

# Hagerstown Community College Master Syllabus

## CSC102-03: Introduction to Information Technology

### Course Information

CSC102-03: Introduction to Information Technology

3 Credits

Spring 2019

### Instructor Information

### 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 and Course Materials

- 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

### Software

- Windows 10
- Office 365 Home Premium; Office 2016. These software suites contain Word 2016, Excel 2016, PowerPoint 2016 and Access 2016, the required software for this course. You may purchase 6 months subscription to Office 365 at the campus bookstore. Or, you may take advantage of your HCC email address and access Word, Excel, PowerPoint through Cloud Computing. Check Myitlab for specific directions. You could also consider purchasing through Microsoft's student discount at the following link: <http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx>
- An older version of Office will NOT be acceptable for this course. This includes Office 2000, 2003, 2010 or 2013.
- Microsoft Works will NOT work for this course.

## Additional Supplies

- Earbuds
- Flash Drive (optional)

## PROJECT/DATA FILES

- The data files that are required to complete the exercises in these textbook are located in your MYITLAB site under Student Data Files (Note: this file is over 200 megabytes)

## 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

## Definition of Credit Hour: Classroom Courses

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute academic hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours in the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to complete at least 2 hours of coursework outside of class for each hour of in-class coursework.

Classwork type	Direct Faculty Instruction In-class <b>37.5 hours required</b>	Student Work Out of Classroom <b>75 hours required</b>
Skills for Success Training	7 training modules (may be taken five times each, the highest score will be recorded) <b>18 hours</b>	Skills for Success Training
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>	Skills for Success Projects
Skills for Success Exams Word (3) Excel (2) PPT (2)	Taken at home (may be taken only one time each); 7 exams=approximately <b>21</b> hours (time includes studying for, taking exam)	Skills for Success Exams Word (3) Excel (2) PPT (2)
Research Exams	Taken at home (may be taken only one time each); 2	Research Exams

Classwork type	Direct Faculty Instruction In-class <b>37.5 hours required</b>	Student Work Out of Classroom <b>75 hours required</b>
Exam 1 (TIA Chapters 1, 2, 3, 6) Exam 2 (TIA Chapters 4, 5, 7, 9)	exams=approximately 16 hours (time includes studying for, taking exam) <b>16 hours</b>	Exam 1 (TIA Chapters 1, 2, 3, 6) Exam 2 (TIA Chapters 4, 5, 7, 9)
Active Help Desk Assignments (10)	10 assignments <b>10 hours</b>	Active Help Desk Assignments (10)
<b>Total</b>	<b>37.5 hours</b>	<b>75 hours</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.