COURSE SYLLABUS
Fall 2016

SAHE&T	CSC 101	Introduction to Computers (CRN 3073)
Department	Course No.	Course Title

3 hrs	1.5	1.5
Credit Hrs.	# lecture hrs./week	# lab hrs./week

Prepared by	**Ellen S. Kramer**	**August 25, 2016**
	Faculty Member	Date

Course prerequisites: Hands on familiarity with computers.

Course Location (bldg/room #): **Online**
Meeting time (days/hours): Virtual Office

Course Description:

This course prepares students to use the computer as a productivity tool. It offers both Mac and PC users essential computer skills for personal and professional applications. The fundamentals of information technology concepts, operating systems functions, cloud computing, and computer security are covered. Students will complete hand-on projects using popular productivity software that include word processing, spreadsheet, database, and presentation applications. Also included are topics in Web design, Internet basics, information literacy, and productivity apps. Students will gain knowledge to be well-informed consumers of computer technology. Recommended: Students taking this course should possess hands-on familiarity with computers. CSC*095 Basic Computer Skills course is recommended for students who do not possess the requisite computer skills.

Prerequisite: None

Scope of Course:
Introduction of Computers covers a range of topics that will help today's students gain mastery of today's technology. In order to be computer literate, students will need to be able to utilize productivity apps such as OneNote, in additional to the traditional Office applications like Word and Excel. This course will begin with an introduction to the productivity apps that are popular for school and work: OneNote, Sway, and Mix. Next, students will learn about the various parts of the computer and how they work together or process information. The course also focuses on computer software, networking, security, and cloud computing. Fundamentals of the Windows 10 operating system, virus protection, and backup are also covered and students learn several techniques for keeping computers well maintained. The Internet is an extremely important part of modern computing and students learn about its origin, infrastructure, and many resources. Cloud Computing and web page development are also explored.

The course also provides in depth training on the Microsoft Office Suite of software applications: Word, Excel, Access, and PowerPoint. Projects are completed in each application and popular features are fully explored. Students also learn how to create a simple Web page. This course is offered in both PC and Mac classroom environments.

Program/Discipline Learning Outcomes Contained in Course:
The goal of the Science Allied Health Engineering and Technology (SAHE&T) Division is to incorporate the following learning outcomes into each course:

- Written and oral communication skills
- Interpersonal skills and awareness
- Teamwork, team-building, and project focus
- Knowledge of ethical and legal business behavior
- Personal productivity and organizational skills
- Critical thinking, problem solving, and analytical skills

- Flexibility and adaptive to change
- Understand process management
- Awareness and respect for other perspectives
- Flexibility and adaptive to change
- Ability to understand your customer
- Global awareness and diversity

Importance of Course in Program/Discipline:
CSC101 – Introduction to Computers is a very important component of the SAHE&T Division. In today's highly competitive and technologically advanced society, good computer skills are an imperative. Students in CSC101 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 all 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. The course gives a very practical technical foundation on which students can build more advanced expertise.

Learning Outcomes:
The goal of CSC101 is to provide each student with a basic level of computer proficiency. The following list describes the learning outcomes that support this overall goal:

- Explore productivity apps: OneNote, Sway, and Mix
- Examine the basics of the personal computer, the Internet, the World Wide Web, and e-mail
- Explore PC and LAN hardware components
- Differentiate between application software and system software
- Examine Internet resources
- Explore Windows 10 and Mac operating systems
- Practice file management techniques
- Demonstrate knowledge of:
  - WORD
  - EXCEL
  - ACCESS
  - POWERPOINT
  - E-Mail
  - Search Engines
- Develop vocabulary of technical terms
- Explore Cloud Computing

Textbooks and other required readings/computer software/materials/library reserve room:
These books are available as a bundled package in the book store or can be purchased separately.

OPTIONS FOR TEXTBOOK:

Option 1: PAPER BOOK and ACCESS CODE BUNDLE: New Perspectives on Microsoft® Office 365 Office 2016, Introductory - ISBN 978-133-721-2878 [This includes access to MindTap]

Option 2: E-BOOK and ACCESS CODE BUNDLE: ISBN: 978-130-588-0023. Students will be **required** to complete, and turn in, assignments using the MindTap online portal.

You may order online using this link in your browser: http://mxcc-shop.com/

If you have any other textbook questions, please check with the bookstore staff (860-346-4490).

Please note that the text is used extensively for completing project work and for reading/study assignments. Unless you are extremely comfortable using split screen and e-texts, I strongly recommend you purchase OPTION1. OPTION 1 includes a paper book, e-book access and an access code. Minimally, students must purchase OPTION 2 which includes the e-book and access code only. Students will be **required** to complete, and turn in, assignments using the MindTap online portal and cannot pass the course without it.

SOFTWARE:
NOTE: Microsoft **OFFICE 365** is available for students **FREE of charge**.
For PC users: The Office 365 software will download the Office 2016 Suite for PCs– Word, Excel, PowerPoint, Access

For Mac users: The Office 365 software will download the Office 2016 Suite for Macs – Word, Excel, PowerPoint. (Macs do not have the Access software). If you are a Mac user, you will need to have PC access as well to complete the Access software assignment. You may also have challenges with some of the graded assignments. It is highly recommended to have PC access. MxCC labs and the library have PCs that are fully loaded with the Office 2016 software.

Installing Office 365: Students needing help with installing the Office 365 software may come to the Technology Center located in Snow Hall Room 512 for assistance. The Technology Center is open Monday to Friday from 9:00 – 1:00 p.m.

In order to complete this course properly, you need a PC with a Windows operating system (7 or higher) and Microsoft Office Professional **2016*** (or Office 365 – Office 2016 version) which includes Word, Excel, PowerPoint and Access.   This is NOT optional.

Instructions to install Office 365 are provided in our Blackboard course.

Office Location (building/room number):	Online	Office Hours:	Virtual Office
Office Telephone:	(860) 539.2133	Office e-mail:	ekramer@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/emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/

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;*
- *Secondary Title IX Coordinator: Ms. Anastasia Pych; Human Resources Director, apych@mxcc.edu;*
- *Secondary Title IX Coordinator: Ms. Queen Fordham, Coordinator Meriden Center Welcome Desk, qfordham@mxcc.edu.*

Evaluation: Students are expected to participate in all class activities. Only students who officially withdraw from the class will receive a grade of W. Otherwise, **students will be given the grade they earn based on the work they have submitted.**

Discussions	10%
Exams	20%
Projects/Assignments	60%
Final Exam	10%
	100% total

There are no make-ups, extensions, exceptions or extra credit work. Any urgent matters should be brought to my attention underline immediately for consideration. Valid documentation will be required.

Grading Equivalency Template:

This system is based on a table published by the [College Board](#), and is commonly employed at colleges and universities throughout the United States.

Letter Grade	Percent Grade	4.0 Scale
A	93.0 - 100.0	4.0
A-	90.0 - 92.9	3.7
B+	87.0 – 89.9	3.3
B	83.0 – 86.9	3.0
B-	80.0 – 82.9	2.7
C+	77.0 – 79.9	2.3
C	73.0 – 76.9	2.0
C-	70.0 – 72.9	1.7
D+	67.0 – 69.9	1.3
D	63.0 – 66.9	1.0
D-	60.0 – 62.9	0.7
F	Less than 60.0	0.0

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Each unit will cover specific topics from the textbook as well as a software product. Each student is expected to read the assigned chapters, do all homework assignments, and complete all hands-on lab assignments. The labs, homework assignments, and test scores will be used to calculate the student's overall grade.

SCHEDULE

Dates	Topic/Textbook	Graded Work
Week 1 Mon Aug 29 to Tue Sep 6 *No class Sep 5*	Course Requirements Computing Requirements Blackboard Learn Office 365	BB Discussion: Introduce Yourself BB Exam: Course Review **Due Tue Sep 6 by 11:59pm**
Week 2 Wed Sep 7 to Tue Sep 13	Productivity Apps Essential Computer Concepts MindTap Account Setup	BB Discussion: Apps BB Exam: ECC **Due Tue Sep 13 by 11:59pm**
Week 3 Wed Sep 14 to Tue Sep 20	Managing Your Files Internet Basics Intro to SAM Assignments	BB Exam: Files and Internet **Due Tue Sep 20 by 11:59pm**
Week 4 Wed Sep 21 to Tue Sep 27	Word Module 1	SAM Assignment: Word 1 **Due Tue Sep 27 by 11:59pm**
Week 5 Wed Sep 28 to Tue Oct 4	Word Module 2	SAM Assignment: Word 2 **Due Tue Oct 4 by 11:59pm**
Week 6 Wed Oct 5 to Tue Oct 11	Word Module 3	SAM Assignment: Word 3 **Due Tue Oct 11 by 11:59pm**
Week 7 Wed Oct 12 to Tue Oct 18	Excel Module 1	SAM Assignment: Excel 1 **Due Tue Oct 18 by 11:59pm**
Week 8 Wed Oct 19 to Tue Oct 25	Excel Module 2	SAM Assignment: Excel 2 **Due Tue Oct 25 by 11:59pm**

Week 9 Wed Oct 26 to Tue Nov 1	Excel Module 3	SAM Assignment: Excel 3 **Due Tue Nov 1 by 11:59pm**
Week 10 Wed Nov 2 to Tue Nov 8	Excel Module 4	SAM Assignment: Excel 4 **Due Tue Nov 8 by 11:59pm**
Week 11 Wed Nov 9 to Tue Nov 15	PowerPoint Module 1	SAM Assignment: PowerPoint 1 **Due Tue Nov 15 by 11:59pm**
Week 12 Wed Nov 16 to Tue Nov 22	PowerPoint Module 2	SAM Assignment: PowerPoint 2 **Due Tue Nov 22 by 11:59pm**
Thanksgiving Break Nov 23 – Nov 27		
Week 13 Mon Nov 28 to Fri Dec 2	Databases and Access	SAM Assignment: Access 1 **Due Fri Dec 2 by 11:59pm**
Week 14 Sat Dec 3 to Thu Dec 8 *No class Dec 6*	Web Design Cloud Computing	BB Assignment: Web Design **Due Thu Dec 8 by 11:59pm**
Final Week	Final Exam	BB Final Exam **Due Tue Dec 13 by 11:59pm**

Schedule is subject to change at the discretion of the instructor. All changes will be posted in Blackboard.