

COURSE SYLLABUS

Middlesex Community College

Course Information

Semester	Fall 2014
Number	CSC* 101
Title	Introduction to Computers
CRN	3110
Credit Hours	3
Prerequisites	None
Deliver Format	On-line

Instructor Information

Name	Lin Lin
Division	Allied Health, Business & STEM
Office Location	Wheaton Hall 313
E-Mail	llin@mxcc.edu
Office Hours	12:30 – 2 pm on Tuesday & Thursday
Office Phone	(860) 343 – 5763

Required Textbook/Material

1. *New Perspectives on Microsoft® Windows® 7, Brief, 1st Edition*
ISBN-10: 0-538-74602-5 ISBN-13: 978-0-538-74602-1
Type: Book
2. *SAM 2013 Assessment, Training, and Projects v1.0 Printed Access Card, 1st Edition*
ISBN-10: 1-285-42749-1 ISBN-13: 978-1-285-42749-2
Type: Printed Access Code
3. *New Perspectives on Microsoft® Office 2013, First Course, 1st Edition*
ISBN-10: 1-285-16764-3 ISBN-13: 978-1-285-16764-0
Type: Book

MxCC bookstore may sell a bundle version of the textbooks & SAM Access Code with a different ISBN, please check with the bookstore staff (860-346-4490).

Required Computer Settings

In order to complete this course properly, you need a PC with Windows (preferably Windows 7/8) Operating System and Microsoft Office Professional 2013* (or Office 365 University*) software which includes Word, Excel, PowerPoint and Access. If you don't have these settings at home or at other convenient locations, you should plan on coming to MxCC Library (first floor in Chapman Hall) or Computer Lab (Wheaton 305) in Middletown campus to complete your assignments.

*Please note that the textbook is designed to fully correspond to the Office 2013 professional software (which includes Word, Excel, PowerPoint, and Access). Although students may use other versions of the Office product, such as Office 2007, Office 2010, or Office 2011, all features and functions will NOT exist in these versions. Students who do not have Office 2013 will notice differences between the textbook and the product interface. The SAM2013 product also maps to Office 2013. For details on the system requirements for SAM2013 and the help for Mac users, please refer to the documents posted on Blackboard.

Course Description

This introductory course presents the business uses of computer hardware and software. It will teach the fundamentals of the Windows environment and use of popular business software for word processing, spreadsheet, database and presentation applications. E-mail communication skills will be developed, and the use of the Internet as a communication and research tool will be explored. An overview of web page design will be covered.

Course Scope

This is a comprehensive introductory course. It explains essential computer concepts including system unit, input and output, secondary storage, communications and networks, and privacy and security. It also discusses computer software including operating systems, browsers and emails, and Microsoft Office suites. This course provides in depth training on the Microsoft Word, Excel, Access, and PowerPoint. Projects are completed in each application and popular features are fully explored. Students also learn how to create a personal web site.

Course Objectives

The goal is to provide each student with a basic level of computer proficiency. The following list describes the learning outcomes that support this overall goal:

- Understand the basics of the Personal Computer, the Internet, the World Wide Web, and the E-Mails.
- Explore personal computer and Local Area Network hardware components
- Differentiate between application software and operating systems
- Examine Internet resources
- Demonstrate knowledge of the following Microsoft Office software
 - Word
 - Excel
 - Access
 - PowerPoint
- Develop vocabulary of technical terms
- Explore digital media

Program/Discipline Learning Outcomes Contained in Course

- Written and oral communication skills
- Critical thinking, problem solving, and analytical skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Awareness and respect for other perspectives
- Global awareness and diversity
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

Importance of Course in Program/Discipline

This fundamental Computer Science course is a required course for many programs and disciplines. In today's highly competitive and technologically advanced society, good computer skills are an imperative. Students in this course are able to acquire and/or refine their computer skills. The ability to efficiently research and extract information from the Internet, resolve technical issues, and use software to enhance productivity are skills that will serve the students in both academic and professional careers. Knowledge of the Microsoft Office Suite of software application is highly desirable in today's workplace. This course gives a very practical technical foundation on which students can build more advanced expertise.

Course Requirements/Grading

A	Discussions <ul style="list-style-type: none">• Self-introduction (10 points)• SmartMeasure (10 points)• Computer News (10 points)• PowerPoint Presentation (10 points)• Personal Web Site (10 points)• <i>Questions & Answers (10 bonus points)</i>	50 points (+10 bonus points)
B	SAM Projects <ul style="list-style-type: none">• 4 in Word (40 points)• 3 in Excel (30 points)• 2 in Access (20 points)	90 points
C	Questions <ul style="list-style-type: none">• Questions on Computer Concepts (10 points)	10 points
D	Course Evaluation <ul style="list-style-type: none">• <i>Student Course Evaluation (5 bonus points)</i>	(+5 bonus points)
Total		150 points (+15 bonus points)

Letter Grade based on total points:

>= 140	A	135 ~ 139	A-	
130 ~ 134	B+	125 ~ 129	B	120 ~ 124 B-
115 ~ 119	C+	110 ~ 114	C	105 ~ 109 C-
100 ~ 104	D+	95 ~ 99	D	90 ~ 94 D-
< 90	F			

A – Discussions

1. You will need to post your message to each discussion on Blackboard. For some discussions, you are expected to respond to other students' postings. The responses to other students' postings should add to the substance of the posting, request clarification, provide a different perspective, or challenge the assertions made by providing real or hypothetical scenarios that the original posting does not adequately address. Remember, the purpose of class discussions is to stimulate academic debate. At the same time, it is also good practice to provide normal, supportive comments.
2. You may ask all course-related questions in the Questions & Answers Discussion. This will not only give other students a chance to answer, but also save them from asking similar questions. By the end of the semester, bonus points will be given to those who actively and frequently post

their answers to the questions. The bonus points that you earn will be determined by the number of answers you post and the quality of the answers. Please note that this discussion is for information exchange among students only. If you have questions for the instructor, please send her a message in Blackboard.

B – SAM Projects

SAM (Skills Assessment Manager) is a proficiency-based assessment and training environment for Microsoft Office provided by Cengage Learning. In order to use SAM, you need to:

- Create a SAM account using the Access Code you purchase
- Log-in using your account
- Join a section (section number will be specified by the instructor).

Then you need to log-in each time to work on a SAM-related assignment.

The procedure of completing a SAM project:

1. log-in to sam.cengage.com
2. Go to the Activity List Tab
3. Click on the specified assignment
4. Follow the instruction to complete the project (submit through the web)
5. Go to Reports Tab
6. Click on the icon under the column header “Reports & Files” and review your grade report (If your grade is not 100, do step 7-9)
7. Click on the icon under the column header “Study Guide”; if you see any step with points deducted, do the related training by clicking the link
8. Correct any mistakes/errors on your document
9. Resubmit: Repeat steps 2-6 (and possibly 7-9). You may submit up to five times before the due date. Only the highest grade will be recorded.

C – Questions

The Review Questions need to be completed independently and submitted through Blackboard by the due date.

D – Course Evaluation

Your evaluation is very important to us. It will help improve our course design, instruction, and the type of services we offer. Please follow the instruction on Blackboard to find out how to get bonus points.

Missed/Late Submission for a Graded Assignment

Please start your weekly assignments as early as possible during each week so that you have enough time dealing with unexpected situations including technical difficulties with your computer, software, internet, or unexpected health or transportation issues. Please be aware that the deadlines for graded assignments must be strictly followed. Unless otherwise approved by the instructor, missed/late submissions will not receive credits.

One on One with Tutor

If you have any questions regarding this course, you are welcome to send me a message through blackboard, or give me a call or stop by during my office hours. If you need one-on-one help, you may contact Ms. Landi Hou. There are three ways to contact her:

- Stop by her office (Wheaton 313) or Computer Lab (Wheaton 305)
- Give her a call at (860) 343-5771

- Send her an email to LHou@mxcc.edu

Additional Syllabus Information

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

**Non-Discrimination Statement**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

Primary Title IX Coordinator

Dr. Adrienne Maslin

Dean of Students/Title IX and Section 504/ADA Coordinator

amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123 |

Secondary Title IX Coordinator

Ms. Mary Lou Phillips

Director of Human Resources, Middlesex Community College

mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115

Secondary Title IX Coordinator

Ms. Queen Fordham

Coordinator of the Meriden Center Welcome Desk

qfordham@mxcc.edu; 203-608-3011

(Course Schedule on Next Page)

Weeks* (Dates)	Topics (Textbook Chapters, color-coding)	Assignments/Activities
Week 1 (8/27 – 9/4)	Introduction	<ul style="list-style-type: none"> Review Syllabus & FAQs Obtain required course materials Get familiar with using Blackboard Do Self-introduction Discussion Do SmartMeasure Discussion Start Q&A Discussion (on-going)
Week 2 (9/5 – 9/11)	Essential Computer Concepts (ECC, Red)	<ul style="list-style-type: none"> Study Office Textbook Pages ECC 1 – ECC 27 Do Review Questions on page ECC28 – ECC29
Week 3 (9/12 – 9/18)	Windows 8/7, Managing Your Files (WIN, FM, Orange, or Windows 7 textbook)	<ul style="list-style-type: none"> Download Data Files <p><u>If you are using Windows 8</u></p> <ul style="list-style-type: none"> Review content and follow steps in WIN and FM (“Microsoft Office 2013” textbook) <p><u>If you are using Windows 7</u></p> <ul style="list-style-type: none"> Review content and follow steps in WIN (“Microsoft Windows 7” textbook)
Week 4 (9/19 – 9/25)	Internet Basics and Information Literacy (IB, Purple)	<ul style="list-style-type: none"> Review content and follow steps in IB Do Computer News Discussion
Week 5 (9/26 – 10/2) Heavy!**	Word (WD, Blue)	<ul style="list-style-type: none"> Review content and follow steps in WD Tutorial 1 Create an account in SAM and join a section <u>Institution Key: T2030996</u> <u>Section Number: 3110 (Fall 2014)</u> Watch training videos for using SAM Do WordProject1 in SAM
Week 6 (10/3 – 10/9)	Word (WD, Blue)	<ul style="list-style-type: none"> Review content and follow steps in WD Tutorial 2 Do WordProject2 in SAM
Week 7 (10/10 – 10/16)	Word (WD, Blue)	<ul style="list-style-type: none"> Review content and follow steps in WD Tutorial 3 Do WordProject3 in SAM
Week 8 (10/17 – 10/23)	Word (WD, Blue)	<ul style="list-style-type: none"> Review content and follow steps in WD Tutorial 4 Do WordProject4 in SAM
Week 9 (10/24 – 10/30) Heavy!**	PowerPoint (PPT, Orange-Red)	<ul style="list-style-type: none"> Review content and follow steps in PPT Tutorial 1 &2 Do PowerPoint Discussion

Week 10 (10/31 – 11/6)	Excel (EX, Green)	<ul style="list-style-type: none"> Review content and follow steps in Excel Tutorial 1 Do ExcelProject1 in SAM
Week 11 (11/7 – 11/13)	Excel (EX, Green)	<ul style="list-style-type: none"> Review content and follow steps in Excel Tutorial 2 Do ExcelProject2 in SAM
Week 12 (11/14 – 11/20)	Excel (EX, Green)	<ul style="list-style-type: none"> Review content and follow steps in Excel Tutorial 3 Do ExcelProject3 in SAM
Week 13 (11/21 – 11/27) Heavy!**	Web Site Building	<ul style="list-style-type: none"> Explore education.weebly.com Create a personal web site in Weebly Complete Course Evaluation
Week 14 (11/28 – 12/4)	Access (AC, Maroon)	<ul style="list-style-type: none"> Review content and follow steps in Access Tutorial 1 Do AccessProject1 in SAM
Week 15 (12/5 – 12/11) Heavy!**	Access (AC, Maroon)	<ul style="list-style-type: none"> Review content and follow steps in Access Tutorial 2 Do AccessProject2 in SAM Complete Q&A Discussion

* Each week starts on Friday and ends on Thursday except for the first week, which starts on Wednesday. All assignments are due at **11:59 pm** on that **Thursday**. Please start early in the week to avoid last-minute questions piled up near the due date when you may not get timely responses.

**** The assignments of this week may require more time to complete – start early!!**

Note:

Please note that this syllabus is tentative and instructor may make changes during the semester.

Web Resources:

<http://my.commmnet.edu/>

(MyCommNet &Blackboard)

<http://sam.cengage.com>

(SAM)

http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781285167640&token

(Data Files for Office 2013)

http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538746021&token

(Data Files for Windows 7)

<http://mxcc.edu/distance/take-a-smartermeasure-test/>

(SmartMeasure Test)

<http://education.weebly.com>

(Weebly)