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IST 101 - Lab
Introduction to Information Technology
Summer 2017 6W1 COURSE OUTLINE

YOU MUST ENROLL IN AND SUCCESSFULLY COMPLETE THE COREQUISITE IST 101 LECTURE

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)

LAB MATERIALS

1. **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** Other materials found on CSUSB's Blackboard – http://blackboard.csusb.edu
2. 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**.
3. There are 3 ways you can obtain the *lab* required materials:
   • Coyote Bookstore – Bookstore will have both options for you to choose from. Students that are on financial aid will need to purchase from the Bookstore

   • Go Completely Digital! – You can opt to purchase when login to SAM for the first time through Blackboard. Please note that you will NOT have the option to purchase the bundle from here, meaning that your book will be an e-book.

   • Purchase Directly from Cengage Website - http://services.cengagebrain.com/course/site.html?id=1727751 – This will give you Instant Access to SAM, and you can choose between the bundle (Loose-leaf will be mailed to you), or Digital.

LAB ACTIVITIES

Lab Assignments: You will complete **skill-based training** assignments for each of the three application programs (i.e., Word, PowerPoint and Excel). You will also complete a number of application **projects** that will reinforce and expand your computer literacy skills. You will download instructions and files from the SAM LMS (accessible from course **Blackboard**) necessary to complete each project. Completed files are uploaded to SAM for grading.

You can continue to re-do training assignments and projects until the due date.

You will learn how to use the application software from a variety of sources: SAM training assignments, the lab text, other lab students and the lab instructor. While other students can help you with specific software functions, you **MUST** download your own project materials, complete your own projects and upload your own completed project files to your SAM account. Submitting another person's files is plagiarism and will result in a failing grade for the course.

While you can complete lab assignments from any computer that connects to the Internet, you are strongly encouraged to complete assignments in your lab section during class meetings. Lab computers WILL always connect to Blackboard and SAM. Your lab instructor can help you if training modules and text resources do not instruct you in a particular application's function.

Use college Open Lab (JB-123) computers to complete assignments outside of your lab sessions. These computers are also configured with Microsoft Office 365 and Office 2016 supporting SAM labs for this class.

Lab Quizzes**: Two lab quizzes are scheduled, one after MS Word and PPT learning modules, and one after the MS Excel module. Best preparation for a quiz is a review of that module's projects and training. <u>Quizzes must be taken on the date scheduled</u>.

LAB EVALUATION
Lab scores will determine 40% of your IST 101 course grade.

LAB POLICIES:
a) An atmosphere of respect for the instructor and other students is mandatory. The lab 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 lab to answer a phone call.
c) You are responsible for any changes to the syllabus or assignments made during a lab session whether you attend the session or not.
d) Only for <u>extreme</u> circumstances can a quiz be made up. You will be responsible for documenting these extreme circumstances. Any make-up quiz will be <u>penalized 10% automatically</u>.
e) All training assignments and projects are due on the date and time designated at 11:00 PM unless it is otherwise specified by the instructor.
f) <u>Any</u> academic dishonesty, such as plagiarism or cheating on exams, will result in a <u>failing grade for the course</u>. 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.
g) See "General Regulations and Procedures" in the CSUSB Bulletin of Courses for the university's policies on academic dishonesty, plagiarism and course withdrawal.
h) 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.

LAB SCHEDULE (Subject to Change)

Date	Topic	Assignment Due Dates	Quizzes
June 21	Lab Introduction	Blackboard Access and SAM account Setup	
June 26*	Word	Word Module 2 Training & Word Module 2 Project	
July 28	Word	Word Module 3 Training	
July 5*	Word	Word Module 3 Project PwrPt Module 2 Training	
July 10	PowerPoint	PwrPt Module 2 Project PwrPt Module 3 Training	
July 12*	PowerPoint	PwrPt Module 3 Project	MS Word & PwrPt Skills Quiz
July 17	Excel	Excel Module 1 Training & Project Excel	
July 19*	Excel	Excel Module 2 Training	
July 24	Excel	Excel Module 2 Project & Excel Module 3 Training	
July 26*	Excel	Excel Module 3 Project	Excel Skills Quiz
There is NO Lab Final Exam			

Note: Date with * denotes an online session.