

# **INTRO TO INFORMATION TECHNOLOGY**

## **CS 201**

### **Catalog Description**

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A brief exposure to theory and operations of information technology. Concepts presented include computer systems, hardware and software. Hands-on experience with selected productivity software packages.

### **Course Objectives**

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After successfully completing this course, you should find that you have:

- Learned the concepts of a computer-based information processing system
- Developed an understanding of the terminologies unique to the computer science field
- Acquired the ability to use selected commercial application packages

### **Course Materials**

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- Textbook
  - Title: Microsoft Office 2007 — A Professional Approach
  - Author: Deborah Hinkle, Kathleen Stewart, Pat Graves, Amie Mayhall, Jon Juarez and John Carter
  - Publisher: McGraw-Hill
  - Date: 2008

### **Detailed Course Outline**

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<b>Topic</b>		<b>Lecture Hours</b>
<b>I</b>	<b>Essential Computer Concepts</b>	<b>3</b>
a	Hardware	0.5
b	Software	0.5
c	Memory	0.5
d	Media	0.25

<b>Topic</b>		<b>Lecture Hours</b>
e	Data communications	0.25
f	Network basics	0.5
g	Internet security procedures	0.5
<b>II</b>	<b>Using Word</b>	<b>9</b>
a	Basic skills	1
b	Paragraph formatting	3
c	Page formatting	3.5
d	Assessment	1.5
<b>III</b>	<b>Using Excel</b>	<b>9</b>
a	Introduction to Excel	1.5
b	Working with formulas and functions	3.5
c	Enhancing worksheet appearance	2.5
c	Assessment	1.5
<b>IV</b>	<b>Using PowerPoint</b>	<b>9</b>
a	Basic skills	2
b	Presentation illustration	5.5
c	Assessment	1.5
<b>V</b>	<b>Using Access</b>	<b>9</b>
a	Understanding Access database	3
b	Designing and managing database objects	5.5
c	Assessment	1.5

## **Course Policy**

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### **Attendance Policy**

Attendance is not mandatory, but it is to your advantage to be present for every class meeting. In order to perform well in this class, attendance needs to be a priority. If you are absent for a class, it is your responsibility to catch up on announcements or assignments that you miss.

### **Excused Absences**

In order to be excused, an absence must be documented by an infirmity or prescription slip or a note on letterhead from a doctor or from the appropriate university authority. There will be no exceptions to this policy.

## **Grading Policy**

Lab Assignments	15%
Projects	20%
Exam 1	20%
Exam 2	20%
Final Exam	25%

## **Lab Assignments**

Lab assignments will be given regularly. These assignments are designed to reinforce the concepts covered during the lecture. Lab assignments must be completed by the specified deadline. Late assignments will not be accepted. If you must be absent when a lab assignment is due, it is your responsibility to provide proof of the excused absence along with the completed assignment upon your return at the next class meeting. Lab assignments that do not compile will be given an automatic grade of zero.

## **Projects**

There will be a minimum of 4 projects during the course of the semester. These projects are designed to give the student an opportunity to put into use the principles of software design and computer programming. When each project is assigned, it will be accompanied by a set of milestones, or deadlines, for the various aspects of the project. These deadlines are non-negotiable. If you must be absent when a project is due, it is your responsibility to provide proof of excused absence along with the completed assignment upon your return at the next class meeting. Failure to meet a given deadline without an excused absence will result in the student receiving no credit for that project. As with lab assignments, projects that do not compile will be given an automatic grade of zero.

## **Make-up Exams**

Only students who have excused absences (as defined above) during an exam period will be given make-up exams. It is the student's responsibility to contact the instructor to schedule a time for the make-up exam.

## **Cheating**

The academic misconduct policy of the University will be followed in this course. The policies of academic honesty will be strictly enforced in this class. You are expected to do your own work. Copying another student's work will not be tolerated. The penalty for copying another student's work will be failure in the course. Students must adhere to the University Policy on Academic Honesty, as specified in the JSU Student Handbook.

## **Disruption**

All students are expected to attend class fully prepared with appropriate materials and all electronic devices (cell phones, pagers, etc.) turned to the OFF position. Any student behavior deemed disruptive by the professor will result in expulsion of the student from the classroom and possible disciplinary action.

## **Other Course Policies**

Any student who receives failing grades during the course is encouraged to discuss this with the instructor as soon as possible.

All requests for accommodations (disabilities, school events, etc.) are welcome.

## **Course Syllabus**

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The syllabus for this course can be downloaded [here](#) in PDF format.