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IST 101 - Lecture

Introduction to Information Technology

Summer 2017 6W1 COURSE OUTLINE

Lecture: MW 1:00–3:30pm in JB-141

YOU MUST ENROLL IN AND SUCCESSFULLY COMPLETE A COREQUISITE IST 101 LAB

COURSE DESCRIPTION

Introduction to information technology concepts and skills. Survey of current computer hardware and software, their use in organizations, and attending ethical issues. An introduction to popular software applications (word processing, spreadsheets, and presentation graphics). No computer background required. (4 units)

COURSE OUTCOMES:

- Identify and describe the component parts of a computer (input, process, output and storage).
- Identify and describe the application of computers in your life (web, networking, security & ethical issues).
- Demonstrate basic user skills in Word, Excel and PowerPoint.

COURSE MATERIALS

1. **Lecture:** Visualizing Technology, Introductory by Debra Geoghan 5th edition, ISBN: 9781323658499.

If you would like to rent the book, you may use the link below: <https://www.vitalsource.com/products/visualizing-technology-introductory-debra-geoghan-v9780134475219>

2. **Lab:** Shelly Cashman Microsoft Office 365 & Office 2016 (w/ SAM 365 & Access Code), ISBN: 9781337356145
→ bundle, loose-leaf print option (also includes e-book). Note: If you purchase the bundle, you do NOT need to purchase a separate access card).

OR

LMS Intg SAM 365 & 2016 Assessmt(MT Access), ISBN: 9781337114004 → all digital materials found on CSUSB's Blackboard – <http://blackboard.csusb.edu>

3. Microsoft Office 2016 365 software is free to current CSUSB students. Alternatively, you can use the computers in the open lab in JB 123 or computers in your classroom. **Warning – do NOT use an earlier version of Microsoft Office for lab projects.**

COURSE ACTIVITIES

Lab Assignments and Quizzes: You will demonstrate competency in the basic skills of three popular organizational productivity software applications (Word, Excel and PowerPoint) by completing a number of assignments in each application. Students will take two assessment quick/test one after Word and PPT, and one after the Excel module.

Lecture Quizzes: Quizzes are to encourage each student to read the assigned text chapters before that day's lecture. Quizzes can be found on Blackboard. They are completed and graded online. Scores are available in the Blackboard gradebook. You may take the same quiz as many times as you like before deadline, the last score is the score recorded in the gradebook. Quizzes cannot be taken after the start of the class that discusses that chapter's material.

Read the assigned chapter before taking a quiz.

Lecture Examinations: Each student will take two examinations consisting of true/false, multiple choice test items and/or short essay questions. If the examination is classroom-based, you must bring 2 forms of legal picture ID, a scantron, and a #2 pencil. Exams are "closed-book." All cell phones, digital devices (language dictionaries and notebook computers, etc.) must be turned off and out of sight.

COURSE EVALUATION:

Lab Training, Projects & Quizzes	40%
Lecture Chapter Quizzes	20%
Lecture Examinations	40%
Participation (no points are assigned, but there will be deductions when a student missed a class without documented reasons)	

COURSE GRADE when your final weighted total is:

93% and greater	A	73 to 76.9%	C
90 to 92.9%	A-	70 to 72.9%	C-
87 to 89.9%	B+	67 to 69.9%	D+
83 to 86.9%	B	63 to 66.9%	D
80 to 82.9%	B-	60 to 62.9%	D-
77 to 79.9%	C+	59.9% and less	F

COURSE INSTRUCTOR:

Jake Zhu, Ph. D.
Office: JB 541 909-537-5068
Office Hrs: By appointment
Email: jzhu@csusb.edu

(include "2017 Summer 6w1 101" in email subject line)

COURSE POLICIES:

- a) An atmosphere of respect for the instructor and other students is mandatory. The instructor reserves the right to request that you leave a class session if you engage in disrespectful or disruptive behavior.
- b) Turn cell phones off or to vibrate. Please leave the classroom to answer a phone call.

- c) All work is due on the date designated. All work is due online except otherwise stated. Assignments are due at 11:00 PM on the deadline date unless it is otherwise specified. No late assignment will be accepted.
- d) There is no opportunity for make-up work for written projects or quizzes missed or for poor exam performance. A good grade for this course is achieved through **CONSISTENT** quality work.
- e) Each student is expected to come to class prepared. Failure to complete assigned readings is serious. Attending class is the best preparation for exams.
- f) You are responsible for any changes to the syllabus or assignments made during a class session whether you attend the session or not.
- g) Only under extreme circumstances can an exam be made up. You will be responsible for documenting these extreme circumstances. Any make-up exam will be penalized 10% automatically.
- h) Any academic dishonesty, such as plagiarism or cheating on exams, will result in a failing grade for the course. Plagiarism is taking another's work and presenting it as your own work. Cheating includes submitting work previously graded in another course without the instructor's approval. Unauthorized copying of software is illegal and against the policies of this university.
- i) Grades and scores cannot be physically posted or emailed as this violates CSUSB's privacy policies.
- j) See "General Regulations and Procedures" in the CSUSB Bulletin of Courses for the university's policies on academic dishonesty, plagiarism and course withdrawal.
- k) Support for Students with Disabilities: If you are in need of an accommodation for a disability in order to participate in this class, please contact Services to Students with Disabilities at UH-183, (909) 537-5238.

COURSE SCHEDULE (Subject to Change)

Date	Topic	Reading
June 21	What is a Computer? Using Technology to Change the world	Ch 1
June 26*	Course Introduction Application Software	Ch 2**
July 28	File Management	Ch 3**
July 5*	Hardware	Ch 4**
July 10	System Software	Ch 5**
July 12*	EXAM 1 , Digital Devices and Multimedia	Ch 1 – 5, Lecture, Ch. 6
July 17	Using the Internet	Ch 7**
July 19*	Communicating and Sharing: The Social Web	Ch 8**
July 24	Networking	Ch 9**
July 26*	Security and Privacy Protecting Your Digital Data	Ch 10**
TBA	EXAM 2	Ch 6 – 10

* Possible Online sessions

** Blackboard Quiz for this chapter due before class on this date.



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