COURSE SYLLABUS
Fall 2016

SAHE&T	**CSC 101**	**Introduction to Computers (CRN 3070) MAC**
Department	Course No.	Course Title
3 hrs	**1.5**	**1.5**
Credit Hrs.	# lecture hrs./week	# lab hrs./week

Prepared by **Donna Hylton** Faculty Member **August 19, 2016** Date

Course prerequisites: Hands on familiarity with computers.

Course Location (bldg/room #): **Chapman Hall – Room 610**
Meeting time (days/hours): **Tuesday/Thursday – 12:30 p.m. – 1:45 p.m.**

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.

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)

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.

Office Location (building/room number):	Snow Hall room 512	Office Hours:	M-W-Th – 10:00 a.m.– 11:00 a.m.
Office Telephone:	(860) 343-5774	Office e-mail:	dhylton@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 (exams, term papers, projects, etc., and percentages towards final grades):
The final grade will be determined by two exams and hands-on computer applications projects, and will be affected by course participation, conduct, and attendance.

Exams (Midterm and Final)	30%
Software Projects	40%
Participation	10%
Home Work	20%
	100% total

There are no make-up exams given unless arrangements have been made prior to the exam.

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

Class	Date	**LECTURE**	**Demo/LAB**
1	8/30/16	Introduction and Orientation	Blackboard demo MxCC Alert & MyCommnet, etc.
2	9/1/16	Office 365 Overiew	MindTap Setup and demo
3	9/6/16	Productivity Apps For School & Work	OneNote, Sway, and Mix
4	9/8/16	Essential Concepts *What is a computer?*	Mac OS X *Managing your files* *Organizing course files*
5	9/13/16	Essential Concepts *Processing Hardware*	WORD *Module 1 - Creating/Editing Docs*
6	9/15/15	Essential Concepts *Input and Output Devices*	WORD *Module 1 - Creating/Editing Docs*
7	9/20/16	Essential Concepts *Connections and Peripheral Devices*	WORD *Module 2 – Navigating/Formatting Docs*
8	9/22/16	Essential Concepts *Data Representation, Memory, and Storage*	WORD *Module 2 – Navigating/Formatting Docs*
9	9/27/16	Essential Concepts *Networks and the Internet*	WORD *Module 3 – Tables and Multipage Rpts*
10	9/29/16	Essential Concepts *Security and Software*	WORD *Module 3 – Tables and Multipage Rpts*
11	10/4/16	Essential Concepts *Cloud Computing*	WORD *Module 4 – Layout, design, and PDFs*
12	10/6/16	Introducing Excel	EXCEL *Module 1 – Getting Started with Excel*
13	10/11/16	Simple calculations in Excel	EXCEL *Module 1 – Getting Started with Excel*
14	10/13/16	Business Uses of Excel	EXCEL *Module 2 – Formatting text and data*
15	10/18/16	Business Uses of Excel cont'd	EXCEL *Module 2 – Formatting text and data*
16	10/20/16	Educational Applications of Excel	EXCEL *Module 3 – Formulas and Functions*
17	10/25/16	Special topics in Excel	EXCEL *Module 3 – Formulas and Functions*
18	10/27/16	MID TERM EXAM • Productivity Apps • Essential Concepts • Windows • Word • Excel	

19	11/1/16	Introduction to Database Concepts	ACCESS* *Module 1: Creating a Database*
20	11/3/16	Database Design Concepts	ACCESS *Module 1: Creating a Database*
21	11/8/16	Working with Database Objects	ACCESS *Module 2: Building and Defining Table Relationships*
22	11/10/16	Business Uses of Databases	ACCESS *Module 2: Building and Defining Table Relationships*
23	11/15/16	Databases and other applications	ACCESS *Module 3: Maintaining and Querying Database*
24	11/17/16	Business Presentations	POWERPOINT *Module 1: Creating a Presentation*
25	11/22/16	Internet and Web Basics & Information Literacy	POWERPOINT *Module 2: Adding Media and Special Effects*
	11/24/16	********** **Thanksgiving Break – <u>NO</u> Class** **********	
26	11/29/16	Introduction to Web design	WEB DESIGN
27	12/1/16	Web Design in the Cloud	WEB DESIGN
	12/6/16	********** **Reading Day – <u>NO</u> Class** **********	
28	12/8/16	Review for final	Cloud Computing
29	12/13/16	**FINAL EXAM** • Access • PowerPoint • Internet Basics and Information Literacy • Web Design • Cloud Computing	

Schedule is subject to change

Specific assignments from the textbook will be posted online and announced in class

* **ACCESS** is a Database Management program that is not available on the Mac. This module will be covered in a PC lab instead of the Mac classroom.