

Required Media/Equipment/Software:

Custom package ISBN: 9781256643524

Introductory Technology in Action, Evans, 8th Edition, Evans, Martin and Poatsy, Pearson/Prentice Hall, 2012, ISBN 9780131391581

Power-Up! A Practical Student's Guide to Online Learning, Author: Reavis, custom print for Delta Corporation, Pearson, ISBN 9780558040130

MyITLab Access Card & 180 trial Office 2010 ISBN's 97801329566338 & 9781256644477

The following software is required or this class:

1. A computer running Windows XP, Vista, or Windows 7
2. Microsoft Word™ (2007 or 2010), Excel™ (2007 or 2010), Access™ (2007 or 2010), and PowerPoint™ (2007 or 2010) software programs; **or** 3. OpenOffice Suite of products that are similar to Microsoft (but free and downloadable from the Internet) <http://www.openoffice.org/>

Notebook, pen, pencil, highlighter, and floppy disk or USB drive (may be bundled with text).

Resources:

Library materials, periodicals, newspapers, and Internet resources may be used for research and other purposes.

Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Demonstrate an understanding of the operational components of personal computers.
2. Demonstrate a basic understanding of the functioning of current technology in the workplace.
3. Demonstrate a basic understanding of how common applications software programs are used.
4. Demonstrate a basic understanding of the Internet and how to access and use its resources.
5. Demonstrate a basic understanding of personal and social issues related to information technology.
6. Demonstrate a basic understanding of Local Area Network access and responsibilities
7. Demonstrate a basic understanding as an informed consumer of technological services and equipment.

Topical Outline:

- | | |
|-----------------------------------|--|
| 1. Getting Started | 9. Sending email and attachments |
| 2. Windows OS | 10. Word, Excel, Access, PowerPoint |
| 3. Installing/Using Software | 11. Sound |
| 4. File Basics | 12. Graphics |
| 5. Organizing files and folders | 13. Desktop video and animation |
| 6. protecting your files | 14. Physical components of computer |
| 7. connecting to the internet | 15. Buying decisions regarding PC and upgrades |
| 8. Browsing and searching the web | |

	<p style="text-align: center;">IN CLASS HOURS</p> <p style="text-align: center;">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p style="text-align: center;">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;">OUT OF CLASS HOURS</p> <p style="text-align: center;">STUDY/PREP/REVIEW</p> <p style="text-align: center;">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;">NOTES</p> <p style="text-align: center;">DUE DATES</p>
1	<p>Welcome & Introduction Course Overview (Syllabus, Course Outline) Classroom Procedures Introduction to Book on CD capabilities, Introduce Textbooks, Review TOC as Course Guide: Review IC³ Certification Standard if offered, and the Microsoft Specialist Certification opportunities</p>	<p>Determine how you will save and store your files for this class and other classes you may be taking. What is your backup plan?</p>	<p>Local access permissions may vary, check with IT Analyze student/ class background & capabilities</p>
2	<p>Review Logon Procedures, Startup & Shutdown Review Storage/Download Procedures Set up Tracking disk Use & Care of USB flash drives –portable storage device or external storage device Online Testing/Assignments Procedures if applicable</p>		<p>Lab computers may deny access to control panel and installation capabilities. Material may be demonstrated by Instructor</p>
3	<p><i>Chapter 1, Why Computers Matter to You: Becoming Computer Literate</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Why Should You Become Computer Literate?, p. 4 • Becoming a Savvy Computer User and Consumer, p. 4 • Being Prepared for Your Career, p. 6 • Computers in Today's Careers, p. 6 • DIG DEEPER: Computers Migrate into the Living Room, p. 12 <p><i>Technology in Focus: The History of the PC</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Understanding the Challenges Facing a Digital Society, p. 22 • ETHICS IN IT: Knowledge Is Power—Bridging the Digital Divide, p. 22 • The First Computer: The Altair, p. 35 • The Apple I and II, p. 35 • Enter the Competition, p. 36 • Other Important Advancements, p. 38 • The Graphical User Interface, p. 40 • The Internet Boom, p. 41 • Making the PC Possible: Early Computers, p. 42 • MyITLab: Sound Byte, The History of the 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session • Complete the MyITLab activities outlined for this session. • Complete the Topic 1 discussion for this Session. 	

	<p style="text-align: center;">IN CLASS HOURS</p> <p style="text-align: center;">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p style="text-align: center;">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;">OUT OF CLASS HOURS</p> <p style="text-align: center;">STUDY/PREP/REVIEW</p> <p style="text-align: center;">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;">NOTES</p> <p style="text-align: center;">DUE DATES</p>
...	<p>Personal Computer</p> <ul style="list-style-type: none"> • Multiple Choice Questions, p. 45 		
4	<p><i>Chapter 2, Looking at Computers: Understanding the Parts</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Understanding Your Computer, p. 48 • MyITLab: Active Helpdesk, Understanding Bits and Bytes • MyITLab: Sound Bytes, Binary Numbers Interactive • Input Devices, p. 51 • MyITLab: Active Helpdesk, Using Input Devices • MyITLab: Sound Bytes, Tablet and Notebook Tour • ETHICS IN IT: What Is Ethical Computing?, p. 58 • Output Devices, p. 60 • MyITLab: Active Helpdesk, Using Output Devices • Processing and Memory on the Motherboard, p. 67 • MyITLab: Sound Bytes, Virtual Computer Tour 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	<p>3 hours outside hours</p> <p>Course Project Assignment : As assigned by instructor</p>
5	<p><i>Chapter 2, Looking at Computers: Understanding the Parts</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Storing Data and Information, p. 69 • MyITLab: Active Helpdesk, Exploring Storage Devices and Ports • Connecting Peripherals to the Computer, p. 71 • MyITLab: Sound Bytes, Port Tour: How Do I Hook It Up? • Power Controls, p. 75 • Setting It All Up, p. 77 • MyITLab: Sound Bytes, Healthy Computing • TRENDS IN IT: Emerging Technologies—Displays That You Can Take with You, p. 80 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
6	<ul style="list-style-type: none"> • Assignment • MyITLab: Chapter 1 End-of-Chapter Self Test • MyITLab: Chapter 2 End-of-Chapter Self Test • Review for Session Exam 	<ul style="list-style-type: none"> • Complete the MyITLab activities outlined for this session. • Study for the Exam. 	

	<p style="text-align: center;">IN CLASS HOURS</p> <p style="text-align: center;">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p style="text-align: center;">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;">OUT OF CLASS HOURS</p> <p style="text-align: center;">STUDY/PREP/REVIEW</p> <p style="text-align: center;">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;">NOTES</p> <p style="text-align: center;">DUE DATES</p>
7	<p>Exam</p>	<ul style="list-style-type: none"> • Complete the Exam. Review the Session Exam after the class has completed the Exam. 	
8	<p><i>Chapter 3, Using the Internet: Making the Most of the Web's Resources</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • The Internet, p. 94 • Communicating Through the Internet: E-Mail and Other Technologies, p. 95 • MyITLab: Sound Bytes, <u>Creating a Web-Based E-mail Account</u> • Web 2.0 Technologies: Collaborating and Communicating Through the Internet, p. 99 • MyITLab: Sound Bytes, <u>Blogging</u> • TRENDS IN IT: Computers in Society—The Internet Makes Business Startups Affordable, p. 104 • Web Entertainment: Multimedia and Beyond, p. 106 • Conducting Business over the Internet: E-Commerce, p. 108 • MyITLab: Active Helpdesk, Doing Business Online • Accessing the Web: Web Browsers, p. 110 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. • Complete the Topic 1 discussion for this Session. 	
9	<p><i>Chapter 3, Using the Internet: Making the Most of the Web's Resources</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Getting Around the Web: URLs, Hyperlinks, and Other Tools, p. 112 • MyITLab: Sound Bytes, <u>Welcome to the Web</u> • Searching the Web Effectively, p. 115 • MyITLab: Sound Bytes, <u>Finding Information on the Web</u> • MyITLab: Active Helpdesk, Getting Around the Web • Search Engines, p. 115 • Evaluating Web Sites, p. 118 • The Internet and How It Works, p. 118 • MyITLab: Active Helpdesk, Using Subject Directories and Search Engines 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	<p>2 outside hours</p> <p>Course Project Assignment : As assigned by instructor</p>

	<p style="text-align: center;">IN CLASS HOURS</p> <p style="text-align: center;">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p style="text-align: center;">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;">OUT OF CLASS HOURS</p> <p style="text-align: center;">STUDY/PREP/REVIEW</p> <p style="text-align: center;">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;">NOTES</p> <p style="text-align: center;">DUE DATES</p>
10	<p><i>Chapter 3, Using the Internet: Making the Most of the Web's Resources</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • ETHICS IN IT: Plagiarism and Copyright Violation—What Can You Borrow from the Internet?, p. 119 • Connecting to the Internet, p. 121 • MyITLab: Sound Bytes, <u>Connecting to the Internet</u> • MyITLab: Active Helpdesk, Connecting to the Internet • DIG DEEPER: Discovering the Semantic Web, p. 124 • The Future of the Internet, p. 126 • Ethics in Computing, p. 140 • What is Ethics?, p. 140 • Personal Ethics, p. 141 • Personal Ethics and Your Worldview, p. 143 • Technology and Ethics: How One Affects the Other, p. 144 • Using Computers to Support Ethical Conduct, p. 144 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
11	<p><i>Technology in Focus: Information Technology Ethics</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Social Justice: Whistle-Blowing with Web 2.0, p. 146 • Intellectual Property: International Pirates, p. 148 • Privacy: Does Social Media Erode Personal Privacy?, p. 150 • E-Commerce: Geo-Location: Marketing Tool or Invasion of Privacy, p. 152 • Electronic Communication: Does Free Speech Have a Price?, p. 154 • Computer Abuse: Cyberbullying-Who Should Protect Children from Each Other?, p. 156 • Multiple Choice Questions, p. 159 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
12	<ul style="list-style-type: none"> • Assignment • MyITLab: Chapter 3 End-of-Chapter Self Test • Review for Session Exam 	<ul style="list-style-type: none"> • Complete the MyITLab activities outlined for this session. • Study for the Session Exam. 	

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13	Exam	<ul style="list-style-type: none"> • Complete the Session Exam. Review the Session Exam after the class has completed the Exam. 	
14	<p><i>Chapter 4, Application Software: Programs That Let You Work and Play</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • The Nuts and Bolts of Software, p. 162 • Productivity Software for Home and Office, p. 162 • MyITLab: Sound Bytes, Creating Web Queries in Excel 2010 • Media Software for Home, p. 172 • MyITLab: Sound Bytes, Enhancing Photos with Image-Editing Software • MyITLab: Sound Bytes, Using Speech Recognition Software • DIG DEEPER: Speech Recognition Software, p. 174 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	<p>3 outside hours</p> <p>Course Project Assignment : As assigned by instructor</p> <p>Use Peer Review Template attached</p>
15	<p><i>Chapter 4, Application Software: Programs That Let You Work and Play</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Software Fun for Home, p. 178 • MyITLab: Active Helpdesk, Choosing Software • Business Software for Home and Office, p. 180 • Getting Help with Software, p. 184 • MyITLab: Active Helpdesk, Buying and Installing Software <p>Microsoft Word, 2010</p> <ul style="list-style-type: none"> • Students (with Instructor Demonstration) will complete the Common Features of Windows 7, Microsoft Office 2010 Word, 2010, Excel 2010, and PowerPoint 2010. • Start Chapter 1 of Word 2010 – Instructor-led demonstration of Creating Documents with Word 2010 • Finish Chapter 1 Demonstration • Complete Projects 1A and 1B using myITLab Skill-based Exams 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. <p>Instructor assigned from the <u>GO! with Microsoft Office 2010 myITLab training program</u></p>	

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16	<p><i>Chapter 4, Application Software: Programs That Let You Work and Play</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • TRENDS IN IT: Emerging Technologies: Is It Real or Is It Virtual?, p. 185 • Buying Software, p. 186 • ETHICS IN IT: Can I Borrow Software That I Don't Own?, p. 187 • Installing, Uninstalling, and Starting Software, p. 193 <p>Microsoft Excel 2010</p> <ul style="list-style-type: none"> • Start Chapter 1 of Excel 2010 – Instructor-led demonstration of Creating Worksheets and Charting Data • Finish Demonstration • Complete Projects 1A and 1B using myITLab Skill-based Exams 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities • Instructor assigned from the <u>GO! with Microsoft Office 2010 myITLab training program</u> 	
17	<p>Microsoft PowerPoint 2010</p> <ul style="list-style-type: none"> • Start Chapter 1 of PowerPoint 2010 – Instructor-led demonstration of Creating Worksheets and Charting Data • Finish Demonstration • Complete Projects 1A and 1B using myITLab Skill-based Exams 	<ul style="list-style-type: none"> • Complete the MyITLab activities • Instructor assigned from the <u>GO! with Microsoft Office 2010 myITLab training program</u> 	
18	<p>Microsoft Access 2010</p> <ul style="list-style-type: none"> • Start Chapter 1 of Access 2010 – Instructor-led demonstration of Creating Tables and Working with Data • Complete Projects 1A and 1B using myITLab Skill-based Exams • Demonstrate how to sort and query databases 	<ul style="list-style-type: none"> • Complete the MyITLab activities • Instructor assigned from the <u>GO! with Microsoft Office 2010 myITLab training program</u> 	
19	<ul style="list-style-type: none"> • Assignment • MyITLab: Chapter 4 End-of-Chapter Self Test • Review for Session Exam 	<ul style="list-style-type: none"> • Complete the MyITLab activities outlined for this session. • Study for the Session Exam. 	
20	<p>Exam</p>	<ul style="list-style-type: none"> • Complete the Session Exam. 	

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		<ul style="list-style-type: none"> Review the Session Exam after the class has completed the Exam. 	
21	<p><i>Chapter 5, Using System Software: The Operating System, Utility Programs, and File Management</i></p> <p>Topics:</p> <ul style="list-style-type: none"> System Software Basics, p. 208 Types of Operating Systems, p. 209 MyITLab: Sound Bytes, Customizing Windows 7 TRENDS IN IT: Emerging Technologies: Open Source Software— Why Isn't Everyone Using Linux?, p. 213 What the Operating System Does, p. 214 MyITLab: Active Helpdesk, Managing Hardware and Peripheral Devices: The OS ETHICS IN IT: Sugar—The Sweet OS for Every Child, p. 216 	<ul style="list-style-type: none"> Read each of the textbook sections outlined for this session. Complete the MyITLab activities outlined for this session. 	
22	<p><i>Chapter 5, Using System Software: The Operating System, Utility Programs, and File Management</i></p> <p>Topics:</p> <ul style="list-style-type: none"> The Boot Process: Starting Your Computer, 221 MyITLab: Active Helpdesk, Starting the Computer: The Boot Process The Desktop and Windows Features, p. 224 Organizing Your Computer: File Management, p. 227 MyITLab: Sound Bytes, File Management MyITLab: Active Helpdesk, Organizing Your Computer: File Management 	<ul style="list-style-type: none"> Read each of the textbook sections outlined for this session. Complete the MyITLab activities outlined for this session. 	
23	<p><i>Chapter 5, Using System Software: The Operating System, Utility Programs, and File Management</i></p> <p>Topics:</p> <ul style="list-style-type: none"> Utility Programs, p. 232 MyITLab: Sound Bytes, File Compression MyITLab: Active Helpdesk, Using Utility Programs MyITLab: Sound Bytes, Hard Disk Anatomy Interactive MyITLab: Sound Bytes, <u>Letting Your Computer</u> 	<ul style="list-style-type: none"> Read each of the textbook sections outlined for this session. Complete the MyITLab activities outlined for this session. 	<p>3 outside hours</p> <p>Course Project Assignment : as assigned by instructor</p>

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	<u>Clean Up After Itself</u>		
24	<p><i>Technology in Focus: Computing Alternatives</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Application Software Alternatives, p. 253 • Operating System Alternatives, p. 257 • Hardware Alternatives, p. 259 • Multiple Choice Questions, p. 265 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Assignment • MyITLab: Chapter 5 End-of-Chapter Self Test • Review for Session Exam • Complete the MyITLab activities outlined for this session. • Study for the Session Exam. 	
25	Session 4 Exam	<ul style="list-style-type: none"> • Complete the Session Exam. • Review the Session Exam after the class has completed the Exam. 	
26	<p><i>Chapter 6, Understanding and Assessing Hardware: Evaluating Your System</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Is It the Computer or Me?, p. 268 • What Is Your Ideal Computer?, p. 269 • Choosing Either a Desktop or Notebook System, p. 271 • Assessing Your Hardware: Evaluating Your System, p. 272 • Evaluating the CPU Subsystem, p. 272 • MyITLab: Sound Bytes, Using Windows 7 to Evaluate CPU Performance • Evaluating RAM: The Memory Subsystem, 276 • MyITLab: Sound Bytes, Memory Hierarchy Interactive • MyITLab: Sound Bytes, Installing RAM • MyITLab: Active Helpdesk, Evaluating Your CPU and RAM 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
27	<p><i>Chapter 6, Understanding and Assessing Hardware: Evaluating Your System</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Evaluating the Storage Subsystem, p. 279 • Optical Storage, 283 • MyITLab: Sound Bytes, CD, DVD, and Blu-ray 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	

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...	<p>Reading and Writing Interactive</p> <ul style="list-style-type: none"> • MyITLab: Sound Bytes, Installing a Blu-ray Drive • DIG DEEPER: How a Mechanical Hard Drive Works, p. 286 • Evaluating the Video Subsystem, p. 286 • MyITLab: Active Helpdesk, Evaluating Computer System Components • Evaluating the Audio Subsystem, p. 290 • ETHICS IN IT: Optical Technology: A Free Lunch—Or at Least a Free Copy, p. 291 • Evaluating System Reliability, p. 291 • Making the Final Decision, p. 294 • TRENDS IN IT: Computers in Society: How to Donate Your Old Computer Safely, 295 		
28	<p><i>Chapter 7, Networking: Connecting Computing Devices</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Networking Fundamentals, p. 308 • Network Architectures, p. 310 • MyITLab: Sound Bytes, Installing a Computer Network • Network Components, p. 312 • ETHICS IN IT: Sharing Your Internet Connection with Your Neighbors: Legal? Ethical? Safe?. p. 314 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
29	<p><i>Chapter 7, Networking: Connecting Computing Devices</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Home Ethernet Networks, p. 315 • Home Ethernet Equipment, p. 319 • Connecting Other Devices to Networks, p. 322 • MyITLab: Active Helpdesk, Understanding Networking • Securing Wireless Networks, p. 327 • MyITLab: Sound Bytes, Securing Wireless Networks • Configuring Software for Your Home Network, p. 329 • TRENDS IN IT: Careers: Cybercops on the Beat—Computer Security Careers, p. 333 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	

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30	<p><i>Technology in Focus: Under the Hood</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Switches, p. 347 • MyITLab: Sound Bytes, Where Does Binary Show Up? • MyITLab: Sound Bytes, Binary Numbers Interactive • The CPU Machine Cycle, p. 354 • MyITLab: Sound Bytes, Computer Architecture Interactive • MyITLab: Sound Bytes, Memory Hierarchy Interactive • MyITLab: Active Helpdesk, Understanding the CPU • Making CPUs Even Faster, p. 358 • Multiple Choice, p. 361 <p>Review for Session Exam</p>	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. <ul style="list-style-type: none"> • Assignment • MyITLab: Chapter 6 End-of-Chapter Self Test • MyITLab: Chapter 7 End-of-Chapter Self Test • Complete the MyITLab activities outlined for this session. • Study for the Session Exam. 	
31	<p>Exam</p> <p><i>Chapter 8, Digital Lifestyle: Managing Digital Data and Devices</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • A Digital Lifestyle, p. 364 • Digital Telephony: Communicating with Bits, p. 366 • MyITLab: Sound Bytes, Connecting with Bluetooth • MyITLab: Sound Bytes, PDA/Smartphones on the Road and at Home • Digital Media and Information, p. 377 • MyITLab: Active Helpdesk, Keeping Your Data on Hand • MyITLab: Active Helpdesk, Using Portable Media Players • ETHICS IN IT: Managing Your Copyrights: Copyleft Might Simplify Your Life, p. 388 • Digital Mobility and Access, p. 392 • TRENDS IN IT: Computers in Society: “Ecosystem” of New Tools— Augmented Reality, p. 396 	<ul style="list-style-type: none"> • Complete the Session Exam. • Review the Session Exam after the class has completed the Exam. • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
32	<p><i>Chapter 9, Securing Your System: Protecting Your</i></p>	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this 	3 hours

	<p style="text-align: center;">IN CLASS HOURS</p> <p style="text-align: center;">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p style="text-align: center;">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;">OUT OF CLASS HOURS</p> <p style="text-align: center;">STUDY/PREP/REVIEW</p> <p style="text-align: center;">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;">NOTES</p> <p style="text-align: center;">DUE DATES</p>
	<p><i>Digital Data and Devices</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • Keeping Your Data Safe, p. 410 • MyITLab: Sound Bytes, Managing Computer Security with Windows Tools • Computer Threats: Computer Viruses, p. 411 • MyITLab: Active Helpdesk, Avoiding Computer Viruses • Computer Safeguard: Antivirus Software and Software Updates, p. 414 • MyITLab: Sound Bytes, Protecting Your Computer • Computer Threats: Hackers, p. 417 • Restricting Access to Your Digital Assets, p. 421 • MyITLab: Sound Bytes, Installing a Personal Firewall • MyITLab: Active Helpdesk, Understanding Firewalls • DIG DEEPER: How Firewalls Work, p. 422 • Managing Online Annoyances, p. 429 	<p>session.</p> <ul style="list-style-type: none"> • Complete the MyITLab activities outlined for this session. 	<p style="text-align: center;">outside hours</p> <p style="text-align: center;">Course Project Assignment : As assigned by instructor</p>
33	<p><i>Chapter 9, Securing Your System: Protecting Your Digital Data and Devices</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • ETHICS IN IT: Big Brother Is Watching But Should He Be Allowed to Do So?, p. 431 • Protecting Yourself . . . from Yourself!, p. 434 • TRENDS IN IT: Computers in Society: Identity Theft—Is There More Than One of You Out There?, p. 439 • Protecting Your Physical Computing Assets, p. 441 • MyITLab: Sound Bytes, Surge Protectors 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. 	
34	<p><i>Technology on Focus: Careers in IT</i></p> <p>Topics:</p> <ul style="list-style-type: none"> • What to Consider First: Job Outlook, p. 457 • Common Myths About IT Careers, p. 459 • Is an IT Career Right for Me?, p. 459 • What Realm of IT Should I Work In?, p. 462 • How Should I Prepare for a Job in IT?, p. 467 • How Do I Find a Job in IT?, p. 468 • MyITLab: Sound Bytes, A Day in the Life of a 	<ul style="list-style-type: none"> • Read each of the textbook sections outlined for this session. • Complete the MyITLab activities outlined for this session. <ul style="list-style-type: none"> • Assignment • MyITLab: Chapter 8 End-of-Chapter Self Test • MyITLab: Chapter 9 End-of-Chapter Self Test • Review for Session Exam 	

	<p style="text-align: center;">IN CLASS HOURS</p> <p style="text-align: center;">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p>Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p style="text-align: center;">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p style="text-align: center;">OUT OF CLASS HOURS</p> <p style="text-align: center;">STUDY/PREP/REVIEW</p> <p style="text-align: center;">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p style="text-align: center;">NOTES</p> <p style="text-align: center;">DUE DATES</p>
...	<p style="text-align: center;">Network Technician</p>	<ul style="list-style-type: none"> • Study for the Session Exam. 	
35	Exam	<ul style="list-style-type: none"> • Complete the Session Exam. Review the Session Exam after the class has completed the Exam. 	
36	<p>Sign into the Student Portal and access the Online Courses link for the Moodle Online Orientation Class.</p> <p>Instructor will go through this class with you step by step and discuss the differences between taking a class on-ground and taking a class online. Instructor will utilize information from the "Practical Guide to Online Learning" to discuss the features of taking classes online</p> <p>Review Online Platform. Read information on Home Page and Header of the OL002 course.</p> <p>OL002 – Moodle Orientation students should login and complete work during class time. Additional time outside of class may be required.</p>		
37	<p>OL002 – Moodle Orientation students should be working on during class time. Additional time outside of class may be required.</p> <p>Complete Online Orientation Course OL002 Take Online Orientation Test and Survey</p> <p>Discuss online classes offered at school and bring the campus Online Learning Specialist in to discuss the process of signing up for online classes.</p>		
38	<p>Portfolio Submission and Presentation</p> <p>Students will have prepared a short PowerPoint presentation on the creation of the items for their portfolio for IT100. The portfolio should include examples of work from the class and other documents that may have been created during their first term of school. Students will do a 3-5 minute oral presentation utilizing their PowerPoint and Portfolio.</p>	<ul style="list-style-type: none"> • Portfolio items may include any chapter project, research project in online orientation course and/or Certificate for Successful Completion of the Moodle Orientation Course. 	1 hour outside work compiling portfolio items
39	Class Presentations		
40	<ul style="list-style-type: none"> • Wrap up of Class 	<ul style="list-style-type: none"> • Review the course content. • Complete any assignments that have not been completed up to this point. • Complete the course survey 	

IT100
NOTES TO THE INSTRUCTOR

(not for student distribution)

Revised 04/2011

- This text assumes Windows7 is the available formats. You will have to make the connection between the XP operating system installed at the campus if you have not upgraded. Realize that students may have Windows Vista, Windows XP, Window7 or any other combination of software/OS on their home computers. We have eliminated the project text and have included simulated Application labs on the MyITLab site.
- A 12 week-lesson setup has been provided. Assignments, projects, and exam schedules are an individual instructor's prerogative within general course requirements. Based on the new Dept of Education definition regarding contact hours, you must assign work that requires 2 hours outside of class for every hour in class. This may include homework, exam preparation, or utilization of the online materials..
- Chapter headings have been provided for points of reference.
- Much depends upon the skills and makeup of collective student groups
- Emailing and interactive capabilities will depend upon the local network/lab setup
- Material is presented in a general order; session assignments may vary as per class capability.
- Review ancillary material provided at Course Connect
- The Instructors Manual is a rich source for planning material and is also available for download from the Pearson Instructor Resource Site