

**Hagerstown Community College**  
**Master Syllabus - Online**

**COURSE: IST102 Introduction to Information Technology 3 credits DATE: Spring 2018**

**INSTRUCTOR:**

**COURSE DESCRIPTION:**

This computer literacy course provides students with an opportunity to become successful computer users. This course offers knowledge of computers in the real world context that students must master in order to succeed in college and in their careers. Students learn about different components of a computer and the different roles computers play within an organization. They will explore operating systems, storage devices and learn tips for making wise computer purchases. Basic application software, file management and basic Windows principles are explored. After completing this course, students will have the foundation to prepare for the IC3 certification. The philosophy behind IC3 certification is to define the concepts all students must know in order to be considered computer literate. The Internet and Computing Core Certification is a global, validated, standards-based training and certification program.

**TEXTBOOK:**

- Technology in Action, Complete, 13/E – Alan Evans, Kendall Martin, Mary Anne Poatsy, ISBN-10: 0-13-428910-2 • ISBN-13: 978-0-13-428910-6 – ©2017 • Pearson Education
- Skills for Success with Office 2016 Volume 1 – Chaney Adkins, Hawkins Hain, Murre Wolf – ISBN-10: 0-13-432078-6 • ISBN-13: 978-0-13-432078-6 – ©2017 • Pearson Education

**STUDENT LEARNING OUTCOMES:**

- Compare, contrast and select appropriate technology to enhance personal and professional tasks
- Critically evaluate data through technology resources
- Process and communicate information through technology resources
- Evaluate and employ safe security computing practices

**MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE**

	DIRECT Faculty Instruction <b>Online</b>	Student Work Out of Classroom
At home Readings “lecture”		37.5
Skills for Success Training	7 training modules (may be taken three times each, the highest score will be recorded)	<b>21 hours15</b>

Skills for Success Projects	7 projects to test the students' success on the training modules (may be taken three times each, the highest score will be recorded)	<b>21 hours</b>
Research Exams Exam 1 – Technology in Action - Chapters 1, 2, 3, 6 (12%) Exam 2 – Technology in Action - Chapters 4, 5, 7, 9 (12%)	Taken at home (may be taken only one time each); 2 exams=approximately 16 hours (time includes studying for, taking exam)	<b>16 hours</b>
Active Help Desk Assignments 10	10 assignments (may be taken three times each, the highest score will be recorded)	<b>15 hours</b>
<b>Total Hours</b>		<b>90 h</b>

**Services for Students with Disabilities:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.