Statement:**

“A student who, a) knowingly represents work of others as his/her own; b) uses or obtains unauthorized assistance in the execution of any academic work; or c) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized.”  
(Student Handbook)

**Course Grade Evaluation:**

Weekly lab assignments	50%
Attendance and Participation	20%
Weekly notebook	15%
Final ePortfolio Oral Presentation	<u>15%</u>
	100%

Students will earn the following letter grades:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
NC	0-69

**Grading rubric is as follows:**

Grade	Lab assignments	Attendance and Participation	Weekly notebook	ePortfolio Presentation
	50%	20%	15%	15%
<b>A</b>	Successfully complete 15 of the weekly lab assignments with 90% or better.	Attend 90% or better of the class meetings. Ask and answer questions and constructively comment every class.	Complete all weekly writing assignments with clarity and according to direction.	ePortfolio is complete with text and multimedia, presentation is clear and understandable.
<b>B</b>	Successfully complete 15 of the weekly lab assignments with between 80 – 89%.	Attend between 80 – 89% of the class meetings. Ask and answer questions and constructively comment most class meetings.	Complete between 99 – 89% of the writing assignments with moderate clarity and following most of the direction.	ePortfolio has some text and multimedia, presentation is understandable.
<b>C</b>	Successfully complete 15 of the weekly lab assignments with between 70 – 79%.	Attend between 70 – 79% of the class meetings. Ask and answer questions and constructively comment infrequently.	Complete between 70 – 79% of the writing assignments with moderate clarity and following most of the direction.	ePortfolio has some text and multimedia, presentation is completed in time allotment.
<b>NC</b>	Less than 70% of the lab assignments are complete	Attendance is less than 70% and participation is minimal.	Writing assignments are less than 70% complete.	ePortfolio is incomplete and not presented complete.

### **Instructional Methods:**

Teaching-learning methods used shall include demonstrations, discussions, hands-on independent exercises, hands-on instructor directed exercises, lecture, group activities, and collaborative learning.

Students will be expected to keep a weekly notebook where they take notes on content, reflect on learning objectives, and record observations, and future goals. Students will be encouraged to read and comment on the work of their peers and to communicate orally by preparing a final end-of-semester presentation. Ethical issues that relate to computer technology will be analyzed and discussed.

### **The Course in Detail:**

<b>Week</b>	<b>Topic</b>	
1.	Introduction	<ul style="list-style-type: none"><li>▪ Classroom behavior guidelines and review of expectations of a college student.</li><li>▪ Course overview</li><li>▪ Get acquainted exercises</li><li>▪ Show sample ePortfolio</li><li>▪ Review MCCC acceptable use policy</li></ul>
2.	Windows	<ul style="list-style-type: none"><li>▪ Booting and shutting down the computer</li><li>▪ Starting and closing a program</li><li>▪ Using the mouse, eye/hand coordination</li><li>▪ Toolbars, dialog boxes, and scroll bars</li></ul>
3.	Word	<ul style="list-style-type: none"><li>▪ Starting a program</li><li>▪ Opening, saving, and printing files</li><li>▪ Creating and editing a document</li><li>▪ Inserting clip art</li><li>▪ Cutting and pasting text</li><li>▪ Spelling and grammar check</li><li>▪ Begin typing notebook entries</li></ul>
4.	Managing Files	<ul style="list-style-type: none"><li>▪ Understand the basics of the PC file structure</li><li>▪ Use “Windows Explorer” to manage files</li><li>▪ Storage devices and drive designations</li><li>▪ Creating, moving and copying directories</li><li>▪ Creating files</li><li>▪ Moving and copying files</li><li>▪ Moving / copying files between storage device</li></ul>
5.	Researching on the Internet (Library staff)	<ul style="list-style-type: none"><li>▪ Surfing vs. Researching</li><li>▪ Web browsers and Search engines</li><li>▪ Copyright, scams, predators, urban legends, and viruses</li><li>▪ Ethical Internet behavior</li><li>▪ Acceptable use policy</li></ul>

Course Outline  
IST033 – Tech Studio

6.	The Internet	<ul style="list-style-type: none"> <li>▪ History of the Internet</li> <li>▪ Surfing</li> <li>▪ Clip-art, pictures, and multimedia</li> <li>▪ Scavenger Hunt</li> </ul>
7.	Email	<ul style="list-style-type: none"> <li>▪ Use digital communication (email, discussion boards)</li> <li>▪ “Netiquette”</li> <li>▪ Creating and sending messages</li> <li>▪ Reply, reply all</li> <li>▪ Forward</li> <li>▪ Virus detection and protection</li> <li>▪ Working with attachments</li> </ul>
8.	ePortfolio - Intro	<ul style="list-style-type: none"> <li>▪ Demonstration</li> <li>▪ Logon</li> <li>▪ Get acquainted with ePortfolio tools</li> </ul>
9.	ePortfolio - Web Page design	<ul style="list-style-type: none"> <li>▪ Principles of good Web design</li> <li>▪ Templates, aesthetics</li> <li>▪ Design portfolio on paper (approval needed)</li> </ul>
10.	ePortfolio – Journal entries	<ul style="list-style-type: none"> <li>▪ Layout ePortfolio</li> <li>▪ Upload journal entries</li> </ul>
11.	Multimedia - Intro	<ul style="list-style-type: none"> <li>▪ Create and/or find multimedia objects such as pictures, video, and scanned images.</li> <li>▪ Capture and store digital objects using Tech Studio equipment</li> <li>▪ Import multimedia objects to desktop computer from external device</li> </ul>
12.	Multimedia and the Internet	<ul style="list-style-type: none"> <li>▪ Use the internet to find multimedia</li> <li>▪ Download multimedia objects from the Internet to external storage</li> </ul>
13.	Multimedia and ePortfolio	<ul style="list-style-type: none"> <li>▪ Upload multimedia from external storage to the ePortfolio</li> </ul>
14.	The Final Project	<ul style="list-style-type: none"> <li>▪ Develop a personal ePortfolio</li> </ul>
15.	Oral presentations	<ul style="list-style-type: none"> <li>▪ Present the ePortfolio to class and invited guests</li> </ul>