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DEPARTMENT Computer Science and Information Systems

COURSE PREFIX COURSE NUMBER CREDIT HOURS:

Location: High School Classroom

Meeting Time: As Scheduled

I. TITLE :

Introduction to Information Technology

II. COURSE DESCRIPTION AND PREREQUISITE(S):

Course is designed for students pursuing any program of study. A student taking this course will gain competency with file management, word processing, spreadsheet, database management, and presentation graphics software. In addition, the student will become familiar with general computer technology such as computer hardware, computer operations, networks, the Internet and the World Wide Web. Prerequisite: math ACT score of at least 19 (or higher).

III. COURSE OBJECTIVES:

At the successful completion of this course, the students will

- A. Demonstrate a general understanding of computing and its uses,
- B. Demonstrate proficiency in creating and managing files and folders,
- C. Demonstrate word processing proficiency in creating research documents and papers formatted according to any generally acceptable document formatting style,
- D. Demonstrate competency in designing and using spreadsheets to assist in decision making,
- E. Demonstrate competency in designing and querying simple databases,
- F. Demonstrate proficiency in using presentation software to develop and to enhance oral presentations, and
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In addition, the students will have developed sufficient knowledge to make informed decisions on the selection of a personal computer and will be able to use that product effectively under supervision.

IV. CONTENT OUTLINE:

Computer Concepts

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

V. INSTRUCTIONAL ACTIVITIES:

Instructional methodology will include lecture and discussion of literacy concepts. Application concepts will be presented by lecture, demonstration and supervised activities.

Approximately 30% of the time will be allocated for concepts and 70% allocated for software applications.

VI. FIELD, CLINICAL

VII. TEXT(S) AND RESOURCES:

RESOURCES:

Microsoft Office Professional Software (2010, 2013, or 2016 depending on availability at each high school) and computers using Windows

TEXTS AND REFERENCES

Using Information Technology, Intro Version by Brian K. Williams and Stacey C. Sawyer. (Custom Published ISBN 978-0-07-351683-7)

Authorization Code for Microsoft Office Integrated SimNet/SimGrade. This code can be purchased through Murray State University Bookstore or online. An instruction to purchase the code online will be provided.

VIII. EVALUATION AND GRADING PROCEDURES:

Total points consist of the following:

Activities	Percent of grade
<hr/> Literacy concept exams	30%

- d. Auditing Those wishing to receive an Audit for the course, must not miss more than the allowed number of absences (one week of classes), complete all homework assignments and must receive an average of 65% on all homework assignments. The rules for submitting those homework assignments are outlined ~~in a~~ ^{in a} ~~paper~~.
- e. Record and Verification of Grades ~~Yes~~ you should maintain a record of your grades and retain all assignments ~~return~~ ^{returned} to you until after final grades are posted. In addition, you should maintain a ~~back~~ ^{backup} copy of all work. You will be provided the opportunity to verify your
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- f. Additional outside work ~~No~~ additional work will be a

Fabrication and Falsification Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own.

B.